



Lostwithiel Town Council

Tuesday 4 July 2017

Public Participation

Former Councillor Mrs Parsons presented the Mayor with a framed photo of the last council.

Gary Marshall-Stevens addressed the Council regarding his involvement with the proposal to be considered under agenda item 4 e) Lostwithiel Neighbourhood Plan consultation

The Council was also addressed regarding agenda item 6 planning application number PA17/05599.

Cornwall Councillor Report

Cornwall Cllr Martin addressed the Council regarding the report to be presented under agenda item 12 Lostwithiel Post Office.

CC Martin also outlined a Centrica sustainable energy local electricity grid project advising that Centrica are looking to pilot the project in 100 homes in Cornwall.

CC Martin confirmed that PA17/03084 17 Queen Street is due to receive the consideration of Cornwall Council's East Planning Committee on 17 July.

Currently Cornwall Councillors are all receiving briefings on waste collection as the current contract comes to an end in 2.5 years' time and CC Martin wishes anyone with any views on how a future contract should be drawn up to please contact him.

Cornwall Council is currently formulating a further submission to the Local Government Boundary Commission for England for 99 Cornwall Councillors.

Finally, CC Martin took the opportunity to encourage residents to use the fixmystreet.com app to advise both Cornwall Council and himself of road defects and also encouraged residents to follow him on Facebook to keep up to date with the local issues receiving his attention.

Police Report

Mayor Jarrett read the crime report which advised that there were 9 crimes reported in June 2017, including, one violence with injury, three violence without injury, two sexual offences, one burglary, one vehicle offence and one offence classified as 'Other Offence'.

Meeting Minutes

A meeting of the Town Council was held in the Church Rooms Lostwithiel on Tuesday 4 July 2017 at 7pm.

Councillors present

Mayor Jarrett, Deputy Mayor Hughes,
Councillor Anders, Councillor Beedell,
Councillor Duffin, Councillor Guiterman,
Councillor Hatton, Councillor Henderson,

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Councillor Hendicott, Councillor Jarrett,
Councillor Lindley, Councillor Risner,
Councillor Ross, Councillor Sweeney.

In attendance

10 members of the public were in attendance

Town Clerk Mrs Harris was in attendance

057/17 APOLOGIES FOR ABSENCE

Apologies for absence were sent and accepted from the following Councillors: -
Councillor Hensman and Councillor Park

058/17 DECLARATIONS OF INTEREST

None

059/17 MINUTES

It was **resolved** that the minutes dated 6 June 2017 are accepted, approved and duly signed by Mayor Jarrett.

060/17 COMMUNITY RESILIENCE

i) a) Neighbourhood Development Plan – Steering Group minutes

It was **resolved** to note the minutes of the Neighbourhood Plan Steering Group dated 25 April & 23 May.

b) Steering Group Terms of Reference – to consider the Steering Group’s recommendations for revisions to the Terms of Reference

It was **resolved** not to implement the steering group’s recommendations for revisions to the terms of reference.

A recorded vote was requested, the following Councillors voted to implement the recommended changes
Councillor Anders, Councillor Beedell, Councillor Duffin, Councillor Guiterman, Councillor Risner,
Councillor Sweeney,

The remaining Councillors present at the meeting voted not to implement the recommendations.

c) Neighbourhood Plan Newsletter 6 – to approve the Newsletter wording.

It was **resolved** to amend the wording on the centre pages of the Newsletter to be a copy of the Summary of Key Points in the Early Draft.

It was **resolved** not to amend the design of the Newsletter to the revised design tabled at the meeting although it was considered that this revision should go to the Steering group for consideration for future editions of the newsletter.

It was **resolved** to accept the format of the newsletter circulated with the notes to the agenda with the amended wording on the centre pages.

A recorded vote was requested, the following Councillors voted in favour of this proposition Mayor Jarrett
Deputy Mayor Hughes, Councillor Guiterman, Councillor Hatton, Councillor Henderson,
Councillor Hendicott, Councillor Jarrett, Councillor Lindley, Councillor Ross, Councillor Sweeney
The remaining Councillors abstained.

d) Public Consultation – to note the date, venue and costs associated with the consultation event.

