



**Lostwithiel Town Council Meeting
will be held at Church Rooms Lostwithiel
on Tuesday 6 November 2018 at 7pm**

This meeting is open to the public and as such could be filmed or recorded by broadcasters, the media or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, **the council cannot guarantee this**, especially if you are speaking or taking an active role. The council asks those recording proceedings not to edit the film or recording in a way that could lead to misinterpretation of the proceedings or infringe the core values of the council. This includes refraining from editing an image or views expressed in a way that may ridicule or show lack of respect towards those being filmed or recorded.

Housekeeping – Mayor Jarrett will advise the evacuation routes in case of an emergency and remind all persons present of the following: -

The meeting may be filmed or recorded

Members and Members of the Public are asked to set device ring tones/alerts to silent

Time allowed for members of the public to address the Council on matters relating to Lostwithiel – Maximum time allowed 15 minutes

- To receive the Cornwall Councillor Report

Meeting Agenda

1. To receive and accept Apologies of Absence.
2. To receive any Declarations of Interest or written requests for new DPI dispensations from Members.

Members are invited to declare disclosable pecuniary interests and other (non-registerable) interests in items on the agenda as required by Lostwithiel Town Council's Code of Conduct for Members and by the Localism Act 2011.

3. To receive the minutes of the meeting held on 16 October 2018 having previously been circulated and taken as read.

4. To receive planning decisions

5. To consider planning applications

a) PA18/08664 26 North Street Lostwithiel
Replacement of existing boundary wall with a Cornish stone wall.

PA18/09515 Tallands 9 Polscoe Road Polscoe
Lostwithiel
Proposed siting of 2no shepherds huts to provide tourist accommodation (in association with an existing wildlife film training enterprise)

PA18/09645 Bodardle Bodmin Hill Lostwithiel
Non-material amendment (no2) to change fenestration to three windows to South elevation, to match other windows and add additional conservation style

rooflights to Northern roof elevation to (PA16/02695). Conversion and extension of barn to form dwelling. Conversion of barns to form two dwellings and erection of live work unit.

PA18/09890 The Old Malt House North Street
Lostwithiel
The placement of a garden art studio, a garden store linking the driveway to the courtyard garden and associated landscaping works.

PA18/09891 The Old Malt House North Street
Lostwithiel
Listed Building Consent for the placement of a garden art studio, a garden store linking the driveway to the courtyard garden and associated landscaping works.

b) to consider any planning applications received since publication of the agenda.

6. PA18/08664 – 26 North Street Lostwithiel – to note the letter received from Cornwall Council Planning in the Council’s capacity as occupier of the car park.

7. Play area inspections – to note the inspection reports and any action required.

8. Cornwall Council Review of Statement of Licensing Act Policy Consultation – to consider the drafted response from the task and finish group.

9. Cornwall Council Draft Housing Supplementary Planning document – to consider appointing a task and finish group to draft the Town Council’s response to this consultation for consideration by Council on 27 November.

10. Lostwithiel Festival of Remembrance -
 - a) To consider authorising the attendance of the Mayor the Deputy Mayor and the Mace Bearers at the Church Service to be held on Friday 9 November at 6.45pm.
 - b) To appoint a Councillor to act as steward for the wreath laying ceremony at the War Memorial on Sunday 11 November at 11am.
 - c) To appoint a Councillor to distribute War Memorial Service sheets at the Drill Hall prior to the Parade and at the War Memorial to members of the public.

11. Lostwithiel Neighbourhood Plan – to approve the drafted response to queries raised by the Examiner.

12. Lostwithiel Railway Station Footbridge – to update Council on recent press coverage regarding the possibility of relocating the now redundant modular structure at Totnes Station to Lostwithiel.

13. Lostwithiel Railway Station Footbridge – to consider agreeing in principle to contributing (if required) to the relocation of the Totnes footbridge to Lostwithiel and to authorise Deputy Mayor Hughes to attend all Lostwithiel Railway Footbridge meetings as Lostwithiel Town Council’s representative.

