

**LOSTWITHIEL TOWN COUNCIL
Edcumbe House
Fore Street
Lostwithiel
Cornwall
PL22 0BL**

01208 872323

clerk@lostwithieltowncouncil.gov.uk

Dear Councillor,

Councillors are hereby summoned under the Local Government Act 1972 Sch. 12 para 10 (2) b to attend a Meeting of Lostwithiel Town Council to be held at Lostwithiel Library on Tuesday 2 April 2019 commencing at 7.00pm when the following business will be transacted.

S Harris

Mrs S Harris
Town Clerk
29 March 2019



**Lostwithiel Town Council Meeting
will be held at Lostwithiel Library
on Tuesday 2 April 2019 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

- To receive the Cornwall Councillor Report

Meeting Agenda

1. To receive and accept Apologies of Absence.

If you are unable to attend on Tuesday 2 April 2019 could you please email clerk@lostwithieltowncouncil.gov.uk with your apologies before midday on 2 April. Thank you to all Councillors who have already advised the office that they are unable to attend the meeting.

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. Public Participation - Time allowed for members of the public to address the Council on matters on the agenda – Maximum time allowed 15 minutes
4. To receive the minutes of the meeting held on 19 March 2019 having previously been circulated and taken as read.

Please see separate document.

5. To receive and adopt the Heritage Buildings Committee minutes dated 26 February 2019 having previously been circulated and taken as read.



Lostwithiel Town Council – Heritage Buildings Committee Meeting

Tuesday 26 February 2019

Meeting Minutes

A Meeting of the Town Council's Heritage Buildings Committee was held in Lostwithiel Library on Tuesday 26 February 2019 at 7pm.

Committee members present

Mayor Jarrett, Councillor Beedell, Councillor Guiterman, Councillor Hatton, Mr Holden, Councillor Risner, Professor Scott, Councillor Sweeney, Mrs Walton, Mr Watkins & Dr Yates.

In attendance

No members of the public were in attendance
Town Clerk Mrs Harris was in attendance

HBC15/18 Apologies

Councillor Hatton advised in advance of the meeting that she would be slightly late.

HBC16/18 Declarations of Interest

None

HBC17/18 Public Participation

None

HBC18/18 Committee Minutes 29 January 2019

It was **resolved** that the minutes dated 29 January 2019 are accepted, approved and duly signed by Committee Chairman Mayor Jarrett.

HBC19/18 Full Council quorum decision

It was noted by the Committee that at the Full Council meeting held on 19 February Council took the decision to reduce the Committee quorum from 6 to 4. The amended quorum requirements in the Heritage Building Committee Terms of Reference to read as follows: -

- The Committee shall be quorate when: -
 - a) at least 4 members of the Committee are present at a meeting and
 - b) at least two Lostwithiel Town Councillors are present at the meeting

HBC20/18 Code of Conduct & Register of Interests forms

It was noted by the Committee that the Localism Act requires that the members of the public co-opted onto the Heritage Buildings Committee abide by the Code of Conduct and complete a Register of Interests form.

Councillor Hatton joined the meeting.

HBC21/18 Committee Voting Rights

It was noted by the Committee that in accordance with the Local Government & Housing Act 1989 s13 members of the public co-opted onto the Committee do not have a voting rights.

HBC22/18 Draft Project plan template

The draft project plan template was discussed at length by the Committee.

- a) The Vision for the Edgcumbe Heritage – the Committee considered not only the need to look after the buildings as a community but also their national significance and the ripple

effect that would be seen in the town i.e. tourism, transport and parking.

- b) The Committee felt that it is important to get a commitment from Council to take the sale of the building off the agenda prior to considering in detail proposed works programmes.
- c) It was decided that the first step should be to prepare a report for Council to explain the ethos behind the future plans.

HBC23/18 List of Funders

Dr Yates advised the Committee that she currently has no further potential funders to add to those already included in Professor Scott's report.

HBC24/18 Buildings 'end use' proposals

It was agreed that all Committee members would bring a 'end use' proposal to the next Committee meeting.

