



Lostwithiel Town Council

Tuesday 5 June 2018

Presentation by the Edgumbe House working party regarding the Pre-feasibility Study on Edgumbe House Lostwithiel undertaken by Le Page Architects and RIO Real Ideas Organisation

This was deferred until the next Council meeting on 3 July 2018.

Public Participation

The Council was addressed regarding planning application PA18/02868 2 Castle Hill Lostwithiel.

Community Police Report

The email from PCSO Ward regarding changes to Police working practice was read to Council. Council noted that going forward the Police will only provide one yearly report for the AGM and attend that one meeting if shifts allow. The Clerk was instructed to upload Police contact details on the Council's Facebook page after first checking with PCSO Ward if there is a prescribed format.

Cornwall Councillor Report

Cornwall Councillor Martin advised Council that the Local Government Boundary Commission have today published their draft recommendations for the Electoral Review of Cornwall.

Cornwall Council have confirmed that the yellow lines at the bottom of Bodmin Hill are not enforceable because they are too faint. Cornwall Councillor Martin is arranging an early morning walk up

Bodmin Hill with the Headteacher of the Primary School to see how irresponsible parking is forcing school children to walk in the road. Cornwall Councillor Martin also hopes to arrange for a Fire Engine to try to go up Bodmin Hill through all the parked cars.

Meeting Minutes

A meeting of the Town Council was held in the Church Rooms Lostwithiel on Tuesday 5 June 2018 at 7pm.

Councillors Present

Mayor Jarrett, Deputy Mayor Hughes
Councillor Anders, Councillor Duffin
Councillor Guiterman, Councillor Hatton,
Councillor Henderson, Councillor Jarrett,
Councillor Lindley, Councillor Risner &
Councillor Sweeney

In attendance

Three members of the public were in attendance
Cornwall Councillor Martin was in attendance
Town Clerk Mrs Harris was in attendance

054/18 Apologies of Absence

Apologies for absence were received and accepted from Councillor Beedell, Councillor Clarke, Councillor Hendicott, Councillor Hensman & Councillor Ross.

055/18 Declarations of Interest

Councillor Hughes declared a non-registerable interest Planning Application PA18/02868 & a pecuniary interest in Accounts & Finance.

056/18 Minutes 15 May 2018

It was **resolved** that the minutes dated 15 May 2018 are accepted, approved and duly signed by Mayor Jarrett.

Mayor Jarrett advised Council that Mayor Making has been rescheduled for Friday 6 July 2018 due to the original date clashing with St Austell Mayor Making.

057/18 Lostwithiel Town Council Community Resilience

- (i) Neighbourhood Development Plan
 - a) The Neighbourhood Plan Steering Group minutes dated 10 April were noted by Council.
 - b) The Pre-submission consultation responses received were noted by Council.
 - c) Councillor Guiterman gave a verbal report detailing the discussions on 22 May and explaining the rationale behind the revised development boundary. Council thanked Councillor Guiterman and all members of the Neighbourhood Plan Steering Group for the detailed work.
 - d) It was **resolved** to approve the revision of the Neighbourhood Plan Development Boundary as drafted in light of the further information received.
 - e) It was **resolved** to appoint Deputy Mayor Hughes as a Lostwithiel Neighbourhood Plan Steering Group member.

058/18 Planning Decisions

PA18/00812 28 Bodmin Hill Lostwithiel
To install a roof light (velux window) to add light to attic room. - **Approved**

PA18/00814 28 Bodmin Hill Lostwithiel
Listed Building Consent to install a roof light (velux window) to add light to attic room. - **Approved**

PA18/02722 9 Cott Road, Lostwithiel
Variation of Condition 3 of Planning Application no PA16/04240 dated 4 July 2016 to allow the development to be occupied by paying guests on, for example, a bed & breakfast use basis. **Approved**

PA18/03547 Talbot House, Restormel Road, Lostwithiel
Re-modelling and extension. - **Approved**

059/18 Planning Applications

a)

Deputy Mayor Hughes having previously declared a non-registerable interest left the meeting room.

PA18/02868 2 Castle Hill, Lostwithiel
Proposed first floor extension with internal alterations.
It was **resolved** to support this application and to ask Cornwall Council to ensure the following: -

1. That the building materials used are in keeping with other properties in the area.
2. That consideration is given to potential access issues.
3. That consideration is given to any potential blocking of light to the neighbouring property.

Deputy Mayor Hughes re-joined the meeting.

PA18/05090 28 Cott Road, Lostwithiel
Conservatory to front elevation and a ground floor rear extension. Remove existing rear extension.
It was **resolved** to support this application.

b) None

060/18 Play Inspections

The play area inspections were noted by Council.

061/18 Communications Working Party

- a) None
- b) It was **resolved** to accept the price from the Council's website provider to add the contacts list to the Town Council's main & mobile websites at a cost of £140 plus VAT.

062/18 Edgcumbe House Pre-feasibility study

It was **resolved** to defer consideration of this agenda item to the next Council meeting scheduled for 3 July.

063/18 Lostwithiel Library

It was **resolved** to note the progress report from the Clerk and wait for updates prior to making any further decisions.

064/18 Lostwithiel Town Council Grants Policy

It was **resolved** to approve the Grants Policy and Application form as drafted with the exception of the first sentence of Section 4 which should be amended to read:

The Town Council will not usually consider applications for or from but not confined to the following: -

**065/18 Lostwithiel Town Council –
Hire of Town Council Land Policy**

The drafted policy received the consideration of Council and it was **resolved** to approve the draft policy with the following amendments:

Paragraph 1 delete *Private events are not permitted* and add *The Council will not usually accept bookings for private events.*

Section F4 second line add full stop after hire.

