



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig, BA (Hons) CiLCA
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Cornwall

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Ordinary Council Meeting – 19th September 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 7 other Councillors present: Cllrs, Burgis, Coombes, Elford, Grigg, Hewlett, Scawn, Thomson
23/244

2. To receive Apologies for absence with reasons

Cllrs Bond, Ginger, Hewlett, Shaw - personal

Proposed: Cllr Coombes **Seconded: Cllr Grigg** **unan** **23/245**

3. To receive Declarations of Interest & Approve Dispensations

None
23/246

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

Cllr Jordan attended meeting the surgery – need to do something quick regarding the future plans – could lose the surgery. Can't share any further details due to confidentiality. Problem with buses – buses running empty in some areas, and others that are used are being cancelled. Discussed DBS for Cornwall Councillors – can't force them to have one. Cost will fall on this Council if local Councillors need screening. Cllr Rotchell noted that the criteria was working with vulnerable adults and children on a regular basis. He will also be picking up a few items from the minutes of the surgery meeting.
23/247

5. To receive and approve the Minutes:

It was **resolved** to approve the Ordinary Meeting 18th July 2023.

Proposed: Cllr Thomson **Seconded: Cllr Burgis** **unan** **23/248**

It was **resolved** to approve the Extra Ordinary Meeting 28th July 2023

Proposed: Cllr Coombes **Seconded: Cllr Grigg** **3-0 (5abs)** **23/249**

6. To receive Clerk's report

Matters arising from the Minutes. CC has an air quality survey on its consultation platform – Let's Talk. Clean air for Cornwall events in October. Annual staff appraisals have been completed. "Personal safety for Councillors" booklet. Noted resignation of Deputy Clerk and Grounds Manager and recruitment of an admin assistant and deputy clerk over the summer. Churchfield car park permits – annual renewal started 1st September. CAP meeting covered new priorities for the new area that covers half of the previous Camelford CNP area – next meeting Bude 11th December.
23/250

7. Planning

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

none

For Information

PA23/04994. 28 Mill Lane. Mr & Mrs Duncan. Extension and garage. **Approved**

PA23/04673. Art shack, Kings Acre. Change of Use. **Granted**

PA23/03723. Camelford Sports Centre. Extension. **Approved**

PA23/03262 & 63. Bodulgate Farm. Trewalder. Shed extension covers. **Approved**

PA22/08071. Little Treforda, Trewalder. Conversion to residential. **Approved**

PA23/04468. 13 Trevia Lane, Mr & Mrs Gulliver. Extension. **Approved**

Chair's Signature..... *M Coombes* 1

Dated *17/10/23*

PA23/05040. Trewen Cottage, Lanteglos. Mr & Mrs King. Non-material amendment. **Approved**
 PA23/04386. Mr Martin Bery, Pennybos, Sunnyside Meadow. Conversion to addition residential. **Approved**
 PA23/04573. Trealwin, Station Road. Mrs Sleep. Farm workers bungalow. **Refused**

23/251

8. Portfolio Reports

a. Mayor's report – Cllr Rotchell noted attendance at various meetings and events. Ceremony for band of brothers, bandstand music nights, Camelford in Bloom, group practice manager of Veor, interviews. Thanked both Grounds Manager and Deputy Clerk for their service and commitment to Camelford. Both have made a significant contribution to the work of the Council. Opened the bowl-a-thon – raising fund for prostate cancer (1 in 8 men will be affected!) – have exceeded £6k. Geothermal consultation – impressive. Nancy Lane's funeral. Summer reading challenge 197 children enrolled, 150 have completed the challenge – thanks and well done to the Librarian.

