

**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 3 September 2019 commencing at 7.00pm when the following business will be transacted.

S Harris

Mrs S Harris
Town Clerk
28 August 2019



**Lostwithiel Town Council Meeting
will be held at Lostwithiel Library
on Tuesday 3 September 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 Hughes 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

Meeting Agenda

1. To receive and accept Apologies of Absence.

If you are unable to attend on Tuesday 3 September 2019 could you please email clerk@lostwithieltowncouncil.gov.uk with your

apologies before midday on 3 September. Thank you to 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 20 August 2019 having previously been circulated and taken as read.

Please see separate attachment

5. To consider planning applications

- a) PA19/05881 Lostwithiel County Primary School
Bodmin Hill Lostwithiel
Application for advertisement consent for an internally illuminated (solar powered) noticeboard (Ecovision – A2Px2) with the noticeboard element measuring 1112(w) x 1002(h).

1 comment.

Highway Development Management - East

Comment Date: Thu 08 Aug 2019

Subject to the illumination being in accordance with the Institute of Lighting Professionals PLG05: Brightness of Illuminated Advertisements, no objection is raised. (JHA checked by PS).

Informative: applicant should be advised that the verge where the noticeboard is to be positioned may require separate consent from Streetworks department.

<http://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=PUBV3KFGGUL00>

Email received by Town Council explaining the position of Lostwithiel School Association

Dear Sandra,

Thank you for coming back to me. We can serve the relevant notice on the Town Council for the application, however the Lostwithiel School Association are not able to commit to a charge for the noticeboard as the funding for the noticeboard was from the National Lottery and unfortunately there are no additional funds to pay an ongoing fee for the use of the land. The LSA would have full responsibility for the noticeboard and not the school, including maintenance. The LSA are a registered charity who receive no other funding than through their own fundraising and bids for such items as the noticeboard.

The noticeboard is intended to not only improve communication between the school, the LSA and parents, but would also be used to advertise upcoming community events that would benefit the wider community – there are no other such noticeboards in the locality and this would be well used by parents, children, grandparents and other residents. This is preferable to notices being attached to telegraph poles, for example.

I would be grateful if you could have an initial conversation with the Councillors in respect of whether a charge would be sought for the noticeboard, as unfortunately if such a charge were sought, the LSA would have to look to site the noticeboard within the school grounds.

This would not be ideal as it would not be so easily able to be read due to the intervening fences/walls, and from a visual perspective appear to be quite cluttered due to it having to be sited so close to the wall, where it could be read from outside of the school. The location selected was chosen specifically as the hall is frequented often, and it lies between the junior and senior sections of the school and so accessible to all. In addition, information would be able to be read from the footpath and so no damage to the grass would occur. Being external to the school itself would also encourage non-school related residents to read the community information available, whereas within the school grounds it would be assumed that it was only related to school business.

If the indications are that a fee would be charged, then I would appreciate confirmation of this so that we can amend the location and send to Cornwall Council ahead of the next meeting, if possible.

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

6. To receive planning decisions.

PA19/05809 Staplehurst Hillside Gardens Lostwithiel
Proposed dining room extension with internal alterations

Approved

7. Play area inspections – to note the inspection reports and any action required.
8. National Association Local Councils Local Government Audit consultation – to approve the Council’s response.

NALC has asked us to forward the attached e-briefing and consultation on Local Government Audit to all our member councils.

They have asked councils to respond to a number of questions set out towards the end of the document, to enable them to formulate a response on behalf of the sector.

Please also see separate attachment

9. Speed Monitoring Report A390 Liddicoat Road Lostwithiel – to consider the suggestion that a feasibility study at a cost of £1,000 is undertaken to identify schemes for this location.

Please see separate attachment

10. Speed Monitoring Report A390 Queen Street Lostwithiel – to note the results show very good compliance with the existing speed limit.

Please see separate attachment

11. Cornwall Council Community Network Panel Extraordinary Panel Meeting 9 September – to approve Lostwithiel Town Council’s response to the following: -
 - a) The Panel will agree, in principle, for funds to be split 5 ways between the Cornwall Council Wards of:

- (i) Lostwithiel – consisting of Parishes Lanlivery, Lostwithiel, Bocconoc, Broadoak, St Winnow & St Veep
- (ii) Fowey & Tywardreath – consisting of Parishes - St Sampson, Fowey & part of Tywardreath & Par
- (iii) Par & St Blazey Gate – consisting of part of St Blaise, part of Tywardreath & Par
- (iv) Bugle (part of) – consisting of Luxulyan Parish
- (v) St Blazey – part of St Blaise and Part of Tywardreath & Par

Subject to further discussion in relation to:

- Major Schemes – where a collective approach supports the aim of the Community Network Panel
- Unspent remaining amounts being disbursed to the Community Network Panel collective funds.

