



*Lostwithiel Town Council  
Annual Meeting*

*Tuesday 16 May 2017*

Public Participation

The Council was addressed by Cornwall Councillor Martin regarding working together for the future of the town.

Meeting Minutes

The Annual Meeting of the Town Council was held in the Church Rooms Lostwithiel on Tuesday 16 May 2017 at 7pm.

Councillors present

Mayor Gillett,  
Councillor Anders, Councillor Beedell,  
Councillor Duffin, Councillor Guiterman,  
Councillor Hatton, Councillor Henderson,  
Councillor Hendicott, Councillor Hensman,  
Councillor Hughes, Councillor P Jarrett,  
Councillor T Jarrett, Councillor Park,  
Councillor Ross & Councillor Sweeney.

In attendance

11 members of the public were in attendance.  
Town clerk Mrs Harris was in attendance

001/17 TO ELECT THE MAYOR OF THE COUNCIL & TO RECEIVE THE MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE

Mayor Gillett invited nominations for the position of Mayor.

It was **resolved** that Councillor P Jarrett is elected Mayor for the Civic Year 2017/18.

Mayor P Jarrett signed the Declaration of Acceptance of Office of Mayor/Chairman which was witnessed and signed by the Town Clerk.

Mayor P Jarrett took the chair and former Mayor Gillett joined members of the public seated at the back of the room.

002/17 TO ELECT THE DEPUTY MAYOR OF THE COUNCIL & TO RECEIVE THE DEPUTY MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE

Mayor Jarrett invited nominations for the position of Deputy Mayor.

It was **resolved** that Councillor Hughes is elected Deputy Mayor for the Civic Year 2017/18.

Deputy Mayor Hughes signed the Declaration of Acceptance of Office of Deputy Mayor/Vice Chairman which was witnessed and signed by the Town Clerk.

003/17 APOLOGIES

Apologies for absence were received and accepted from the following Councillors: -  
Councillor Lindley & Councillor Risner

004/17 DECLARATIONS OF ACCEPTANCE OF OFFICE

It was **resolved** to permit Councillors unable to attend the Annual Meeting to make their Declarations of Acceptance of Office on or before 31 May 2017.

005/17 DECLARATIONS OF INTEREST

Mayor Jarrett declared a pecuniary interest in agenda item 11 Mayor Allowance.

006/17 MINUTES 2 MAY 2017

It was **resolved** that the minutes dated 2 May 2017 are accepted, approved and duly signed by Mayor Jarrett.

007/17 STANDING ORDERS

It was **resolved** that Lostwithiel Town Council's Standing Orders are approved and adopted as drafted.

008/17 FINANCIAL REGULATIONS

It was **resolved** that Lostwithiel Town Council's Financial Regulations are approved and adopted as drafted.

009/17 GENERAL POWER OF COMPETENCE

It was **resolved** to reaffirm eligibility for the General Power of Competence all 16 Councillors having been elected in the 4 May 2017 contested election and the clerk holding CiLCA, the CiLCA GPC Module and a University of Gloucester qualification.

010/17 INTERNAL AUDITOR

It was **resolved** that Hudson Accounting Ltd are appointed as Lostwithiel Town Council's Internal Auditor for the financial year ending March 2018.

011/17 TOWN MAYORS ALLOWANCE

Mayor Jarrett left the meeting room and the agenda item was chaired by Deputy Mayor Hughes. It was **resolved** that the Mayor's Allowance for the Civic Year 2017/18 is set at £1650. Mayor Jarrett re-joined the meeting and resumed the chair.

012/17 ANNUAL CIVIC SERVICE & DEDICATION OF ROBES

It was **resolved** to hold the Civic Service and the dedication of the new robes on Sunday 11 June 2017 at St Bartholomew's Church.

013/17 MAYOR MAKING CEREMONY

It was **resolved** to hold the Annual Mayor Making Ceremony on 14 October 2017.