Section F18 add *For events which finish late evening the clearing up period must not extend beyond 10am the following day.*

Section F19 amend to The Council reserves the right to require the Hirer to provide at his own expenses temporary sanitary accommodation at a level deemed suitable by the Health and Safety Executive's – The Event Safety Guide, Page 83 (www.hse.gov.uk). If the Hirer wishes the opening hours of the Church Lane public toilet extended then a written request indicating the hours required should be submitted to Lostwithiel Town Council as least one calendar month in advance of the event.

Section F27 Third Line insert clause number 17.

Section F30 Insert '*without the prior written consent of the Council*' between No admission charge can be made & though charges may....

Section P remove square brackets

Delete Paragraph 5 and add: -

"The Council does not issue hire charges for Town Events. A Town Event is an event which is:

- a) Run by a charity or not for profit organisation based in Lostwithiel; and
- b) Run for the benefit of the residents of Lostwithiel and/or its primary purpose is to attract visitors to Lostwithiel and
- c) An event which has been running in Lostwithiel for at least three consecutive years and
- d) Approved as a Town Event by the Council at its absolute discretion

A list of events currently deemed to be Town Events are listed in Annex 1. The Council may remove the designation of an event as a Town Event at any time and at its absolute discretion.

Those wishing to apply to have their event designated as a Town Event should write to the Town Clerk explaining how the proposed event meets the relevant criteria.

Annex 1 Town Events

- Dickensian Evening
- Lostfest
- Lostwithiel Carnival Week
- Sing Along the River

066/18 Internal Audit year end 31 March 2018

It was **resolved** to accept and implement the recommendations of the Internal Audit report.

067/18 Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual Governance and Accountability Return 2017/18 Part 3 – Section 1 Annual Governance Statement

It was **resolved** to approve and authorise the signature of Section 1 Annual Governance Statement 2017/18.

068/18 Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual Governance and Accountability Return 2017/18 Part 3 – Section 2 Accounting Statements

It was **resolved** to approve and authorise the signature of Section 2 Accounting Statements 2017/18.

069/18 Traffic Management Plan

It was **resolved** to authorise Mayor Jarrett to submit this draft version of the plan to the Community Network Panel for consideration as part of the Community Network Highways Scheme

after it has been amended to include that overnight parking and sleeping in vehicles is not permitted in all Lostwithiel car parks.

070/18 Parade New Picnic Benches

- a) It was **resolved** to authorise the clerk to write letters of thanks to both Duchy Timber and Lostwithiel Rotary for the new picnic benches.
- b) It was **resolved** to agree to the request from Lostwithiel Rotary to fix small signs to the new picnic benches 'Please do not use any barbeques on these benches'. It was further **resolved** to ask Rotary to order and fix the signs and to ask for the invoice for the cost of the signs to be forwarded to the Town Council for payment.

071/18 Guildhall alleyway gutter

The Clerk was instructed to ask the proposed contractor for method statements prior to considering the quotation received.

072/18 Great Western Railway

It was **resolved** to agree to Deputy Mayor Hughes representing Lostwithiel Town Council at the Devon and Cornwall Timetable Group Meeting on 25 July at Exeter at no cost to Lostwithiel Town Council.

073/18 National Joint Council for Local Government Services agreed pay scales for 2018 & 2019

It was **resolved** to accept the recommendation from the Staffing Committee to implement these pay scales with effect from 1 April 2018.

074/18 Accounts and Finance

Deputy Mayor Hughes having previously declared a pecuniary interest left the meeting room.

It was **resolved** that cheques 100929-100948 totalling £7797.28 are authorised for payment.

Deputy Mayor Hughes re-joined the meeting.

075/18 Correspondence

Civic Voice	War Memorials News 15 & 29 May
Cornwall Air Ambulance	Request for financial support for new helicopter
Cornwall Association of Local Councils	CALC responses to consultations on National Planning Policy Framework Ethical Standards News roundup 24 May 2018
Cornwall Community Land Trust	Spring newsletter
Cornwall Council	Community Network Highways scheme Community Speedwatch Lostfest road closure order 20 May 09.00-18.00 Grenville Road road closure order 3-4 June 22.00-06.00 Summer Street road closure intention 30-31 August 09.30-16.30 Neighbourhood Planning E-bulletin May 18 Letter from Chairman of Cornwall Council Standards Committee
Environment Agency	Consent to access a tree in the river from King George V playing field

Liskeard resident Local Government	Cornwall's Railway Network Boundary Commission Cornwall Council Electoral Review Draft recommendations
Lostwithiel Pre-school Lostwithiel resident	Gardening project funding Suggested changes to the format of Annual Parish Meeting
Lostwithiel Rotary	Permission to land air ambulance in King George V playing field
Seafarers UK	Red Ensign on Merchant Navy Day 3 September
Sheryll Murray MP	Clean Air Strategy consultation

It was **resolved** to allow, weather permitting, the Environment Agency access to King George V playing field to remove the tree in the river.

It was **resolved** to grant permission for the Cornwall Air Ambulance to land on the King George V playing field and to delegate authority to the clerk to ensure all documentation presented i.e. risk assessments & insurance cover are in order.

076/18 Notices

Deputy Mayor Hughes and Professor Scott have been invited to attend a further meeting arranged by Sheryll Murray MP regarding Lostwithiel Station.

077/18 Items for next Agenda

Edgumbe House Pre-feasibility report
World War I Commemorations – further funding request
Final version of Neighbourhood Plan
Communications Working Party
Appoint members to 2 task and finish consultation groups
Pill Walk – letter of thanks to South West Water

The meeting closed at 9pm.

Chairman

Date