14. Lostwithiel Town Council Flood Plan - to authorise the Town clerk to contact the Environment Agency regarding the following: -
 - a) To invite a representative to the next Flood Test event
 - b) Restormel gauge – to advise that readings are not updating regularly enough during periods of heavy rain.
 - c) River level markers – to ask when the markers will be installed
 - d) Flood flaps – to ask if it is possible to increase the frequency that the flaps are cleared by the Environment Agency as they are frequently blocked with leaves.

15. Pill Moor – Proposed stabilisation of the riverbank – to consider the request received from South West Water Ltd that the Council writes to the Planning Inspectorate’s Common Land Casework Team at Bristol and asks them to expediate their paperwork.

16. Edgcumbe House Working Party Firm Foundations Course & Bursary – to consider the request received from working party member Dr Caroline Yates for the Town Council to cover her out of pocket expenses e.g. mileage to attend the 4-day course. Dr Yates has successfully obtained a bursary to cover the course cost of £980.

17. Edgcumbe House & The Guildhall – to consider the observation by Dr Yates that both buildings feel damp and should be aired regularly.

18. Lostwithiel Town Council meeting schedule – to consider revising meeting dates for November to Tuesday 13 November and Tuesday 27 November instead of one meeting on Tuesday 20 November.

19. St Bartholomew's Church Christmas Tree Festival – to consider the request received to sponsor a tree at a cost of £12.00.
20. Lostwithiel Football Club Committee representative – to appoint a new representative following the resignation of Councillor Hendicott.
21. Lostwithiel Town Council 2019-2020 Budget – to formulate a list of projects and their anticipated financial requirement to be included in the first draft of the 2019-2020 budget.
22. Councillor & Staff Training – to approve attendance & training costs as follows: -
 - Councillor Guiterman
 - Cornwall Council Planning Conference at St Austell £12.00
 - Councillor Henderson
 - Cornwall Council Planning Conference at St Austell £12.00,
 - CALC Standing Orders workshop at Launceston £30 plus VAT,
 - CALC Being a Good Employer at Lanivet £65 plus VAT.
 - Town Clerk –
 - CALC Standing Orders workshop at Wadebridge £30 plus VAT
 - Total cost £149.00 plus VAT as indicated above.
23. Town Council reference books – to consider authorising the purchase of the following: -
 - Arnold Baker on Local Council Administration – Eleventh Edition
 - Keeping Volunteers – A guide to retaining good people
 - Cost £146.94 less SLCC discount.

24. Accounts and Finance

Cheque Ref	Payee Name	Cheque ref	Amount Paid
101048	Biffa	Cemetery Bin emptying	£31.78
101049	Clarity Copiers	Photocopying Charges	£110.24
101050	Complete Business Solutions	Stationery	£109.73
101051	Cornwall Council	Planning Training 2017	£12.00
101052	Cornwall Council	Planning Training 2018	£24.00
101053	Marc Harris	Emergency repair to Edgcumbe House roof	£150.00
101054	K Hill and Partners	Japanese Knotweed spraying	£192.00
101055	Land and Heritage	Tree Safety Inspection	£120.00
101056	SBC Property	Market Valuation of Edgcumbe House	£600.00
101057	SLCC	Project Management Training	£108.00
101058	C Doyle	Beating of the Bounds Maps	£7.98
101059	S Harris	Stationery and road sign storage boxes	£572.36

101060 - 101063	Salary related expenses		£3630.13
101064	St Bartholomew's	Tree Festival	£12.00
		Total	£5680.22

25. Correspondence

26. Notices

27. Items for next agenda and to note written notice of the wording of any motions for the Council meeting to be held in November 2018 are to be received by the Town Clerk by midday on the Wednesday preceding the meeting.

Under the Public Bodies (Admissions to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

28. Lostwithiel Cemetery – to consider delegating authority to the clerk to waive burial fees in the event of an historical error without prior reference to Council. All fee waivers and the rationale supporting the waiver to be reported to Council as soon as practicable thereafter.

29. Lostwithiel Library – to approve the final draft of the service agreement, to agree final terms for the surrender of the lease and to approve the draft document prepared by the clerk.

30. Edgcumbe House – to consider the professional valuation of the building.

S Harris

Mrs S Harris

Town Clerk

01/11/2018