



**Lostwithiel Town Council**  
**Tuesday 18 December 2018**

**Public Participation**

None

**Cornwall Councillor Report**

Cornwall Councillor Martin updated Council on the following topics: -

Cornwall Council's budget,

Second home Council Tax/Business Rates loopholes,

Disparity between social housing allocations on new and older housing stock,

Cornwall Council Cabinet decision to spend £39 million on private rented housing stock to be used for emergency housing,

New waste collection arrangements from April 2020 (food waste and recycling will be collected every week, black bag rubbish once a fortnight)

Safe walking to school routes,

Council Officer feedback on planning enforcement,

Health Committee initiative 'social prescribing' to encourage people to join in community activities rather than prescribe pills.

**Meeting Minutes**

A meeting of the Town Council was held in the Church Rooms Lostwithiel on Tuesday 18 December 2018 at 7pm.

**Councillors Present**

Mayor Jarrett, Councillor Anders,  
Councillor Guiterman, Councillor Hatton,  
Councillor Henderson, Councillor Hensman,  
Councillor Jarrett, Councillor Lindley,  
Councillor Ross & Councillor Sweeney

**In attendance**

One member of the public was in attendance.  
Town Clerk Mrs Harris was in attendance

**313/18 Apologies of Absence**

Apologies of Absence were sent and accepted from the following  
Councillors:

Councillor Beedell, Councillor Clarke, Councillor Duffin,  
Deputy Mayor Hughes and Councillor Risner.

**314/18 Declarations of Interest**

Councillors Anders, Guiterman & Sweeney all declared a registerable  
interest in agenda item 11 Lostfest's request to use the Guildhall.

**315/18 Minutes 4 December 2018**

It was **resolved** that the minutes dated 4 December are accepted,  
approved and duly signed by Mayor Jarrett.

**316/18 Staffing Committee Minutes 8 May 2018 &  
11 September 2018**

It was **resolved** that the Staffing Committee minutes dated 8 May 2018 &  
11 September 2018 are noted, accepted and approved.

**317/18 Planning Decisions**

**PA18/09515** Tallands 9 Polscoe Road Polscoe Lostwithiel  
Proposed siting of 2 shepherds' huts to provide tourist

accommodation (in association with an existing wildlife film training enterprise) - **Approved.**

**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 from two dwellings and erection of live work unit. - **Approved.**

**PA18/01373** Land to rear of 14 Cott Road Lostwithiel  
Outline application for detached dwelling (all matters reserved except for access) - **Approved.**

**318/18** **Planning Applications**

a)

**PA18/11519** Agan Chy, Tanhouse Road Lostwithiel  
Extension at first floor level to create a larger bedroom. It was **resolved** to support this application.

b) None

**319/18** **Play Area Inspections**

The reports dated 26 November were noted by Council.

**320/18** **Play Area Inspections – Service Level Agreement**

It was **resolved** to instruct Cormac to undertake the Operational Play area inspections for a further 12-month period and to arrange as soon as practicable that the clerk, now RPII qualified, undertakes the Routine inspections.

**321/18                    Lostwithiel Neighbourhood Plan**

It was **resolved** to ratify the revised Neighbourhood Plan amended in accordance with the Examiner's recommendations including the further recommended revision advised by Cornwall Council on 14 December following Cornwall Council's receipt of comments challenging the designation of The Brambles, Bodmin Hill as local green space.

**322/18                    Lostwithiel Town Council Councillor vacancy**

It was **resolved** to note that no applications have been received and to delay the re-advertising of the vacancy until February 2019.

**323/18                    Lostfest – Use of the Guildhall**

Councillor Guiterman addressed the meeting.

Having previously declared registerable interests Councillors Anders, Guiterman & Sweeney left the meeting room.

It was **resolved** to allow the use of the Guildhall for Lostfest subject to: -

- a)    Lostfest agreeing to pay building costs i.e. heat and light and cleaning (the latter if required),
- b)    The Guildhall building having a Lostfest Committee Steward present in the building at all times when it is open
- c)    The lower steps handrail extension being kept in place whilst the building is open.

Councillors Anders, Guiterman and Sweeney re-joined the meeting.

**324/18                    Cruse Bereavement Care**

The motion not to make a grant to Cruse Bereavement Care was defeated and it was **resolved** to award a grant of £100 and to make Cruse aware of the Charity Fun Day organised by Lostwithiel Rotary.

