



# CAMELFORD TOWN COUNCIL

Town Clerk: Laura Murphy  
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 Cornwall  
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Meeting of the Full Council	21 <sup>st</sup> October 2025	Min Ref
<p>TO MEMBERS OF THE COUNCIL:            Councillors: S Bond (Mayor), M Coombes, J Gilbert, E Grigg, M Robins, R Rotchell, A Scawn, A Shaw, K Smeeth, J Thomson.</p> <p>Dear Members</p> <p>I hereby give you notice that an Ordinary Meeting of Camelford Town Council will be held on <b>21<sup>st</sup> October 2025 at Town Hall, Camelford at 7pm</b></p> <p>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.</p> <p>Yours sincerely,</p> <p><i>Laura Murphy</i></p> <p>Laura Murphy, Town Clerk.</p> <p>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.</p> <p><i>Clerk unable to attend the meeting due to personal reasons- Deputy Clerk Jordan Burnard present to record minutes.</i></p>		25/479
<b>1. To note Councillors present</b>	Cllr Bond, Cllr Grigg, Cllr Thomson, Cllr Rotchell, Cllr Shaw, Cllr Coombes, Cllr Gilbert, Cllr Scawn, Cllr Smeeth	25/480
<b>2. To receive Apologies for absence with reasons</b>	Cllr Callcut, Cllr Robins - Personal	25/481
<b>Proposed</b>	Cllr Rotchell	25/482
<b>Seconded</b>	Cllr Thomson	
<b>Unan</b>		
<b>3. To receive Declarations of Interest &amp; Approve Dispensations</b>	None received	25/483
<b>4. Public question time (15 minutes allowed for this)</b>	Cllr Burnett- Government have declined to fund feasibility study for bypass plan b: Cllr Burnett to speaking to local authorities seeking support. Planning application for Tregath declined by strategic planning committee. Highlighted home improvement loan schemes from Cornwall Council (CC). Large number of those entitled to free school meals not signing up - CC auto-enrolling those eligible to benefit schools financially. Highlighted questionnaires on CC	25/484

Signed: 

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	website. No response yet from Truro College regarding student transport buses. Cornwall plan going ahead with drop in sessions in Launceston and 'North Cornwall'.	
	Peter Wonnacott spoke in support of planning application PA25/07268.	
<b>5. To receive and approve the Minutes of:</b>		
Ordinary meeting 16 <sup>th</sup> September 2025		<i>Cllr Coombes proposed to accept the minutes.</i>
<b>Proposed</b>	<b>Cllr Coombes</b>	<b>Seconded</b>
		<b>Cllr Scawn</b>
		<b>4 in Favour 5 Abs</b>
		25/486
<b>6. To receive Clerk's report:</b>		
<i>Insurance claim and damage repair for Enfield Park bridge damage completed. Library/Town Hall had minor refurbishment during closure. Successful AGAR returned, legislation and regulatory requirements have been met- minor administration errors received feedback and discussed with Internal Auditor. Met with replacement internal auditor and accepted quote for the next financial year. Plumber attended allotments and repaired two leaks. Electric meter replacement in Town Hall. Attended the North Cornwall Transport working group meeting on Friday 3<sup>rd</sup> October, concerns raised over bus/train access for North Cornwall. Deputy Clerk took part in Webinar regarding Martyn's Law – no impact expected upon events in Camelford.</i>		25/487
		25/488
<b>7. Planning</b>		
<b>A. To Resolve</b>		<b>PA25/02255</b>
		25/489
<b>Proposal:</b> Change of use of land for the siting of 31 holiday caravans to form an extension to an existing holiday park		25/490
<b>Location:</b> Lanteglos Hotel Lanteglos Camelford Cornwall		25/491
<b>Applicant:</b> Lanteglos Hotel and Villas Ltd		
<i>Cllr Shaw proposed to object to this change of use of land.</i>		
<b>Proposed</b>	<b>Cllr Shaw</b>	<b>Seconded</b>
		<b>Cllr Rotchell</b>
		<b>Unan</b>
		25/492
<b>B. To Note</b>		<b>PA24/05445 - Approved</b>
		25/493
<b>Location:</b> - Bowood Golf Club Bowood Park Lanteglos Camelford Cornwall PL32 9RF		25/494
<b>Proposal:</b> Proposed Installation of Solar PV Array and Associated Infrastructure.		
<b>Ward:</b> Camelford and Boscastle		
<b>Parish:</b> - CAMELFORD		
<b>C. To Resolve</b>		<b>PA25/07268</b>
		25/495
<b>Proposal:</b> Change of use and conversion of stable building to a dwelling, together with the erection of extensions, including demolition of an existing hay store building		
<b>Location:</b> Stable Cottage Newhall Green Delabole Cornwall		
<b>Grid Ref:</b> 207153 / 82257		
<i>Cllr Scawn proposed to support the change of use and conversion.</i>		
<b>Proposed</b>	<b>Cllr Scawn</b>	<b>Seconded</b>
		<b>Cllr Shaw</b>
		<b>Unan</b>
		25/496
<b>D. To Note</b>		<b>PA25/06583 – Approved</b>
		25/497
<b>Location:-</b> Land Adjacent Wind Turbine Station Road Camelford Cornwall PL32 9TZ		
<b>Proposal:</b> Non material Amendment in relation to Decision Notice PA13/10532: To replace the C&F 100kW as stated turbine in the original planning consent with a Vestas V27		
<b>Ward:</b> Camelford and Boscastle		
<b>Parish:-</b> CAMELFORD		
<b>8. Portfolio Reports</b>		
		25/498
<b>a. Mayor's report – Cllr Bond</b>		
Crowning of Camelford Carnival Queen – Cllr Bond extended congratulations to Carnival Committee and all others involved. Officially re-opened Mason's Arms Camelford following		25/499