HBC25/18 List of works undertaken and works to be done

The lists were noted by the Committee.

HBC26/18 Updates – At Risk Register & Disability Cornwall

- a) The clerk advised the meeting that Scott & Co had sent a holding email advising that the position needed to be checked with David Scott
- b) The clerk advised the meeting that the request has been placed with Cornwall Disability Advice Services team.

HBC27/18 Tavistock visit 28 March 2019

It was confirmed that the visit begins 10am in Tavistock and Committee Members intending to attend were asked to contact Dr Yates.

HBC28/18 Firm Foundations training.

It was arranged to hold the first cascade training session on Monday 4 March at 6.30pm in Lostwithiel Library.

HBC29/18 Recommendations to Full Council – 5 March

None

HBC30/18 Items for next agenda

None

The meeting closed at 9.40pm

Chairman

Date

6. Heritage Buildings Committee – to consider the request from the Committee that Council holds an extraordinary meeting to consider the Heritage Buildings Project Plan prepared by the Committee.

7. To receive planning decisions.

PA18/07589

11 Edgcumbe Road Lostwithiel

Retention of replacement garden shed, open fronted storage bay and large storage shed (for equipment, small plant, boat trailer and vehicles) with associated access driveway.

Approved.

8. To consider planning applications

- a) PA19/02217 Bee Cottage, Terras Hill, Lostwithiel
Proposed first-floor extension, proposed internal alterations with new window to proposed kitchen, new sliding doors to proposed dining room and proposed veranda.

No comments

<http://planning.cornwall.gov.uk/online-applications/simpleSearchResults.do?action=firstPage>

- PA19/02300 Kirsco Rose Hill Lostwithiel
Change of roof at eastern elevation from hip to gable and minor extension in line with existing roof overhang on the southern elevation.

No comments.

<http://planning.cornwall.gov.uk/online-applications/simpleSearchResults.do?action=firstPage>

- b) To consider any planning applications received since the publication of the agenda
9. Play area inspections – to note the inspection reports and any action required.
10. Cattle Market car park – to consider the request received to site the diabetic eye screening unit in the Cattle Market car park from Wednesday 24 April – Saturday 4 May.

We were hoping that you could accommodate us again this year in the town car park for us to bring the screening unit to Lostwithiel for local patients. I have avoided Easter and was hoping that it was possible to arrive either Wednesday 24th or Thursday 25th April (I will

confirm the date soon). We would be with you until Saturday 4th May 2019.

I look forward to hearing from you

11. Community Network Area SOS application – to consider approval of the application as drafted

Cornwall Council CNA SOS Expression of Interest Form

Notes

To help us process your Expression of Interest (EoI), please:

- Read the enclosed guidance sheet.
- Read the enclosed CRCC leaflet.
- Read the CNA SOS Presentation.
- Complete the EoI form as fully as you can.
- Raise any questions with your Community Link Officer before sending in your application.
- Return the form to your Community Link Officer by **12 April 2019**
- **If applicable you will need to provide all materials and equipment for the volunteers to use.**

FOR OFFICE USE ONLY: Date received:

Ref No:

Section A: Contact details

Name of Organisation	<i>Lostwithiel Town Council</i>
Contact Person	<i>Mrs Sandra Harris</i>
Contact Person's Role/ Position	<i>Town Clerk</i>
Email	clerk@lostwithieltowncouncil.gov.uk
Telephone Number	<i>01208 872323</i>
Community Network Area	<i>Lostwithiel</i>

Section B: SOS project

Please provide a brief description of what your project entails.

Lostwithiel is an historic Stannary town and was once the capital of

Cornwall so is unique in many ways having a wide variety of historic buildings, two tranquil parks and a recreation field by the river and other features that visitors love to sit and look at. We have many seats and picnic benches placed at strategic points both around the town, parks, the cemetery and bus stops. These currently look tired and uninviting. We would love to give these a looked-after appearance to enhance the experience of visitors and locals alike as they enjoy the 'Lostwithiel Encounter.

**Therefore our project for the town is a
"Bench and Bus Stop Brush-Up".**

At what location will the volunteer activities take place (Including address, site plan or photographs if possible)?

