



**Lostwithiel Town Council Meeting
will be held at Lostwithiel Library
on Tuesday 14 January 2020 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

- 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. 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 extraordinary meeting held on 10 December 2019 having previously been circulated and taken as read.

5. To consider planning applications

- a) PA19/08275 Foyle Rose Hill Lostwithiel
Replacement of existing glass roof structure attached to front elevation with a new sunroom extension with slate roof.
Replacement of existing flat roof and glass roof extension at rear with new pitched slate roof and glass roof extensions, replacement windows and roof window.
- PA19/10209 21 Grenville Road Lostwithiel
First floor extension above the existing kitchen extension & internal alterations.
- PA19/10997 Granite Lodge Restormel Road Lostwithiel
Conversion of garage to annexe

- b) To consider any planning applications received since the publication of the agenda
6. Shire Hall Moor Crosses – to consider in accordance with Standing Order 8a) and in light of the further information provided minute reference **249/19**.
7. Edgcumbe House & Guildhall Condition reports – to consider in light of the reports received approving the recommendation from the Heritage Buildings Committee to authorise the following works on Edgcumbe House (reference codes taken from the report): -
- A1 Repair leak in flashings of east Chimney and around west valley/chimney
 - B1 Undertake minor repairs to roof coverings 4.2, 4.3, 4.9 & 4.10.
 - B2 Repair, treat and redecorate cast iron rainwater goods and form splashbacks to gulleys
 - M1 Clear debris from roof gutter, valleys and rainwater goods.
 - F8 Open up and inspect first floor structure to assess condition for future use.
8. Edgcumbe House and Guildhall Condition reports – to consider the following: -
- a) If Council wants to use part of the repairs and maintenance earmarked reserves for works to The Guildhall building in order that the current earmarked funds can be used as match funding.
 - b) The verbal request from the Museum Committee to be allowed to submit to the Arts Council extracts from the Guildhall Condition report as part of their re-accreditation application.

9. Lostwithiel Town Council Heritage Buildings Committee – to consider appointing Dr Caroline Yates as a member of the Committee. (Membership is currently 8, membership limit is 15 people).
10. Lostwithiel Town Council 2020-21 Budget: -
to further consider the draft 2020-21 budget in the context of the Council Reserves Policy and the list of Earmarked and General reserves and to approve the budget, the required precept and to decide if Council wishes to use the tapering Council Tax Support Grant to offset the precept.
11. Cornwall Council Community Network Highways Scheme – to further consider the response made to Highways in light of notification from Highways that they are receiving ongoing complaints from 4 The Tower House.
12. Lostwithiel Town Council – Tree Safety Management Policy – to consider the following: -
 - a) approval of the policy as drafted
 - b) to authorise LANTRA Basic Tree Survey & Inspection training for the Town Clerk.
13. Land & Heritage Tree Safety Survey – to authorise the Town Clerk to invite tenders for all works identified in column 'Recommendations 2019'.
14. Lostwithiel Town Council World War II Commemorative Booklet – to approve printing costs to a maximum of £150 and to consider approving the printing of the booklet in a 10-point font.

15. Legionella & Asbestos surveys – to approve the following:
- a) Legionella & schematic reports of the water systems at Edgumbe House & Lostwithiel Public Toilets
 - b) Asbestos survey of Lostwithiel Museum.
16. Delegation to the Town Clerk – to note actions taken by the Town Clerk under delegated powers.
17. SLCC Membership – to consider if Council wishes to pay the Clerk’s annual subscription.
18. Accounts & Finance –
- a) to approve payment of the following: -

Cheque Ref	Payee Name		Amount Paid
101371	Reach Publishing	Tender advert	£141.36
101372	National Allotment Society	Annual membership fee	£66.00
101373	Biffa	Toilet cleaning & Castle Hill Cemetery bin	£1145.98
101374	Clarity Copiers Ltd	Copy charges	£52.44
101375	Cornwall Council	Rent for Cattle market car park	£1209.26
101376	Cormac	Cleaning	£416.70
101377	DCS Pest Control (Cornwall) Limited	Pest control	£60.00
101378	C Doyle	Milk & Christmas decorations for library	£21.16
101379	S Harris	Stamps, milk & mileage	£114.22
101380	K Hill & Partners Ltd	Grounds maintenance	£288.00

101381	ICCM	Corporate membership fee	£95.00
101382	Penhaligons	Library newspapers	£38.20
101383	Phoneta Business Ltd	Lone worker service	£13.20
101384	Restormel Property Services	Toilet door and guttering repairs	£62.00
101385	SLCC	Clerks Manual 2019	£52.30
101386	South West Water	Public toilet	£37.79
101387-89 & 2 Bank transfer payments	Salary related expenses	Salary related expenses	£3,916.02
		Total	£7,729.63

19. Correspondence – to receive details of and consider correspondence including invitations received.
20. For information – to include an update on any meetings or training attended by Members of Officers as representatives of the Town Council and future dates for the diary.

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. Outdoor Gym tender – to consider approval of the tender document as drafted.

22. Lostwithiel Library – to consider approval of the letter to Cornwall Council as drafted.
23. Cormac Building Cleaning Service Level Agreement 2020-2021 – to note correspondence received.
24. Town Clerk hours – to consider the recommendation from the Staffing Committee that the temporary 5 hour per week increase in the Town Clerk’s hours is extended by a further six months.
25. Toilet contract – to consider retrospective approval of £600 plus VAT for draft contract amendments.

S Harris

Mrs S Harris

Town clerk

08 January 2020