This principle is to be agreed annually.

- b) Highways Scheme monies to be allocated to the purchase of Mobile Speed Activation Signs

Please see separate report.

- 12. Climate Emergency resolution - to consider the report from the task and finish group asked to draw up an action plan to implement the resolution.

Task and Finish Group Report:

Lostwithiel Town Council's Response to The Climate Emergency

August 2019

Town Council resolution – Tuesday 16 July 2019

110/19 Climate Emergency

- a) It was resolved to declare a Climate Emergency.*
- b) It was resolved to agree to work with Cornwall Council to assist them with their declaration to make Cornwall carbon neutral by 2030.*
- c) It was resolved to continue to consider the environmental impact when making decisions and renewing policies.*

Council resolution – Tuesday 6 August 2019

139/19 Climate Emergency resolution – task and finish group

It was resolved to appoint a task and finish group to draw up an action plan for full Council consideration which will implement the resolution made under minute reference 110/19. It was further resolved to appoint Councillors Duffin, Guiterman, Hatton & Jarrett to this task and finish group. Councillor Hatton agreed to arrange the first meeting.

Proposed actions to implement resolution 110/19

The Task and Finish group proposes that the Council consider authorising the following by way of actions to directly implement resolution 110/19:

1. Contact Cornwall Council's Strategic Director for Neighbourhoods and Portfolio Holder for Climate Change to:
 - a. advise of the Town Council's resolution and to ascertain what support we can lend to assist Cornwall Council in their aim of making Cornwall carbon neutral by 2030; and
 - b. ask Cornwall Council to consider setting up joint meetings with local town and parish councils (who wish to participate) to share ideas, plans and goals and ascertain whether there are any opportunities for

partnership working to address the climate emergency.

2. Subject to Town Clerk and CALC approval, recommend to the Town Council that the front sheet of the agenda for all meetings is amended to incorporate the following statement by way of an aide memoire for councillors:

Councillors are reminded that in exercising their functions, including making decisions during the course of this meeting, they are to have due regard to the public sector equality duty and the environmental impact.

3. Recommend to the Town Council that the following table is appended to any future council policies undergoing review as an aide memoire to ensure that appropriate consideration has been given to environmental and other relevant impacts:

<i>This policy has been prepared with due regard being given to:</i>	
<i>Environmental impact</i>	
<i>Public sector equality duty</i>	

4. Recommend to the Town Council that the Town Council's Environment Policy (adopted in 2014) is reviewed in light of the Town Council's declaration of the climate emergency.

Recommended further actions for Town Council's consideration

Whilst aware that the following fall outside of the direct scope of the remit given to the Task and Finish group, the group requests that the Town Council also consider authorising the following:

5. To approach the Lostwithiel Town Forum to ascertain:

- a. whether they would be willing to set up, restart and/or vary the terms of reference for their Environment Group (as required) to support the development of a whole town action plan to tackle climate change; and
- b. how the Town Council could support them in that goal (e.g. Town Council participation/representation on this Environment Group).

For information, the next meeting of the Lostwithiel Town Forum is 26 September 2019.

6. To make contact with Good Companions [*a group of concerned individuals from across Cornwall who wants to work with local town and parish councils to help spread the climate change emergency message to communities*] to help us to identify the town and parish councils in Cornwall who have declared a climate emergency and are working on actions plans, with the intention of sharing ideas, good practice and to ascertain whether there are any opportunities for collaborative working. The councils we are currently aware of are:

- a. Penzance Town Council
- b. Stithians Parish Council
- c. Ladock Parish Council
- d. Deviock Parish Council
- e. St Germans Parish Council
- f. Germoe Parish Council
- g. Falmouth Town Council
- h. Helston Town Council
- i. Isles of Scilly
- j. Camelford Town Council
- k. St Ive Parish Council
- l. St Just Town Council
- m. Wadebridge Town Council
- n. Penryn Town Council
- o. Chacewater Parish Council

- p. Stoke Climsland Parish Council
- q. Mabe Parish Council
- r. Feock Parish Council
- s. St Austell Town Council
- t. St Mellion Parish Council
- u. Saltash Town Council

7. To extend the scope of the Task and Finish group to:
- a. take forward actions numbered (1), (4), (5) and (6) above
 - b. explore other potential actions which could be taken; and
 - c. prepare a further written report for Council's consideration.