It was **resolved** to approve a £0 cost for the Charity Fun Day and consultation and a room hire fee not exceeding £100 for the consultation event on 5 August.

e) NP Early Draft consultation – to consider the recommendation from the Neighbourhood Plan Steering Group that the proposal for engaging children, young people and their parents is implemented as drafted before the end of the school year.

It was **resolved** to approve the consultation as drafted at a cost not exceeding £600.

061/17 PLANNING DECISIONS

PA17/02901 Barn 2 River Fowey Retreat Cot Road Lostwithiel.
Erection of double garage and log store

Approved.

PA17/02966 Lostwithiel Golf & Country Club.

Application for non-material amendment in respect of application PA13/07857 for relocation of the porch and various other amendments.

Approved

PA17/03259 Bryally House Duke Street Lostwithiel.

Existing flat roof to be converted to first floor balcony. New shed to be built in place of original. – *Approved*

PA17/03916 45 Uzella Park Lostwithiel.

Proposed single storey side extension. – *Approved*

PA17/03993 Cedar Lodge, Two Trees Road, Downend, Lostwithiel.

Extensions to existing dwelling to provide utility room, extended living area and en-suite bedroom. – *Approved*

PA16/09705 Land North East of Woodville Grenville Road Lostwithiel.

Outline application for residential development (for up to 10 dwellings) to include formation of new access with all other matters reserved Resubmission of PA16/10436. – *Refused*

062/17 PLANNING APPLICATIONS

a)

PA17/04204 4 North Street Lostwithiel

Replace existing rotten timber sash windows and single skin timber frame upper front section of property.

It was resolved to support this application.

PA17/04809 28 Bodmin Hill Lostwithiel

Retrospective Listed Building Consent to retile the roof.

It was resolved to support this application.

PA17/05401 22 Bodmin Hill Lostwithiel

Single storey extension to enlarge kitchen

It was resolved to support this application if the onsite parking space is retained.

PA17/05599 Unit 4 Lostwithiel Golf Club Cott Road Lostwithiel

Amended scheme for the conversion of Unit 4 (as part of the overall scheme of conversion approved under PA15/02672) including the erection of an extension to provide additional accommodation, workshop store and double garage.

It was resolved to support this application.

PA17/05722 17 Edgcumbe Road Lostwithiel

Demolition of blockwork garage and replaced with single storey extension.

It was resolved to support this application.

b) None

063/17 PLAY AREA INSPECTIONS

The reports dated 7 & 21 June were noted by Council.

064/17 ELECTORAL REVIEW OF CORNWALL

It was **resolved** that Lostwithiel Town Council does not consider 87 is the right number of Councillors for Cornwall Council to be able to take decisions effectively and it does not consider a council size of 87 will enable Cornwall Council to represent the interests of all Cornwall's communities.

Lostwithiel Town Council would prefer to see the current number of Cornwall Councillors maintained at 123.

The Town Council does not consider the proposed dilution per elector appropriate in the current era of increased devolution and considers a reduction to 87 Councillors would result in future Cornwall Councillors struggling to effectively represent their electorate.

The Town Council considers that the absolute minimum number of Cornwall Councillors that the Local Government Boundary Commission for England should be considering is 99. Furthermore, the Town Council considers that any reduction in numbers will potentially influence the number of candidates stepping forward to take up the role.

065/17 CORNWALL COUNCIL PLANNING POLICY DOCUMENTS CONSULTATION

a) Biodiversity Supplementary Planning Document (SPD)

It was **resolved** that Lostwithiel Town Council supports this SPD as drafted. The Town Council is particularly encouraged to read that the documentation has been prepared in conjunction with a number of key organisations and that ‘in order to deliver ecological enhancement across Cornwall that all new residential units will now be required to provide either a bat or bird box/brick within the structure of the building or within the site boundaries on non-built features if this is not possible...’.

b) Terrestrial European Sites Mitigation Supplementary Planning Document (SPD).

It was **resolved** that Lostwithiel Town Council supports the document as drafted

066/17 GILBURY HILL PHASE 2

It was **resolved** to support the proposed street and apartment names as drafted.