014/17 STAFFING COMMITTEE

It was **resolved** to approve the Staffing Committee Terms of Reference and appoint the following Members to the Committee: -

Mayor Jarrett, Councillor Duffin, Councillor Hatton, Councillor Henderson, Councillor Hensman, Councillor Park and Councillor Ross.

015/017 FLOOD PLAN CO-ORDINATORS

It was **resolved** to appoint the following members as Flood Plan Co-ordinators: -

Mayor Mrs Jarrett, Councillor Henderson, Councillor Hendicott, Councillor Jarrett, Councillor Ross & Councillor Sweeney.

016/17 NEIGHBOURHOOD PLAN STEERING GROUP

It was **resolved** that the following representatives of the community and Council members are appointed members of the Neighbourhood Plan Steering Group: -

Mandy Barrass, Chris Jones, Dave Robson, John Scott, Richard Trant,  
Councillor Beedell, Councillor Duffin, Councillor Guiterman, Deputy Mayor Hughes & Councillor Park.

017/17 EDGCUMBE HOUSE WORKING PARTY

It was **resolved** that the following representatives of the community and Council members are appointed members of the Edgcumbe House Working Party: -

Amanda Davidge, John Scott, Keith Southgate, Christine Walton, Philip Watkins, Caroline Yates,  
Councillor Guiterman & Councillor Sweeney.

018/17 FIXED ASSET REGISTER

It was **resolved** to approve Lostwithiel Town Council's Fixed Asset Register as drafted.

019/17 COUNCIL INSURANCE POLICY

It was **resolved** to approve Lostwithiel Town Council's Insurance Policy.

020/17 DATES & TIMES FOR COUNCIL MEETINGS

It was resolved that Lostwithiel Town Council meetings will continue to be held on the first and third Tuesdays monthly at 7pm.

The meeting closed at 7.30pm

Chairman

Date



*Lostwithiel Town Council*

*Tuesday 16 May 2017*

Public Participation

None

Meeting Minutes

A meeting of the Town Council was held in the Church Rooms Lostwithiel on Tuesday 16 May 2017 at 7.30pm.

Councillors present

Mayor Jarrett, Deputy Mayor Hughes,  
Councillor Anders, Councillor Beedell,  
Councillor Duffin, Councillor Guiterman,  
Councillor Hatton, Councillor Henderson,  
Councillor Hendicott, Councillor Hensman,  
Councillor Jarrett, Councillor Park,  
Councillor Ross & Councillor Sweeney.

In attendance

9 members of the public were in attendance.  
Town clerk Mrs Harris was in attendance

019/17 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from the following Councillors: -  
Councillor Lindley & Councillor Risner.

020/17 DECLARATIONS OF INTEREST

Councillor Hughes declared a non-registerable interest in planning application  
PA17/03916 45 Uzella Park Lostwithiel.

021/17 COMMUNITY RESILIENCE

- (i) a) It was **resolved** to suspend Standing Orders to take comments from Professor Scott and further **resolved** to reconvene Standing Orders after Professor Scott had addressed Council.  
All members of the Neighbourhood Plan Steering Group and especially Professor Scott were thanked for their sterling work in the preparation of the Early Draft of the Neighbourhood Plan. It was **resolved** to approve the uploading of the Early Draft of the Neighbourhood Plan to the Neighbourhood website after the minor amendments discussed are implemented. The authority to agree the exact wording of these amendments is delegated to the Town Clerk in consultation with the Neighbourhood Plan Steering Group.

It was agreed that as soon as the Early Draft is made available on the Neighbourhood Plan website at least 10 hard copies should be made available in the library.

022/17 PLANNING APPLICATIONS

a)

PA17/03724 Tywarnvorne, Park Road, Lostwithiel  
Demolition of existing single storey disused workshop. Construction of a single storey, two-bedroom timber frame residential unit under a low angle (5 degrees) pitched roof with a zinc standing seam finish and an internal floor area of approx. 64 sq. m with associated drainage (foul and surface water) parking and hard landscaping.