The Task and Finish group is mindful of the Town Clerk's work load and will give this due regard in its future recommendations.

Potential actions which could be considered

Without any intention of pre-empting the outcome of discussions with third parties or the decision(s) of the Council regarding the recommendations, the Task and Finish group discussed the following potential actions which might be considered as part of a review of the Environment Policy and/or future actions, and these are included here for recording/information purposes only:

- To vigorously uphold those parts of the Neighbourhood Plan that mitigate climate change;
- To encourage allotment use and encourage allotment holders to use the land in a manner which seeks to reduce greenhouse gas emissions;
- To save energy in council premises;
- To share cars when more than one councillor attends the same location for meetings, courses etc.;

- To plant additional trees (including memorial trees) where practicable and to increase biodiversity on land under council control;
- To purchase energy from renewable sources including nuclear;
- To use, and encourage the use, of re-useable or recyclable materials (e.g. wooden cutlery and compostable carrier bags) for council events or events on council owned property;
- To encourage drivers to switch off engines whilst waiting at the railway crossing;
- To consider encouraging green burials;
- To encourage Lostwithiel residents to act green by positive publicity. For details, see pages 7 and 8 of the following document:
<https://democracy.cornwall.gov.uk/documents/s125664/Climate%20Change%20Appendix%203.pdf>

13. Castle Hill Cemetery – to consider the request received to inter a second set of ashes into a closed grave.

Good afternoon Sandra

We would like to arrange a burial of ashes please for the late xxxxxxx

xxx would like to be reunited with his late wife xxxxx who was interred into her mothers grave xxxxx

Can you please let me know when we can book the interment (family have no preference perhaps 2nd week of September, late morning so paperwork and tablet may be completed in time) and also the costs for a non-parishioner please.

Reply sent to Funeral Director

Hi

I've now had a chance to check the burial records for this grave and as advised below the late Mr & Mrs xxxx are interred in this grave as are the ashes of the late xxxx.

Clause 2.13 of the Castle Hill Cemetery Policy and Operating Procedures reads as follows:-

No more than two people may be buried in any grave, except that cremated remains may also be buried above conventional interments, subject to sufficient depth being available. The addition of cremated remains will close the grave.

This paragraph has to date been interpreted as one set of cremated remains closing the grave and as a consequence the Council does not have a grave plan indicating where on the grave the ashes of the late Mrs xxxx are interred.

I can also advise that I have no records to indicate that the Grant of Exclusive Right of Burial or the Grant of the Right to erect a Memorial ever having been issued for this grave.

So I'd like to take this forward on the following basis:- 1. Ask Council at the next Council meeting to be held on 3 September if, in order to reunite husband and wife, it will agree to a second set of ashes being interred in this particular grave.

2. If Council agrees, contact the sexton who was interring ashes at the time of the late Mrs xxxxxx interment to check with him if he would have interred Mrs xxxxxx ashes at the top or the foot of the grave.

3. If permission is granted, ensure I am present graveside when our current sexton prepares the grave for the ashes interment.

14. Rubbish bins - Cornwall Council have advised that between now and the commencement of the new waste contract on

1 April 2020 arrangements need to be put in place to address the historic service that has and is still being made to 10-12 bins that are owned by LTC and sited on LTC land.

Good morning,

I had a discussion recently with Cllr. Martin who I have copied in regarding the above subject matter in and around the surrounding areas of the town. As has been highlighted before there are a number of bins [approx. 10-12] that Biffa service on behalf of the Council that are not only owned by the T.C. but also on T.C. land such as Coulson Park for example.

Between now and the commencement of the new waste contract the Council needs to ensure that arrangements are in place to address the historic service that has and still is being made to these bins. It might be that the Council can look to reduce the number of bins it has in the town leaving either the T.C. ones in situ or come to another solution. If however the T.C. wishes to leave the current stock of bins in situ the T.C. will have to fund the quantity that they own which can be achieved by either making private arrangements with the Council's services provider or continuing as we are now but C.C. will recharge.

Also just as a side note I am aware of the old stock of C.C. owned bins in the town and despite them being painted in recent times there are a few minor repairs required which will be completed in due course. If there are any that are beyond repair they will be replaced.