067/17 LOSTWITHIEL METHODIST CHURCH QUINQUENNIAL INSPECTION

It was **resolved** to note the email received from the Lostwithiel Methodist Church Property Steward.

068/17 LOSTWITHIEL POST OFFICE

Councillor Hatton addressed Council.

It was resolved to instruct the clerk to include the full report from Cornwall Councillor Martin, Councillor Hatton & Councillor Park in the minutes of the Council meeting subject to written consent being obtained from all three Councillors

Joint report from Cornwall Councillor Martin, Councillor Hatton & Councillor Park dated 14 June 2017.

REPORT FOR TOWN COUNCIL

CLARIFICATION AND UPDATE ON POST OFFICE

Background

Lostwithiel’s Post Office service ceased in December 2016, following the closure of the Londis store on Fore Street. This left the town without any Post Office service, with businesses and residents being forced to travel to use the Post Office services in Lerryn (3.5 miles away) or St Blazey (4 miles away).

Post Office Ltd offered two solutions:

- 1) Find a new ‘host’ to take on the responsibility of running a full Post Office service; or
- 2) Provide a part-time ‘Outreach Service’ using a Postmaster from elsewhere as a stopgap until a permanent ‘host’ could be identified.

It is understood that Lostwithiel Town Council felt that an Outreach Service was not sufficient for the long-term needs of the community, but no local businesses came forward to act as hosts for a full service, so the Town Clerk and Councillors spent several weeks looking very seriously at the possibility of the Town Council becoming the host.

The strength of feeling about the reinstatement of a postal service for Lostwithiel was evident at the Town Council meeting on 21 February 2017, when over 200 people attended. A straw poll conducted at the meeting indicated overwhelming support for this proposal, even if it led to an increase in the council tax precept. However, the Town Council felt that this was too much of an open-ended commitment which could lead to serious financial consequences further down the line. The Council voted not to proceed with the application to become a host for a full Post Office service.

Following this meeting there was some confusion over the status of the 'Outreach Service'. Some Councillors believed that they had:

- a) Offered to provide a specific venue;
- b) Agreed to pay the cost of the data connection (approx. £2,000);
- c) Been told by Post Office Ltd that there was no postmaster available.

Colin Martin contacted Lewis Horn, Network Manager of Post Office Ltd to clarify the situation and was told:

- a) No venue had been offered;
- b) No money had been offered for the data connection;
- c) Therefore he had not attempted to find a Postmaster.

It is not clear where this miscommunication occurred as many of these statements were made verbally rather than in writing.

Having identified the problems, solutions were quickly found. By the following day, three potential venues had been agreed, a Postmaster had been found, and an appointment had been made to test out a mobile data connection which would cost nothing.

In April, an 'Outreach Post Office' was established at the Lostwithiel Community Centre (LCC). This service currently runs on Mondays from 2.30pm – 5.30pm and Thursdays from 10am – 1pm. This was widely welcomed by the community, but it is obviously not as convenient as a full-time service and some people have raised questions as to how long the service will be maintained. The mobile data signal is also not 100% reliable and if the connection is lost there can be a twenty-minute wait for it to reboot.

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Therefore, Colin Martin announced his commitment to campaign for the establishment of a permanent 5 day-a-week service in the town. LCC Chair, Chris Short, told Colin Martin that in principle he would be happy to see a full permanent Post Office service in LCC, but that this would not be possible without financial support, at least in the short term. Such a decision would also require the approval of the LCC board of trustees.

Colin Martin invited Victoria Hatton and Kieran Park, both then candidates for the Town Council elections, to support him in this campaign, which they were pleased to do. They also agreed to support a commitment "*to fund a permanent Post Office service in the Community Centre using £30,000 which the Town Council received from a solar farm in St Winnow*". This commitment was set out to residents of Lostwithiel in a letter sent by Colin Martin as part of the local election campaign.

Confusion regarding availability of £30,000 of grant funding

Colin Martin accepts that, in the run up to the local elections, he was excessively hasty in proposing a use for a pot of funding without checking the small print. This caused considerable upset because the Town Council understood that the funding was restricted to use on projects linked to energy efficiency and climate change. As a result, several Councillors have been put in the awkward position of being asked when a permanent Post Office would be opening, and having to tell local residents that 'the St Winnow money' cannot be used for this purpose.

