



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 February 2024 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 16th January 2024 (attached).

6. To receive Clerk's report

Matters arising from the Minutes. Still waiting for electricians' quotes. Drain at OCM. Town accelerator fund. CLUP application with Cornwall Council. Resubmitting the Lottery funding on 1st March otherwise coronation monies would be deducted from the £20k. APM 12th March – written reports from Committee chairs required. Burst water pipes at Town Hall, Allotment and Public toilets.

7. Planning

PA24/00232. 16 Greenhills, Miss Head. Internal remodel and amendments to fenestration. [weblink](#)

PA24/00875 Bodulgate Farm Trewalder. Mr A Kempthorne. Erection of an agricultural cover shed, together with associated works. [weblink](#)

PA24/00874 Bodulgate Farm Trewalder. Mr A Kempthorne. Erection of an agricultural cover shed, together with associated works. [weblink](#)

PA24/00929. Culloden Cottage, College Road. Mrs Sharon Bright. Retention of change of use from C3 dwellinghouse to a mixed use comprising C3 dwellinghouse and childminding use. [weblink](#)

For Information

PA24/00936. Rabey. Higher Culloden. Prior notification for temporary campsite. **Closed – advice given.**

PA23/10394. Rosen. 8 Chapel Street. Works to a tree in conservation area. **Decided not to make TPO**

8. Portfolio Reports

- a. Mayor's report – Cllr Rotchell.

9. Correspondence

- a. Email from CC – copy correspondence sent to residents in Camelford regarding the bypass
b. Email from Action Against Foxhunting regarding Boxing Day meet 2023.

10. Agenda Items

- a. To **note** Finance and Staffing Committee minutes 19th January 2023.
i. To **note** that the drain clearance quote was revisited at finance committee following receipt of further quotes and at the request of 4 councillors.
ii. To **note** Q3 budget to expenditure report.
iii. To **note** Q3 internal control check undertaken by Cllrs Rotchell and Grigg on 7th February 2024
b. To **resolve** on allotment tenancy 2024-25 for tenant that no longer resides in Parish.
c. To **resolve** to approve Off Street SLA agreement with Cornwall Council for parking enforcement 2024-25.
d. To **resolve** to approve CloudyIT contract 2024-25 £2,797.92 + VAT.
e. To **note** amended CLUP application
f. To **note** end of parking consultation period and to **resolve** to approve the 'made' notice.
g. To **review** and **resolve** to change office broadband suppliers from quotations provided.
i. To **resolve** to sign the Civility and Respect Pledge.
j. To **resolve** to accept CC offer of grant for the local maintenance contract 2024-25 £1,034.31.
k. To **note** transfer £42,869.23 to CCLA deposit account on opening and to **consider** additional transfer from Barclays tracker account.
l. To **resolve** to approve Scribe contract 2024-25. £1,183.20 +VAT

11. Accounts

- a. To **note** Balances at 13th February 2024
- | | | | |
|-----------------|-------------|--|--|
| Current Account | £185,424.86 | | |
| Tracker Account | £51,966.97 | | |
| NS&I | closed | | |
| CCLA | £80,000.00 | | |
- b. To **resolve** to authorise the payments of Accounts Outstanding
- | | | | |
|--------------------|---|-------|------------|
| Staff | February Wages & expenses | BACS | £10,804.09 |
| HMRC | February Tax & NI | BACS | £3,166.71 |
| Cornwall Pensions | February Pension contributions | BACS | £3,521.74 |
| Ness | Community Outreach January | BACS | £769.04 |
| Jo Wickett | Interview 5 th January room hire etc. | BACS | £120.00 |
| Jo Wickett | Interview 2 nd February room hire etc. | BACS | £105.00 |
| Urban Playground | Performance parkour workshops | BACS | £2,500.00 |
| EMeet | Meeting Camera | Debit | £154.00 |
| Post Office | Recorded delivery stamp | debit | £3.05 |
| Highfield motors | Van MOT | BACS | £54.85 |
| Camelot Garage | Fuel for van | BACS | £35.04 |
| Voiphone | Office phone system | DD | £11.40 |
| Seadog IT | Website Hosting | DD | £29.95 |
| 3 for business | CTC mobiles | DD | £30.00 |
| Eagle Plant | Hire dehumidifier | debit | £193.20 |
| JRB Enterprise Ltd | Dog Bags Oct | BACS | £77.22 |
| Daniel Bragg | Churchfield CP stone wall repair | BACS | £500.00 |
| Daniel Bragg | Churchfield CP stone wall repair - Ins | BACS | £875.00 |
| Mailchimp | Marketing – visitcamelford | DD | £12.37 |
| LinkedIn | Job Advert | debit | £340.00 |
| Spar | Office Supplies | debit | £11.49 |
| R Sleep Ltd | Maintenance supplies – Stihl parts | BACS | £152.04 |
| R Sleep Ltd | Maintenance – Stihl parts/tongs | BACS | £272.62 |
| R Sleep Ltd | Maintenance – waders/ear defenders etc. | BACS | £529.10 |
| Plusnet | Office broadband | DD | £31.74 |
| Viking | Office Supplies – laminating pouches | BACS | £34.13 |
| Camelford Hall | Hire of room – parkour | BACS | £270.00 |
| Cornwall Council | Enforcement Churchfield CP (Jan) | BACS | £152.00 |
| Cornwall ALC | 3 x enforcement and appeals training | BACS | £108.00 |
| Corserv | Dumpy bag of Salt grit | BACS | £198.76 |
| Seadog IT | annual licence for word press | BACS | £155.00 |
| Cornwall Council | Learning hub licence for D.Clerk | BACS | £42.00 |

