



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig BA (Hons) CiLCA

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TO MEMBERS OF THE COUNCIL:

Councillors: R Rotchell (Mayor), M Coombes (Deputy Mayor), S Bond, A Burgis, 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 **20th June 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

To resolve on request for dispensation for Cllr Rotchell. To remain in room for accounts payable for Mayor's allowance.

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

5. To receive and approve the Minutes of:

Ordinary Meeting 16th May 2023 (attached).

6. To receive Clerk's report

Matters arising from the Minutes. 131 Visit Camelford cups remaining - approx. 225 used at music in the park. Zip wire repair. Working on partnership with the Family Hub, Action for Children for Youth and community outreach work. Town Hall front door – have had to move the lock plate in the frame as couldn't close it. Have informed the TT. Reviewed the emergency plan – no changes required. A telephone tree test will take place 'soon'. Complaints about Weeks Rise green maintenance. Allotment inspection undertaken.

7. Planning

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

PA23/03262. Bodulgate Farm, Trewalder. Mr A Kempthorne. Erection of an agricultural cover shed extension together with associated works – Shed C. [weblink](#)

PA23/03263. Bodulgate Farm, Trewalder. Mr A Kempthorne. Erection of an agricultural cover shed extension together with associated works – Shed D. [weblink](#)

PA23/03723. Camelford Sports Centre, Station Road. Mr Holt, Camelford Leisure Centre Ltd.

Construction of a single storey front extension with associated new entrance ramp and parking provision.

[weblink](#)

PA23/04468. 13 Trevia Lane. Mr & Mrs L Gulliver. Double Storey front Extension. [weblink](#)

PA23/04386. Pennybos Sunnyside Meadow Mr Martin Berry. Conversion of existing integral garage to additional living accommodation and associated works. [weblink](#)

For Information

PA21/09132. Land South of Jackson's Meadow. Hicks and Scawn. Stables. **Approved**

PA23/02353. 6 Warrens Field. Robson. Replacement conservatory roof. **Approved**

PA23/024449. Beech House. Taylor. Two-storey extension. **Approved.**

PA23/00207. Land North of Polstraul. Straffon. Reserved matters. **Approved.**

PA23/00406. 3 Trefew Road, Jarvis. Alteration, extensions and conversion. **Approved.**

8. Portfolio Reports

- a. Mayor's report – Cllr Rotchell.
- b. Camelford Area Partnership Report – Cllr Shaw

9. Correspondence

none

10. Agenda Items

- a. To **resolve** on 2 Cllr attendees to the Camelford Show – to be present on stall and available to discuss CTC projects with public.
- b. To **note** Music in the Park Report.
- c. To **note** the Estates and Properties Committee minutes.
 - i. To **resolve** on Community Hub project internal alteration to stairwell/floor (subject to TT approval), installation of coffee machine, purchase of tables, and budget available.
 - ii. To **note** receipt of Community Hub grant – receive £8k for staff hours/utilities/coffee machine.
 - iii. To **resolve** on Churchfield CP Ticket Machine service - £224 +VAT
 - iv. To **resolve** to include Clese CP in current SLA with Cornwall Council enforcement
- d. To **resolve** to approve the construction of a summerhouse/shed on Allotment Plot 30.

11. Accounts

- a. To **note** Balances at 13th June 2023

Current Account	£186,849.51
Tracker Account	£51,648.25
NS&I	£42,527.28
CCLA	£80,000.00

