



## **Lostwithiel Town Council Tuesday 19 March 2019**

### **Meeting Minutes**

A meeting of the Town Council was held in Lostwithiel Library on Tuesday 19 March 2019 at 7pm.

### **Councillors Present**

Mayor Jarrett, Deputy Mayor Hughes  
Councillor Anders, Councillor Clarke,  
Councillor Duffin, Councillor Guiterman,  
Councillor Hatton, Councillor Henderson,  
Councillor Hensman, Councillor Jarrett,  
Councillor Ross & Councillor Sweeney

### **In attendance**

One member of the public was in attendance  
Cornwall Councillor Martin was in attendance  
Town Clerk Mrs Harris was in attendance

### **447/18 Apologies of Absence**

Apologies for absence were received and accepted from the following Councillors: -

Councillor Beedell & Councillor Lindley.

#### **448/18                    Declarations of Interest**

Mayor Jarrett declared a pecuniary interest in Agenda item 21 Accounts & Finance.

Councillor Anders declared a non-registerable interest in agenda item 13 Lostfest.

Councillor Guiterman declared a non-registerable interest in agenda item 13 Lostfest.

Councillor Sweeney declared a non-registerable interest in agenda item 10 Council Legal Advice Service & agenda item 13 Lostfest.

#### **449/18                    Public Participation**

None

#### **450/18                    Minutes 11 March 2019**

It was **resolved** that the minutes of the extraordinary Council Meeting dated 11 March 2019 are accepted, approved and duly signed by Mayor Jarrett.

#### **451/18                    Planning Applications**

It was noted by Council that the following applications for works to trees within the conservation area are currently being considered by Cornwall Council officers under delegated authority.

PA19/01835                    The Mount Restormel Road Lostwithiel  
Sycamore – fell

PA19/01931                    Terras House Terras Hill Lostwithiel  
T1 – Lime Pollard to a height of 10m leaving an  
8m crown spread.

**452/18                      Polling Districts & Polling Places Review**

It was **resolved** to respond to Stage 1 of the consultation confirming Lostwithiel Town Council's agreement to no changes being made in this area.

**453/18                      Wildlife & Countryside Act 1981 Section 53  
Schedule 14 Application for Modification of  
Definitive Map & Statement of Rights of Way –  
addition of alleged Right of Way from Footpath 17  
to Footpath 18 at Penknighat Lostwithiel.**

It was **resolved** to advise Cornwall Council that Lostwithiel Town Council has no evidence to submit. The clerk was instructed to check with Cornwall Council if the notification can be placed on the Town Council website and Facebook page to encourage members of the public to respond directly to Cornwall Council.

**454/18                      Taprell House chimney stack & missing plastic vent**

It was **resolved** to authorise expenditure of £600 per day (maximum 2 days) and material costs to put a slate capping wired as a tent with ventilation on the chimney and to take out the missing plastic vent and slate over on the rear roof slope. With reference to the latter David Scott is confident that there is ample ventilation and therefore no need to replace the missing vent with a new vent.

**455/18                      Taprell House – updated Land Charges Registry  
Title Document**

It was noted that the Council has received an updated Land Charges Registry Title document which no longer shows the Cornwall Council lease

**456/18 Council Legal Advice Service**

Councillor Sweeney, having previously declared a non-registerable interest left the meeting room.

It was **resolved** to renew the Council Legal Advice Service facility at a cost of £1500 plus VAT.

Councillor Sweeney re-joined the meeting.

**457/18 Parade blocked flap**

It was **resolved** not make any arrangements for the clearing of this flap.

**458/18 Climate Change & Neighbourhood Planning**

Councillor Guiterman's report on a recent climate change conference attended was noted by Council.

**459/18 Lostfest**

Councillors Anders, Guiterman & Sweeney having previously declared non-registerable interests left the meeting room.

It was **resolved** to approve use of the Parade and a small part of the King George V park for Lostfest on Sunday 19 May subject to the following: -

- a) a copy of the insurance cover for the event being forwarded to the Council office prior to the event.
- b) the King George V playing field not being too waterlogged
- c) the Lostfest organisers being reminded that in accordance with the Council's Hire Policy they should ensure all stallholders, caterers and play equipment providers have the required insurance.

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

**460/18 Memorial request**

It was **resolved** to ask the family of the late Mr & Mrs Issacs to pay for a bench to be sited in Coulson Park and at a future meeting to appoint a task and finish group to make recommendations to Council regarding a Memorial policy.

**461/18 Town Council Meeting venue**

It was **resolved** to formally agree to change the Town Council's meeting venue to Lostwithiel Library.

**462/18 Financial Regulations**

It was **resolved** to accept all recommendations made by the Town Clerk and to amend section 11h) to read as follows: -

11h) When it is to enter into a contract of less than £15,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and above £3,000 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (2) above shall apply.

**463/18 Annual Policy Review****a) Anti-Fraud & Corruption**

It was **resolved** not to amend this policy document.

**b) Internal Control**

It was **resolved** not to amend this policy document.

**c) Investment Strategy**

It was **resolved** not to amend this policy document.

#### **d) Risk Management**

It was **resolved** to accept the changes to the Risk Management Policy as recommended by the Town clerk.

#### **464/18 Town Council Insurance**

It was **resolved** to renew the Council's insurance at an annual premium of £4,313.02. The clerk was instructed to increase the Fidelity Cover to £600,000, check the parameters of Taprell House on the policy to ensure that the Methodist Church part of the building has buildings insurance cover and to request that the policy specifies Taprell House in the policy document.

#### **465/18 Cemetery Fees – Annual review**

It was **resolved** not to increase any Cemetery Fees.

#### **466/18 Grass cutting contract – task & finish group**

It was **resolved** to appoint Mayor Jarrett, Deputy Mayor Hughes and Councillor Ross to a task and finish group to make recommendations to Council regarding changes to the grass cutting contract. The first report to be received in June 2019.

#### **467/18 Accounts & Finance**

Mayor Jarrett left the meeting room.

It was **resolved** that cheques 101164-101170 totalling £2,226.01 are authorised for payment.

Mayor Jarrett re-joined the meeting.

#### **468/19 Notices**

Council considered notification from Cornwall Council regarding the cutting of the daffodils on the grass verges.

**469/18**                    **Items for the next agenda**  
None

The meeting closed at 8.50pm

Chairman

Date