At the local elections on 4 May, Colin Martin was elected to Cornwall Council, whilst Victoria Hatton and Kieran Park (now Cllr Hatton and Cllr Park) were elected to the Town Council. The confusion caused by their campaign letter has put a cloud over the start of their terms in office, especially for Cornwall

Councillor Colin Martin (CCllr Martin), who subsequently made matters worse by failing to address the issue during the Annual Meeting on 30 May and missing the Town Council meeting on 6 June when the matter was raised.

Further investigations into 'the St Winnow money'

At the Town Council meeting on 6 June, the Town Clerk advised that the planning reference for 'the St Winnow money' was PA10/05105. Cornwall Council's website advises that this was a planning application for the installation of field mounted PV modules for the production of electrical energy at Polmaugan Farm Trebyan Lostwithiel Cornwall PL22 0LS. The application was approved with conditions on 21 December 2010. A unilateral undertaking was given by the land owner and the developer to Cornwall Council pursuant to section 106 of the Town and Country Planning Act 1990 on 15 August 2013. An extract of the salient section of this application is copied below for ease of reference:

Schedule 2

Community Benefit Scheme

2. The Developer covenants to pay to the [Cornwall] Council within 5 days prior to the first commercial supply of electricity...the lump sum single payment of Fifty Thousand Pounds (£50,000) such payment being known as the Community Benefit

3. The payment made under paragraph 2 shall be provided to the Scheme Beneficiaries to be used for the purposes set out below

a. The funding of projects and schemes that benefit the Scheme Beneficiaries as defied in Appendix 2

b. The making of grants and / or loans to offer opportunities to grass roots community voluntary groups and individuals to receive grants for the promotion and installation of energy efficiency measures, small-scale renewable energy projects and education and capacity building projects or other projects involving renewable energy, climate change and nature conservation and enhancing the public realm through planting so they may create and/or deliver outcomes for the benefit of their community and members via a simply effective inclusive programme within the Local Parish
c. Should the Local Parish or any other Scheme Beneficiary not come forward with proposals for funding of projects and schemes within 5 years of payment of the relevant Community Benefit the Council shall nominate an alternative appropriate Scheme Beneficiary to which payment of the Community Benefit may be made at its discretion.

For the purposes of the unilateral undertaking 'Scheme Beneficiaries Area' means "*The community in St Winnow and Lostwithiel Parish Councils.*"

CCllr Martin had previously sought clarification from Cornwall Council's Section 106 Officer about 'the St Winnow money'. Her initial response was that the Town Council had already spent the money in 2015 on the installation of electric car charging points. The Town Clerk subsequently confirmed that the charging points had not been installed due to problems with the potential sites, but that Cornwall Council had not been informed and the money had not been returned.

With this new information, CCllr Martin contacted the Section 106 Officer again and can now confirm:
- If the Town Council passes a resolution to spend this money, it must be approved by Cornwall Council's Section 106 Officer (i.e. there are no other parties with veto power over this decision).

- Clause 3 above can be read very broadly; if a proposal satisfies part (a) then part (b) can be ignored. This means that as long as the proposed use will benefit the community of Lostwithiel and has public support, it does NOT have to be used in connection with energy efficiency or climate change projects.

- Finally, in accordance with (c) above, if no other use is found by the Town Council for
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the monies by March 2019, the funds will revert to Cornwall Council, who will allocate the funds to an alternative beneficiary.

Apology and next steps

Apology

Cllr Martin, Cllr Hatton and Cllr Park wish to apologise for being excessively hasty in making public commitments about how the Town Council should use its money. It is accepted that it was a mistake to jump to conclusions about 'the St Winnow money' and further investigation should have been undertaken to ascertain the position more fully before making public statements. We unreservedly apologise for any confusion caused and we are content for this report, together with this apology, to be shared with the Lostwithiel community as the Town Council sees fit.