*It was **resolved** to support this application*

Deputy Mayor Hughes having previously declared a non-registerable interest left the meeting room.

PA17/03916 45 Uzella Park Lostwithiel  
Proposed single storey side extension.

*It was **resolved** to support this application.*

Deputy Mayor Hughes re-joined the meeting.

PA17/03993 Cedar Lodge, Two Trees Road, Downend, Lostwithiel  
Extensions to existing dwelling to provide utility room, extended living area and en-suite bedroom.

*It was **resolved** to support this application.*

b) The following applications were considered under the Cornwall Council Local Councils Protocol

PA17/03084 17 Queen Street Lostwithiel  
Conversion of ground floor of existing building to 3no one bedroom residential apartments together with associated external works.

*It was **resolved** that Lostwithiel Town Council resolves to maintain the objection to this application and requests consideration by Cornwall Council's Planning Committee. The clerk was also instructed to advise the Cornwall Council's Planning Officer that Lostwithiel is not well served by bus routes and whilst the town is on the mainline rail route the frequency and spread of stopping trains is limited.*

PA17/02901 Barn 2 River Fowey Retreat Cot Road Lostwithiel  
Erection of double garage and log store.  
*It was **resolved** to agree to the approval of this application without conditions regarding access.*

PA17/00078 Land East of Pill Farm Lostwithiel  
Application for a proposed access track diversion and outfall protection.  
*It was **resolved** that the Council wishes to agree to disagree on this application and requests that it is a condition of Cornwall Council's consent that in accordance with the comments of Cornwall Council's Commons & Greens Registration Officer the applicant seeks consent from the Planning Inspectorate for these works to Common Land. Furthermore, the Town Council requests the planning condition that South West Water and its successors accept liability for removal of the works and restoration of the land to the condition it was in before the works were carried out if the works are challenged in the County Court under section 41 of the Commons Act 2006 where section 38 applies.*

023/17 LOSTWITHIEL COMMUNITY CENTRE

It was **resolved** to instruct the Clerk to arrange further meetings in order that an application can be prepared for submission to Cornwall Council for the £30,000 Community Benefit monies to be used for the proposed Community Hub facility which will include a new medical centre on the current Community Centre site.

024/17 TOWN COUNCIL WEBSITE

It was **resolved** to authorise expenditure up to a maximum of £500 to update the Council website.

025/17 DIGITAL MEDIA FOR LOCAL GOVERNMENT

It was **resolved** to authorise the attendance of the Town clerk and Councillor Hensman at a cost of £110 plus Vat plus travelling expenses.

026/17 GROUNDWORKS CONTRACT

It was **resolved** to authorise additional expenditure of £225 to cut back and remove arisings from the hedge in the Pendour play area and to remove the Cemetery moss.

027/17 RIVER FOWEY FIELD RESEARCH

It was **resolved** to allow the BSc Geography student to conduct non-intrusive research on the River Fowey from Town Council land and to request that a copy of the research obtained is forwarded to the Town Council on completion.

028/17 GOLDEN TREE

It was **resolved** to instruct the Clerk to ask the Business Group if they would be interested in taking this project forward.

029/17 ACCOUNTS & FINANCE

It was **resolved** that cheques 100685-100695 totalling £4214.63 are authorised for payment.

030/17 CORRESPONDENCE

The Clerk advised Council that various invitations had been received in the office for the new Mayor to attend Mayor Making and Civic Services in local towns. An invitation had also been received for the new Mayor to address Lostwithiel Rotary at their President's Dinner.

031/17 NOTICES

Annual Parish Meeting 30 May  
LIPS Clean-up 10 June

032/16 ITEMS FOR NEXT AGENDA

None

The meeting closed at 9.30pm

Chairman

Date