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works completed – completed to a high standard. Staffing & Finance committee 2026/27 staffing budget first draft. Events Committee 2026/27 budget and calendar first draft. Reminder to public and councillors regarding Camelford Carnival. Reminder to public and councillors regarding Camelford Winter Festival.

<b>9. Correspondence</b>	A - To <b>Note</b> , complaint received regarding Parking on Clease Road.				25/500	
	B- To <b>Note</b> increase in Town Hall Rent Previous Rent £550.04 / month New Rent £574.79 / month.				25/501	
	C- To <b>Note</b> update from GWR				25/502	
	D- To <b>Note</b> - Letter to editor of "The Post"- received from resident.				25/503	
<b>10. Agenda Items</b>	A - To <b>note</b> quote accepted for internal auditor services 2026-2027				25/504	
	B - To <b>resolve</b> on new Events Committee member				25/505	
	<b>Proposed</b>	<b>Cllr Smeeth</b>	<b>Seconded</b>	<b>Cllr Thomson</b>	<b>Unan</b>	25/506
	C - To <b>note</b> completion of AGAR - "On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met."				25/507	
	D - To <b>discuss</b> OCM Café OCM Group wish to setup café as a charity, with Community Outreach Worker Vanessa Harrison to lead. Cllr Bond proposed this is deferred to Staffing and Finance committee. Proposed Cllr Bond - Seconded Cllr Shaw - Unan				25/508	
	E - To <b>discuss</b> Youth Councils- Deferred from September meeting Cllr Bond and Cllr Callcut to seek information from Cornwall Council (Mark Burnett) regarding potential re-introduction of Camelford Youth Council.				25/509	
	F - To <b>resolve</b> on Eye Test Policy 2025 Deputy Clerk highlighted national requirement for employers to hold an eye test policy (currently absent). Cllr Rotchell proposed to defer decision to staffing and finance to make decision.				25/510	
	<b>Proposed</b>	<b>Cllr Rotchell</b>	<b>Seconded</b>	<b>Cllr Grigg</b>	<b>Unan</b>	25/511
<b>11a. Accounts</b>	To <b>note</b> balances as of 13/10/2025					
<b>Current Account</b>	£188,967.70				25/512	
<b>Tracker Account</b>	£207,396.08				25/513	
<b>CCLA Property Fund</b>	£80,000.00				25/514	
<b>CCLA Deposit Account</b>	£50,000.00				25/515	
<b>b. Payments</b>	To <b>resolve</b> to authorise the payments of Accounts Outstanding for October:				25/517	
	<b>Proposed</b>	<b>Cllr Thomson</b>	<b>Seconded</b>	<b>Cllr Grigg</b>	<b>Unan</b>	25/518