23/252

9. Correspondence

- a. Cornwall Council – Pathway and road adoption at Inns park. **Noted** 23/253
- b. Camelford WI – regarding parking at Camelford Hall. **Noted** 23/254
- c. Resident – regarding speeding on Sportsmans Road. **Noted**. Cllr Rotchell has spoken to Speedwatch – it will look at the road for a potential site for assessing traffic speed 23/255
- d. Business Owner – regarding price of Churchfield car parking permits. **Noted** 23/256

10. Agenda Items

- a. It was **resolved** to **approve** the extra charging points location at Churchfield CP.
Proposed: Cllr Burgis **Seconded: Cllr Grigg** **unan** **23/257**
- b. The addition of Clease CP to parking order – consultation publication was **noted** 23/258
- c. The lease surrender by CC (7th December) for Churchfield CP was **noted** 23/259
- d. The Strategic and Economic Development Committee minutes were **noted**. 23/260
 - i. The receipt of Community Capacity funding for Camelford Hall project (architects fees) from CC £24,999 was **noted**. Clerk noted double payment – £25k to be refunded. 23/261
- e. It was **resolved** to amend banking mandates to add new Deputy Dlerk and Cllr Coombes, removing Cllr Elford and previous DC.
Proposed: Cllr Grigg **Seconded: Cllr Thomson** **unan** **23/262**
- f. It was **resolved** to endorse Cllr Rotchell's application to the Board of Cornwall Association of Local Councils.
Proposed: Cllr Thomson **Seconded: Cllr Coombes** **unan** **23/263**
 The AGM on 24th October (to send a representative) was **noted**.
- g. The Finance and Staffing committee minutes were **noted**. 23/264
 - i. It was **resolved** to move £42,527.28 from NS&I into CCLA deposit fund at 5.13% and to close that account.
Proposed: Cllr Scawn **Seconded: Cllr Coombes** **unan** **23/265**
- h. The latest Air Quality data and traffic numbers for Camelford were **noted**. 23/266
 Clerk to ask Highways manager to pass on the current data being collected.
- i. The Pod Point apology for CTC experience since Clease EV chargers' installation was **noted**.
 It was **resolved** to accept additional two years warranty as compensation.
Proposed: Cllr Thomson **Seconded: Cllr Grigg** **unan** **23/267**
- j. It was **resolved** to grant £500 to Camelford Stingers towards new starting blocks.
Proposed: Cllr Burgis **Seconded: Cllr Coombes** **unan** **23/268**
- k. The completion of Q1 Internal Audit control by two Councillors was **noted** 23/269
- l. It was **resolved** to trial allowing dogs on leads into the library for three months; at the discretion Librarian.
Proposed: Cllr Coombes **Seconded: Cllr Elford** **unan** **23/270**
- m. CTC stance on North Cornwall Boxing Day Meet following receipt of 321 emails was **reviewed**.

Camelford Town Council (CTC) has never supported, nor objected to the Meet, and this remains its position - neutral. Cornwall Council is the relevant statutory authority responsible for events and highways: any concerns should be addressed to Cornwall Council and/or the Meet itself. The Police should be contacted for obstruction, alleged illegal activity and welfare issues. CTC notes that the

Chair's Signature..... 

2

Dated..... 17/10/23

Meet is responsible for its own event; risk assessments, insurance etc. and for following the correct legal procedures. CTC will not erect barriers or mention the Meet on CTC publicity channels.

It was **resolved** to maintain current position

Proposed: Cllr Thomson Seconded: Cllr Coombes unan 23/271

n. It was **resolved** on Saltrock's proposal to sponsor Skate: Create Youth Club by way of providing merchandise and advertising at OCM.

Proposed: Cllr Coombes Seconded: Cllr Thomson unan 23/272

o. The OCM electricity contract renewal with British Gas was **noted** 23/273

p. It was **resolved** to approve 3-year contract with Hudson accounting for Internal Audit - £650pa

Proposed: Cllr Grigg Seconded: Cllr Burgis unan 23/274

q. The Community Capacity Fund grant terms and conditions were **noted**. 23/275

11. Accounts

a. Balances at 12th September 2023 were **noted**

Current Account	£314,274.95		
Tracker Account	£51,786.64		
NS&I	£42,527.28		
CCLA	£80,000.00		23/276