Restormel	Lostwithiel	Old Cemetery
Restormel	Lostwithiel	North Street
Restormel	Lostwithiel	Coffee Lake Meadow
Restormel	Lostwithiel	Liddicoat Road
Restormel	Lostwithiel	Cott Rd
Restormel	Lostwithiel	Cott Rd
Restormel	Lostwithiel	Restormel Road
Restormel	Lostwithiel	Restormel Road

Restormel	Lostwithiel	Quay St
Restormel	Lostwithiel	South Street
Restormel	Lostwithiel	South Street
Restormel	Lostwithiel	Grenville Road
Restormel	Lostwithiel	Grenville Road
Restormel	Lostwithiel	The Parade
Restormel	Lostwithiel	Bodmin Hill -
Restormel	Lostwithiel	Brunel Quays
Restormel	Lostwithiel	Liddicoat Rd
Restormel	Lostwithiel	Liddicoat Rd
Restormel	Lostwithiel	Pleybet C/Park
Restormel	Lostwithiel	Liddicoat Road
Restormel	Lostwithiel	Church Lane
Restormel	Lostwithiel	Liddicoat Road
Restormel	Lostwithiel	Liddicoat Road
Restormel	Lostwithiel	Edgcumbe Road
Restormel	Lostwithiel	Fore St
Restormel	Lostwithiel	Fore St
Restormel	Lostwithiel	Fore St
Restormel	Lostwithiel	Quay St
Restormel	Lostwithiel	Coulson Park
Restormel	Lostwithiel	Coulson Park
Restormel	Lostwithiel	Coulson Park
Restormel	Lostwithiel	Coulson Park
Restormel	Lostwithiel	Coulson Park
Restormel	Lostwithiel	Coulson Park
Restormel	Lostwithiel	Shire Moor
Restormel	Lostwithiel	Coulson Park
Restormel	Lostwithiel	The Parade
Restormel	Lostwithiel	The Parade
Restormel	Lostwithiel	The Parade
Restormel	Lostwithiel	The Parade
Restormel	Lostwithiel	North St
Restormel	Lostwithiel	Queen St
Restormel	Lostwithiel	Queen St
Restormel	Lostwithiel	Bodmin Hill

15. The Parade – to consider the request from Councillor Guiterman that the Council considers placing, during the summer, an additional litter collecting facility close to the recreational area by the medieval bridge.

Rationale: the beach area has become an increasingly popular area for picnicking and recreation activities. the present capacity is insufficient with the inevitable result.

16. Seagull proof sacks – to consider the suggestion from Mayor Hughes (based on feedback from the street cleaner that one of the biggest causes of litter in his view are black bags being opened by seagulls and other vermin) that Lostwithiel Town Council buys an initial supply of these sacks to give to local residents.

The extract below has been taken from CC's website.

a) How can I protect my bags of rubbish from animals and birds?

You can buy a traditional rubbish bin or a wheeled bin and put your bagged rubbish out for collection in the bin. As bins are emptied by hand we prefer that wheeled bins are no bigger than 140 litres.

You can also buy reusable seagull proof bags for £3.50 from some of our [Information Services](#) offices. Please see our [Stock Location list](#) to find your nearest stockist. The seagull proof bags hold around three black sacks of rubbish. They have a secure Velcro fastening, a tie at the back and a weighted base to stop them blowing away after collection.

17. Accounts & Finance –

a) to approve payment of the following: -

Cheque Ref	Payee Name		Amount Paid
101290	Biffa	Cemetery bin	£44.76
101291	Cormac Solutions	New swing chains	£272.29
101292	C & J Littleton	Concrete cube & delivery	£108.00
101293	K Hill & Partners Ltd	Grass cutting contract	£1,969.20
101294	Lostwithiel Town Forum	Room hire	£8.00
101295	Cheque destroyed	Cheque destroyed	£0.00
101296	Torch Fire Protection Ltd	Fire extinguisher maintenance & replacement of Guildhall extinguisher	£347.12
101297-300	Salary related expenses	Salary related expenses	£3,704.55
101301	Cormac Solutions	Library cleaning & disabled alarm replacement public toilet	£724.93
		Total	£7,178.85

18. Correspondence

19. Notices

20. Items for the next agenda and to note written notice of the wordings of any motions for the Council meeting to be held on 1 October 2019 are to be received by the Town Clerk by midday on Tuesday 24 September 2019.

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.

21. Buildings Condition Survey – to approve the tender document as drafted.