Jason Ryan	Window Cleaning	BACS	£25.00
Barclays	Bank Charges	DD	£17.94
Pod Point	Electricity EV chargers - admin charge	BACS	£8.15
O'Leary Goss Architects	Camelford Hall – stage 2 services (5)	BACS	£4,794.00
M&M Plumbing & Heating	Allotment and toilet leaks – fix	BACS	£94.75
Horizon Plumbing & Heating	Town Hall leak – fix	BACS	£104.00
Western Supply	Wood dye and stain	debit	£30.71
Indeed	Job Advert	debit	£66.67
Plusnet	Office broadband	DD	£39.36
Cornwall ALC	Introduction to planning	BACS	£36.00
Cornwall ALC	Introduction to planning	BACS	£36.00
Cornwall Council	Job Advert	BACS	£96.00
Amazon	Maintenance supplies – light bulb	Debit	£4.99
Amazon	Maintenance supplies – light bulb	Debit	£12.28
Amazon	Marketing – snap frame covers	Debit	£12.50
Amazon	Town Hall supplies – lamp cork tiles	Debit	£33.45
Amazon	Library supplies – kids table and chairs	Debit	£87.17
Camelford Hardware	?	Debit	£9.50
Octopus	Electricity – Public Toilets	DD	£169.75
Octopus	Electricity – Clease CP	DD	£211.26
Octopus	Electricity – Public Toilets	DD	£225.02
Positive Energy	Town Hall Electricity – December	DD	£300.60
Everflow	Water – toilets, OCM, library	DD	£100.75
Everflow	Water – toilets, OCM, library	DD	£189.47
British Gas	Electricity – OCM	DD	£163.74
Camelford Town Trust	Town Hall Rent	DD	£528.12
Positive Energy	Town Hall Electricity – December	DD	£133.65
British Gas	Electricity – OCM	DD	£211.86
Cornwall Scrap Store	OCM – Youth worker supplies	DD	£45.00
		TOTAL	£33,047.23
b. To note Income			
Pod Point	Electricity EV chargers	AC	£407.64
CCLA	Dividend	AC	£913.06
Eagle Plant	Refund	AC	£38.64
HMRC	VAT reclaim	AC	£3452.61
NS&I	Interest	AC	£12.92
NS&I	Interest - annual capitalisation	AC	£329.03
Aviva	Insurance claim – churchfield wall	AC	£750.00
Revival Books	Dead Stock	AC	£22.28
		TOTAL	£5,926.18

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.

- To **note** Finance and Staffing Committee minutes 2nd February 2024.
- To **resolve to approve** Town Clerk and Responsible Financial Officer contract.
- To **resolve to approve** Library and administration assistant contract.
- To **resolve to authorise** part month salary payment for outgoing Clerk on 1st March
- Mayor's report – Cllr Rotchell
- To **review** and **resolve to approve** SWARCO lease for Churchfield CP EV chargers

13. To note items for 19th March 2024 Agenda.