- b. To **resolve** to authorise the payments of Accounts Outstanding

Staff	June Wages & expenses	BACS	£10,126.80
HMRC	June Tax & NI	BACS	£2,807.28
Cornwall Pensions	June Pension contributions	BACS	£3,164.38
Rentokil	sanitary units and nappy bin	BACS	£87.30
Cornwall Council	Churchfield CP Enforcement May	BACS	£170.00
Everflow	Water	DD	£72.45
Company B	Coronation – Music	BACS	£910.00
Camelford Hall	Hall hire – Mayor's afternoon Tea	BACS	£32.00
Camelford Hall	Hall hire – Coronation	BACS	£20.00
PPL PRS Ltd	Music Licence	BACS	£313.20
Barclays	Bank Charges	DD	£10.64
SWW	Water at Allotments	DD	£101.85
Jason Ryan	Town Hall – window cleaning June	BACS	£25.00
Sign of Times	Trophies, Medals, engraving	Debit	£327.15
Seadog IT	Website Hosting	DD	£29.95
Indeed	job advertisement	Debit	£40.00
Ness	Youth Outreach May	BACS	£830.75
Harry Peanut Show	Band – Music in the park	BACS	£1200
Camelford Hardware	Maintenance supplies - planter	Debit	£6.99
TLC Holdings	OCM logos	BACS	£36.00
Octopus	Electricity – Public conveniences	Debit	£131.84
Camelot Garage	Fuel for van	BACS	£155.77
Beiran Martlew	Rewiring for OCM Café sink	BACS	£319.60
Beiran Martlew	Rewiring for Scout/CCTV box	BACS	£1177.80
Staples	Office supplies – paper	Debit	£141.94
Mailchimp	Marketing – visitcamelford	DD	£12.60
Pickle Design	Printing – Connecting community Camelford	BACS	£87.00

Pickle Design	Design – Connecting community Camelford	BACS	£357.00
Pickle Design	Mugs – design, print, delivery	BACS	£1,654.20
Octopus	Electricity – Public conveniences	Debit	£240.18
Thomas Fattorini Ltd	Mayor’s chain and pendant refurbishment	BACS	£1128.05
Bunzl Cleaning & Hygiene	Public conveniences – toilet paper	BACS	£62.94
Amazon	Mains charger	Debit	£11.48
Amazon	Events – Bongo books	Debit	£22.16
Amazon	Washing up liquid/cups/paper	Debit	£20.03
Amazon	Office supplies – diary	Debit	£3.00
Amazon	YW supplies – frisbees/cloths/table tennis	Debit	£20.88
Amazon	OCM – stainless steel Griddle	Debit	£232.00
Amazon	OCM – stainless steel Fryer	Debit	£123.00
Amazon	OCM – Griddle accessories	Debit/Gift card	£20.78 + £2.08
Amazon	Lego – prizes x 3 (20.40/8.09/19.43)	Gift card	£47.92
Amazon	Fans for office	BACS	£20.90
Amazon	Instant ice packs	BACS	£24.68
Amazon	Office supplies – accident book	BACS	£7.88
Positive Energy	Town Hall Electricity – May	DD	£114.50
Positive Energy	Town Hall Electricity – May	DD	£242.66
Everflow	Water	DD	£102.13
Event Tech	Events - PA system/Mics/Engineers	BACS	£1110.00
Adexa	OCM – commercial refrigerator counter	Debit	£1150.80
3 for business	CTC mobiles	DD	£30.00
British Gas	Electricity – OCM	DD	£166.68
KCS Print	Churchfield CP permits for 23-24	BACS	£282.00
Measura Ltd	Camelford Hall Topographical survey	BACS	£2,400.00
R Sleep Ltd	Maintenance supplies –glasses/chisels	BACS	£73.56
Cornwall Council	Rates – Churchfield CP	DD	£466.00
Cornwall Council	Rates – Town Hall/Library	DD	£269.00
Cornwall Council	Rates – Clease CP	DD	£269.00
Cornwall Council	Rates – Enfield Park Store	DD	£51.00
Camelford Town Trust	Town Hall Rent	DD	£528.12
Plusnet	Office broadband	DD	£27.55
	TOTAL		£33,617.57
c. To note Income			
Allotment tenants	Allotment rental	AC	£24.00
Resident	Churchfield CP permit renewal	AC	£10
Hanger Management	Events - Donation	AC	£30.00
Cornish Crepes	Events - Donation	AC	£30.00
Resident	Vandalism – compensation	AC	£40.00
Post Office deposit	Churchfield CP tickets/permits	cash	£150.00
Post Office deposit	Events/cups/ tickets/printing	cash	£751.36
Post Office deposit	Allotment rental	cash	£72.00
Post Office deposit	Camelford Hall – project	chq	£500.00
Post Office deposit	Churchfield CP tickets/permits	cash	£200.00
Barclays	Interest	AC	£107.46
	TOTAL		£1,914.81

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, Contracts

- To **resolve** to approve 3-week holiday for staff member April 2024.
- To **resolve** on the PoGo offer for EV chargers in Churchfield CP.
- To **resolve** on new floor over stairs contractor from quotes provided.

13. To note items for 18th July 2023 Agenda.