**325/18                    The Parade**

It was **resolved** to approve the report from the task and finish group, namely Councillors Anders & Guiterman & Mayor Jarrett as drafted and to instruct the clerk to forward a copy of the report to Land & Heritage to

inform their recommendations on the future management of the Parade trees.

**326/18                    CALC Councillor Training**

The following topics were suggested by Councillors: -

Advice regarding 'posts' on Councillor Facebook pages, Role of the clerk, Councillor involvement in the day to day running/administration of the Council, Dress Code and the clerk was also asked to add to list anything considered appropriate.

**327/18                    Lostwithiel Town Council 2019-2020 Budget**

It was **resolved** to accept the 2019-2020- budget with an expenditure figure of £218,340 as drafted and instruct the clerk to submit the figures to Cornwall Council. The clerk was instructed to ensure that prior to the financial year end a 'risk-based assessment of the adequacy of the Council's 'free reserves' is undertaken and a policy on the minimum and maximum level agreed.....Any remaining inadequacy of free reserves when viewed against the agreed policy should be addressed as part of the 2019/20 budget setting process.'

**328/18                    Lostwithiel Library**

It was **resolved** to agree the volunteer advert as drafted and the revised library opening hours as proposed, namely Mondays 9.30am – 12.30pm, Wednesdays 9.30am – 5pm & Fridays 10m – 5pm.

The clerk was instructed to post the volunteer advert on the Town Council noticeboard, website and Facebook page, with Volunteer Cornwall and with any other organisation where the advert can be placed for free.

**329/18 Edgcumbe House Working Party –  
draft terms of reference**

It was **resolved** to make the following draft amendments to the draft terms of reference: -

**1. Objective**

To consider all issues relating to the repair, conversion and future uses of Edgcumbe House, Taprell House and the Guildhall and to recommend appropriate actions to Council. (Taprell House, at the present time, cannot be considered for changes of use).

**2. Authority**

The EHWP is appointed by and is solely responsible to Lostwithiel Town Council (LTC). The EHWP remit is defined and agreed by Full Council.

Working Parties do **not** have delegated powers to make decisions on behalf of Lostwithiel Town Council and exists to make recommendations to LTC.

The group should not exceed its purpose and remit without LTC's sanction to a change to these terms of reference

**3. Membership**

- Membership of the Working Party will be limited to 15 persons
- Membership of the EHWP will be appointed annually at the Annual Meeting of LTC and any changes to membership will need to be agreed by LTC.
- Any Vacancies that arise will be filled by the Town Council and a list of group members and contact details will be maintained by LTC
- The Working Party shall consist of at least 3 Town Councillors plus members of the local community who have expressed an interest in the project or have appropriate skills and/or experience including Town Councillors.
- The EHWP shall be quorate when: -
  - a) at least 6 or 50% of Working Party membership (whichever is the largest) are present at a meeting and

- b) at least one Lostwithiel Town Councillor is present at the meeting
- Membership to be reconfirmed at the Annual Meeting of the Council (if applicable)
- If a member fails to attend 4 consecutive meetings, they will be deemed to have resigned from the Group

At the first meeting following the Annual Meeting of the Council the EHWP will elect a Chairperson and Vice Chairperson. The Chairperson will be a Lostwithiel Town Councillor. If the Chair and Vice Chair are unable to attend a meeting then a temporary Chair (selected from the Lostwithiel Town Councillor membership) will be elected for that meeting.

#### **4. Record of Proceedings**

Notices and associated papers shall be despatched at least three clear working days before the date of the meeting by email or alternative agreed communication & a copy of the meeting agenda will be published on the Town Council's notice board.

Written minutes will be taken to record the Working Party's recommendations and will be forwarded to the town clerk within two weeks of the meeting date. Minutes will be submitted to Council for adoption after they have been approved at a Working Party meeting.

The EHWP will meet at least every other month but can be convened more frequently if considered appropriate.

Meetings of the working group are not usually but may be public meetings.

#### **5. Remit & scope**

The Group will: -

- a) undertake research and evidence gathering to assist the Town Council in establishing viability for Edgcumbe House, Taprell House and the Guildhall and the viability of each stage of the project.

(Taprell House, at the present time, cannot be considered for changes of use).

- b) Help to identify potential sources of project funding researching how the project will fit the key aims and objectives of the funders
- c) Gather data from a wide range of sources to ensure that the conclusions reached are fully evidenced
- d) Ensure that the Council is kept fully informed throughout the process including quarterly written updates to Council which will include projected timelines for the project.