Locations will be around the local areas of the town which include King George playing field, Coulson Park, Shirehall Moor, The Parade, Quay Street, Second Island Park, Cott Rd, Cemetery, Restormel Rd.

Please tell us the tasks/ activities that you want volunteers from this scheme to help with. This can be an everyday task - something straightforward that requires no training/advance knowledge; and/or a task that will require specific skills or abilities (including advice/mentoring).

We would love to enhance the seats and benches by sanding them down to bring the wood back to its original beauty. We would then apply a couple of coats of wood stain/preservative to retain their attractiveness for many years to come.

We will provide all the tools and materials needed to complete the task.

Cornwall Council CNA SOS volunteers would work alongside members of Lostwithiel Town Council and other local volunteers. Members of the Town council experienced in this type of work will provide all the instruction and advice needed to carry out the task effectively and safely.

How many volunteers will you need (If applicable please define number for everyday task and specific skill set)

This is hard to estimate but we anticipate at least 5 volunteers for 1 day; more would be useful!

Have you identified any risks in relation to the task?

We will provide a detailed risk assessment for the project with the aim of completing the tasks in safety.

If the project is approved a detailed map and location appendix will, be provided along with photographs.

When would you like to host the volunteers e.g. a specific day/ week /time? Please bear in mind that arrangements will need to be made with the volunteer(s).

Saturday's is traditionally the best day for us to source local volunteers alongside the additional ones but volunteers are also available week days

Maybe this could be discussed with SOS volunteers nearer the time.

As the work will be carried on out-of-doors, we will be very weather-dependent. Ideally, we would like to use the Met Office 7 day forecast to identify when we are likely to have a couple of days fine weather for the wood to dry out and a dry day to complete the work.

Please let us know if the volunteer activities you require are for a full day / half day or other

FULL DAY

Give a brief description of what has prompted you to submit a scheme expression of interest (e.g. lack of current volunteers, skills required etc.)?

We submitted the application as we wish to improve the local area and maintain its beauty

We have many volunteers who give up there valuable time for the town

so additional support from outside the town would be an enormous lift to the outstanding volunteers we already have as well as completing a much-needed task.

What support will the Parish/community be giving the scheme (e.g. paints, tools, etc.)

Lostwithiel Town Council will provide all materials, light lunch, local knowledge and supervision for the task . We will also source local groups for funding if necessary

at do you hope to benefit from the scheme?

The scheme will benefit the town greatly to achieve a goal we have been trying to do for some time. We believe Lostwithiel's 'unique selling point' is its fascinating heritage and the beauty of its environment. This project will improve the attractiveness of our town and aims to bring in more visitors to help our town and its local businesses thrive.

Lostwithiel is famous both within Cornwall and nationally for its musical events and festivals (Sing Along the River was one of the National Lottery's best 10 days out in 2017). The improvement to the benches will enhance the experience of visitors these events that are integral to Lostwithiel's culture and prosperity and will contribute to the investment being made in the Parade area for those events.

Any further information?

Would you be happy to be placed on the CRCC scheme list if your expression of interest is unsuccessful for the CNA SOS project? This will require you to register the scheme direct with the CRCC. CRCC will endeavour to find a match if possible.

Yes

General Data Protection Regulations (GDPR) - Please note that by ticking the box below you understand that this information will be used to make a decision to prioritise which projects will be delivered as part of the Community Network Area SOS programme. As part of that process the Cornwall Rural Community Charity (CRCC) and Cormac will view this application to assist in determining the outcome, after the programme has completed Cornwall Council will destroy your information securely.

The full privacy statement can be found here:

www.cornwall.gov.uk/resilientprivacynotice

I agree to and understand the GDPR statement above.

Declaration

I declare that the information supplied in this form is true to the best of my knowledge and that, if I am submitting this proposal on behalf of a town or parish council or local organisation, I have their consent to do so.