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Staff	Sep/Oct wages	BACS	£9,831.69
HMRC	Sep/Oct NI/TAX – (+£13.80) RB tax from May	BACS	£3,162.63
Pension	Sep/Oct	BACS	£3,119.18
OCM	COW&Skate Coach	BACS	£1,269.55
Barclays	Bank Charges	DD	£8.50
Cornwall Council	Enfield Park Store	DD	£51.00
Cornwall Council	Churchfield Car Park	DD	£524.00
Cornwall Council	Cleaze Road Car Park	DD	£269.00
Cornwall Council	Town Hall/Library	DD	£269.00
Camelford Town Trust	Town Hall/Library rent	DD	£574.79
Camelford Town Trust	Town Hall/Library rent increase back dates	DD	£148.50
British Gas	Town Hall Electricity	DD	£103.91
British Gas	Town Hall Electricity	DD	£228.95
British Gas	Town Hall Electricity	DD	£21.67
British Gas	OCM Electricity	DD	£68.96
Octopus	Electricity- Public Conveniences	DD	£22.33
Seadog IT	Website Hosting	DD	£42.00
Voipfone	Office Telephone	DD	£11.40
Everflow	Market Place	DD	-£103.31
Everflow	Market Place	DD	-£13.88
BT	Internet	DD	£44.63
EE	Maintenance Phone	DD	£22.98
Peninsula	HR & Health and Safety	DD	£376.72
Mailchimp	CTC Website Emailing	DD	£11.59
Jason Ryan	Window Cleaning	BACS	£25.00
Amazon	Chess board (for the library.)	Debit	£6.63
Online playgrounds	Seesaw beam softener	Debit	£269.00
Arbor care	Emergency callout for fallen tree	BACS	£948.00
South west hygiene	Sanitary bin disposal	BACS	£142.24
Seadog IT	Website support	BACS	£19.50
R.Sleep ltd	Maintenance supplies	BACS	£29.58
Spar	Office supplies	Debit	£24.56
EDF	Christmas lights electric bill	BACS	£223.55
Protec Direct	Public toilets supplies	Debit	£33.63
Robert Dyas	Storage boxes	Debit	£165.93
EDF	Cleaze car park electric supply	DD	£58.73
Asgard storage	Metal storage shed	Debit	£915.00
Spar	Office supplies	BACS	£8.43
Dr pop n the rocker	Music at the bandstand	BACS	£60.00
Premier Lockers	Heated lockers	Debit	£594.00
Cornwall council	SLA patrols	BACS	£195.75
Camelford carnival	Advert in Carnival programme	BACS	£60.00
Bunzl	Public toilet supplies	BACS	£57.68
R Sleep ltd	Maintenance supplies	BACS	£138.53
Poster my wall	Premium subscription	Debit	£76.50
All Star	Fuel for the van	BACS	£72.38
Piran Services	Repair to damaged handrail on the bridge.	BACS	£383.94
EDF	Electric for public conveniences	DD	£53.78
Cornwall Council	Temporary events notice	Debit	£21.00
Camelford hardware	Maintenance supplies	BACS	£53.38
Western supply	Maintenance supplies	BACS	£137.47
Jordan Jameson	Replace a tube heater in the store room	BACS	£95.52
M & M plumbing	Repair the leak at the allotments	BACS	£156.24
Bunzl	Public toilet supplies	BACS	£57.68
Bodmin town nursery	Bedding plants and compost	BACS	£81.99
Amazon	Printing paper	Debit	£20.84
Amazon	Air fresheners	Debit	£52.10

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Amazon	Replacement vacuum filter & post it notes	Debit	£19.53
Cornwall council	Parish election recharges	BACS	£349.52
Yess electrical	Enfield Park CCTV (cables, etc.)	BACS	£45.41
CALC	Councillor training	BACS	£84.00
CALC	Councillor training	BACS	£84.00
CALC	Councillor training	BACS	£42.00
Yess Electrical	Enfield Park CCTV (new cameras)	BACS	£421.23
Amazon	Glitter	Debit	£9.59
BDO LLP	AGAR charge	BACS	£1260.00
Amazon	Gift cards	Debit	£300.00
Amazon	Mesh bags	Debit	£15.98
Amazon	Temporary tattoo kit	Debit	£22.99
Amazon	Gel packs for injury	Debit	£9.46
Amazon	Googly eyes	Debit	£4.69
Amazon	Bracelet string	Debit	£4.27
Amazon	Laminating pouches	Debit	£6.64
Amazon	Halloween treats	Debit	£26.98
Amazon	Envelopes	Debit	£3.15
Amazon	Halloween crafts	Debit	£5.59
Amazon	Fluorescent tubes	Debit	£25.20

**Total:** £28,066.25

**c. To note Income:**

Churchfield car park	Car park tickets	CC	£590.00
Library	Library takings, printing, coffee etc...	CC	£250.00
Allotments	Allotment rent	CC	£100.00
CCLA	Interest	CC	£175.95
SWARCO	Rent for chargers at Churchfield car park	CC	£750.00
Ecclesiastical	Insurance payment for Enfield park tree	CC	£859.95
Amazon	Refund for paper	CC	£20.84
Churchfield car park	Car park permits	CC	£30.00

**Total:** £ 2,776.74

<p><b>12 Public Bodies (Admission to Meetings) Act 1960.</b>  To <b>resolve</b> 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:</p> <ul style="list-style-type: none"> <li>- Camelford Town Council grass machine</li> <li>- Tesco planning application – update</li> <li>- Camel Centre / Adult Education Centre - update</li> </ul>	25/519
<b>Items for next meeting:</b>	
<b>Meeting closed:</b> 20:02	25/520

Signed:



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