b. August Payments schedule was **noted** 23/277

c. It was **resolved** to authorise the payments of Accounts Outstanding

Staff	September Wages & expenses	BACS	£9,499.37
HMRC	September Tax & NI	BACS	£2,544.26
Cornwall Pensions	September Pension contributions	BACS	£2,841.92
Ness	Community Outreach August	BACS	£1,014.50
Andrew Syms	Skate coaching & expenses	BACS	£351.90
Mailchimp	Marketing – visitcamelford	DD	£12.50
Barclays	Bank Charges	DD	£7.44
UKDMO	PWLB – Churchfield CP	DD	£4862.42
Duchy Defibrillators	Annual monitoring conservative club	BACS	£228.00
Badgemaster	2 x ID badges	BACS	£26.65
Jag Signs	Finger pointer signs	BACS	£94.74
Bunzl Cleaning and Hygiene	Public Toilets – paper and air care	BACS	£88.94
Screwfix	Public Toilets - cistern arm and valve	Debit	£105.06
JRB Enterprise Ltd	Dog gloves	BACS	£77.22
Seadog IT	Website Hosting	DD	£29.95
Pickle Design	web hosting – visit Camelford	BACS	£108.00
Plusnet	Office broadband	DD	£27.55
Viking	Office supplies – laminating & trays	BACS	£39.68
R Sleep Ltd	Maintenance supplies –various	BACS	£357.09
Spar	Office supplies	Debit	£8.40
3 for business	CTC mobiles	DD	£30.00
Indeed	job advertisements – August	Debit	£21.88
Camelot Garage	Fuel for van	BACS	£65.01
National Windscreens	Screen repair	BACS	£90.56
Camelford Carnival	Advertisement in Carnival Programme	BACS	£60.00
Positive Energy	Town Hall Electricity – August	DD	£120.84
Octopus	Electricity – Clease CP	DD	£155.77
Octopus	Electricity – Public conveniences	DD	£185.15
South West Water	Water – allotments	DD	£111.37
British Gas	Electricity – OCM	DD	£250.67
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
Facebook	Job Advertising	DD	£14.00
Facebook	Job Advertising	DD	£12.00
Facebook	Job Advertising	DD	£9.00
Facebook	Job Advertising	DD	£9.00

Chair's Signature..... *RM Monte* 3

Dated *17/10/23*

Voiphone	Office phone system	DD	£11.40
Voiphone	Office phone calls	DD	£50.00
Amazon	Office supplies – sugar sticks	Debit	£9.99
Amazon	Office supplies – coffee storage	Debit	£15.00
Amazon	Office supplies – coffee storage	Debit	£11.99
Amazon	Office supplies – wooden stirrers	Debit	£5.00
Amazon	Maintenance supplies – Vinyl gloves	Debit	£25.26
Amazon	Library supplies - 2 x poster frames	Debit	£17.09
Amazon	Library supplies - Extension lead	Debit	£21.98
		TOTAL	£25,211.67
Proposed: Cllr Coombes	Seconded: Cllr Grigg	unan	23/278

c. Income was noted

Barclays Bank	Interest on savings account	AC	£138.39
Post Office deposit	Churchfield CP permits	cash	£505.00
Cornwall Council	Precept	AC	£158,379.50
Cornwall Council	Community Capacity Fund	AC	£25,000.00
Cornwall Council	Community Capacity Fund (duplicate)	AC	£24,999.00
Asgard Storage	Refund – keys for storage container	AC	£40.00
Barclays deposit	Library/allotment	cash	£148.15
Post Office deposit	Churchfield CP tickets	cash	£65.00
Residents/businesses	Churchfield CP permits	AC	£1295
Residents/businesses	Churchfield CP permits	cheque	£25
		TOTAL	£210,595.04
			23/279

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: Staffing, Contracts

Proposed: Cllr Grigg **Seconded: Cllr Elford** **unan** **23/280**

Clerk to check access over car park for Glebe land.

a. It was **resolved** to accept heads of terms with PoGo

Proposed: Cllr Elford **Seconded: Cllr Thomson** **unan** **23/281**

b. The resignation letters of Deputy Clerk and Grounds Manager were **noted** 23/282

c. The contracts for new staff members were **noted** 23/283

d. The CLUP application – town regeneration (alternative to BUS006 SPF) was **noted**. 23/284

e. The response from CC Monitoring Officer regarding Code of Conduct complaint was **noted**. 23/285

13. To note items for 17th October 2023 Agenda.

The Mayor closed the meeting at 20.08pm

Chair's Signature..... 

Dated..... 17/10/23