Signature:

Date:

Name (Please Print): Mrs Sandra Harris (Lostwithiel Town Clerk)

12. Fallen tree Coulson Park – to consider the price of £235 plus VAT to remove the tree

Price to remove the fallen tree will be £235 + vat; we'll try and do something with the stump as well while we have the grinder there.

13. Erection of Cobra system and crown lifting works to Parade trees – to consider the request received from Lost in Song that the Town Council covers the costs of £990 plus VAT as this part of the group's Rural Development Agency application was rejected.

The Cobra system is £ 200.00 + vat.

Crown raising the trees £ 405.00 + vat

Installation of Cobra System £ 385.00 + vat

14. The Parade – to consider the suggestion from Mayor Jarrett to relocate and repair the two existing benches on the Parade and to site two new benches made from wood from the beech tree recently removed from the Parade
15. Litter posters – to consider the request from Mayor Jarrett that the Council covers the costs circa £200 to have made temporary and permanent copies of the final posters.
16. Lostwithiel Town Council Civic/Community award scheme & Memorial Policy – to consider appointing a task and finish group to draft a policy for Council approval which will cover requests to place memorial furniture & requests for trees etc. for long standing residents.
17. King George V playing field – to consider extending the six-month dog trial period.

Scheme introduced 04/09-2018

18. Rural Services Network – It's time for a Rural Strategy – to consider the Council's response to this document.

Agenda request received from Deputy Mayor Hughes, document forwarded 13 March 10.22

19. Councillor Training courses – to authorise Councillor Hensman's attendance on the following South West Councils led courses on Tuesday 9 April: -
Mediation for Line Managers &
Managing Capability: Health & Performance issues

Managing Capability: Health and Performance Issues

Course Tutor: External trainer from South West Councils

Course Description: A half day course providing an overview of the processes and actions to take when the performance of staff slips

Who Is It For?: Any line manager who wishes to gain the knowledge and skills required to tackle under performance effectively

Content:

- Managing capability
- Legislative context
- Measuring and monitoring individual performance and development
- Managing short term and long term absence
- The implications of the Equality Act

Duration: 3 hours

Mediation for Line Managers

Course Tutor: External trainer from South West Councils

Course Description: This half-day event provides managers with a practical overview of the skills and techniques needed for dealing with workplace conflict and an understanding of how mediation can be used to prevent and resolve issues.

Who Is It For: This event is for anyone with line management responsibility wishing to develop skills in effectively managing conflict in the workplace.

Content:

- Causes of conflict and interpersonal friction
- Effects of conflict on performance and individuals
- Stages in the development of conflict
- Manager's responsibility in minimising and resolving conflict
- Techniques to minimise and resolve conflict
- Creating harmony and a positive atmosphere at work
- When to use mediation
- The principles and the process
- Choosing internal or external mediators
- HR and legislative issues
- Skills, techniques and attributes for successful mediation

Duration: 3 hours

Cost: One course will run in the morning (Managing Capability - Health and Performance Issues) and the other (Mediation) in the afternoon. The cost per course will be £75.00+VAT. However, should you wish to attend both courses the cost will be £125.00+VAT

20. Annual Budget – to formally adopt this year’s budget and to resolve to carry forward earmarked reserves.

21. Annual Insurance renewal – to consider the Clerk’s update.

22. Accounts & Finance

Cheque Ref	Payee Name		Amount Paid
101172	Zurich Municipal	Insurance premium	£4,313.02
101173	Jaydee Living Ltd	Litter bin – school prize	£172.74
101174	Cornwall ALC Limited	Councillor Training 24 January	£335.92
101175	DCS Pest Control	Pest Control King George V playing field	£60.00
101176	Tozers Solicitors	Library transfer & CLAS	£3972.72
101177	Mrs S Harris	Stamps, CD player & mileage to Falmouth	£170.18
		Total	£9,024.58

23. Correspondence

24. Notices

25. Items for the next agenda and to note written notice of the wordings of any motions for the Council meeting to be held on 16 April 2019 are to be received by the Town Clerk by midday on Tuesday 9 April 2019.

26. Councillor Co-option – to receive the written application for the office of Town Councillor and to co-opt to fill the vacancy.