We would also encourage the Town Council and the Councillors to direct residents enquiring about the Post Office to Cllr Martin. Cllr Martin can be contacted at colin.martin@cornwallcouncillors.org.uk or on 07734434164.

Next steps

Cllr Martin has confirmed with Post Office HQ that there is no time limit on the part-time 'Outreach Service' being provided by Menheniot Post Office at LCC, although of course they would like to see it taken on by a full-time operator as soon as possible.

The lack of a permanent and full-time Post Office service remains a significant issue for the town, as shown by the strength of feeling at the Town Council meeting on 21 February 2017, in correspondence received by the Town Council on 6 June and in discussions that Councillors report having with local residents on the issue. In view of this, Cllr Martin, Cllr Hatton and Cllr Park remain committed to exploring ways of reinstating a permanent Post Office for the Lostwithiel community, either by encouraging the Town Council to use 'the St Winnow money' for this purpose, or by other means. We believe that the Town Council should be, and be seen to be, exploring ways of helping the town overcome this important issue.

We appreciate that substantial discussions were undertaken by the previous Town Council in relation to this matter, culminating in the decision of the then Town Council not to progress the Town Council's application to run a Post Office. We note that of the six Councillors who remain on the Council, three of these supported the application. Whilst we note that Standing Order 8(a) prevents us from discussing the Town Council directly operating a Post Office service for a period of 6 months, we would welcome the opportunity to discuss other options to support third parties in addressing this issue for the town and the community. We would also like to see the provision of a Post Office included as part of the long-term discussions about a 'Community Hub' in place of the current LCC.

Cllr Martin, Cllr Hatton and Cllr Park

14 June 2017

069/17 MARKING THE DEATH OF A SENIOR NATIONAL FIGURE

It was **resolved** to adopt the procedure to mark the death of a Senior National Figure as drafted subject to a volunteer Councillor being prepared to hoist the flags.

070/17 FLAG FLYING

It was **resolved** to accept the offers from Deputy Mayor Hughes, Councillor Henderson & Councillor Henticott to take responsibility for hoisting the flags.

071/17 LONE WORKER POLICY

It was **resolved** to accept the recommendations of the Staffing Committee and to approve the revised lone Worker Policy as circulated.

072/17 ACCOUNTS AND FINANCE

It was resolved that cheques 100704 – 100717 totalling £11,197.36 are authorised for payment.

Cllr Lindley left the meeting

073/17 CORRESPONDENCE

Cornwall Council

New CC Cabinet announced

St Austell Bay & Clay Country Community Economic Plan Consultation

Consultations for Planning Policy & Guidance documents

Emergency road closure

Bodithiel Bridge to B3359 South of Kilmansag

Middle Taphouse 2 June – 31 December 2017

Road closure

Respryn – Junction North of Trewindle, Twowatersfoot

12-23 June (24 hours)

Road closure

Lostwithiel Carnival 16-22 July

Road closure

Grenville Road

27 July 2017 00.15-4.45

Communities & Devolution Bulletin

Newsletter May 2017

Project Griffen Awareness Sessions

Cornwall Takes Tea

Neighbourhood Planning E-bulletin

Communities & Devolution Bulletin

Cornwall Electoral Review

Communities & Devolution Bulletin

Launch of priorities for Cornwall

Electoral review – Parish & Community Network Electorate

Forecasts

Communities & Devolution Bulletin

Residents Survey 2017

Cornwall Association of Local Councils

Newsletter 43

2017 Training calendar

June 2017 newsletter

Cornwall CLT

Annual Report 2016

Cornwall Community Flood Forum

Introduction

Great Western Railway

Customer & Communities Improvement Fund Year 3

Electrification works in Reading area

Local Government Boundary Commission

Electoral Review of Cornwall

Network Rail

Pre-notification of works

Prince's Trust on behalf Cornwall Fire & Rescue

Request for suitable projects

074/17 NOTICES

The Mayor advised Council that she has recently collected on behalf of the Council a Ronnie Richards Memorial Charity award for the Community Public Access Defibrillator (PAD) Cover.

075/17 ITEMS FOR NEXT AGENDA

None

The meeting closed at 9.25pm

Chairman

Date