## **6. Conduct**

- a) All Group members will abide by Lostwithiel Town Council's Code of Conduct.
- b) No individual member of the Working Party may speak on behalf of LTC. All media enquiries must be redirected to the Town Council office in accordance with the Council's Media Policy.

## **7. Dissolution**

The EHWP is a working party of the Town Council the Council can therefore dissolve the Working Party at any time it considers appropriate.

These Lostwithiel Town Council Edgcumbe House Working Party Terms of Reference were recommended to Lostwithiel Town Council at the meeting held on 11/11/1111. It was resolved by Council at this meeting that these Terms of Reference are adopted.

### **Annex 1 - Tasks & Activities of the Edgcumbe House Working Party**

- a) To provide a written report for the Council meeting to be held on 19 March 2019 which lists potential sources of funding for the next 'stage' of the project and how the Edgcumbe House project fits with the objectives/criteria of each funder listed.
- b) To assist with the drafting of potential funding applications.
- c) To provide a detailed timeline for the delivery of the project based on the cut off dates for the recommended application
- d) To make recommendation to Council regarding 'Remit & Scope' and 'Annex1' of the EHWP for the next six-month period.

- e) To make recommendations to Council for phased building repairs with timeline objectives.
- f) To make recommendations to Council for phased conversion recommendations with identified objectives.
- g) To consider such matters as may be delegated by the Council from time to time

It was further **resolved** to instruct the clerk to make the following agenda items for the next meeting: -

1. Dissolution of the Edgcumbe House Working Party
2. To approve the Terms of Reference for the new Heritage Buildings Committee & to appoint Committee Members to this new Committee.

**330/18                      Pocket Parks Plus**

It was **resolved** not to appoint a task and finish group to draft an application and to instruct the clerk to put details of the Pocket Parks Plus scheme on the Town Council's Facebook page and website and to forward details to Lost in Play.

**331/18                      T1101 The Parade**

It was resolved to waive Financial Regulation 11.2h to expedite the felling of the tree due to Health & Safety concerns at a cost of £2650 plus VAT.

**332/18                      Accounts & Finance**

It was **resolved** that cheques 101089 - 101099 totalling £11,750.08 are authorised for payment.

**333/18                      Correspondence**

CALC	September News Round up
	NALC Future of Neighbourhood Plans
Civic Voice	War Memorial News
Coastline Housing	Coastline Housing News

Cornwall Community Flood Forum Conference agenda

Management Board Meeting 7 Dec

Cornwall Community Land Trust See it and Believe it project

Cornwall Council

Consultation for Cornwall Site

Allocations Development Plan

Document: -Schedule of Modifications

Litterless Cornwall

Whitegold 2018

Respryn bridge closure order

Neighbourhood Plan E-Bulletin

Town & Parish Council newsletter

Community Infrastructure Levy –

Informal Briefing

St Blazey, Fowey & Lostwithiel

Community Network Panel Meeting

agenda

Localism Summits

Draft budget stakeholder briefing event

Housing Supplementary Planning

Document (SPD) Consultation 19 Oct –

30 Nov

Adoption of Cornwall Biodiversity

Guidance

Planning Newsletter

Planning agents newsletter Autumn 18

Stakeholder meetings regarding

proposed changes to the Cornwall

Council Off-Street Parking Place Order

Draft Budget Presentation Cluster

Meeting

Cornwall & Isles of Scilly LEP	An invitation to join our Business Insights Group
Crantock Parish Council	Request for support
Dept for Transport	Access for All Funding – Call for nominations
Federation of Small Businesses	FSB School for Small Businesses
Great Western Railway	Invitation to apply for Customer & Communities Improvement funding Travelling with GWR at Christmas
Lostwithiel Museum	Heritage Award film
National Flood Forum	October Bulletin
Network Rail	Level crossing – renewal of rails 24-26 November & 1-3 December
North Coast Cluster Group	Public availability for Economic Viability Appraisals for all planning applications Housing figures for Cornwall Rural exception sites Cornwall Local Plan Affordable Housing and Housing apportionment
St Petroc’s Society	Will you brave the cold and sleep out at Eden

**334/18                      Notices**

None

**335/18                      Items for next agenda**

None

The meeting closed at 9.35pm.

Chairman

Date