

**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 s10 to attend a meeting of Lostwithiel Town Council to be held at Church Rooms Lostwithiel on Tuesday 16 November 2017 commencing at 7.00pm when the following business will be transacted.

S Harris

Mrs S Harris
Town clerk
16 November 2017



**Lostwithiel Town Council Meeting
will be held at The Church Rooms Lostwithiel
on Tuesday 21 November 2017 at 7pm**

Housekeeping – Mayor Jarrett 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

Time allowed for members of the public to address the Council on matters relating to Lostwithiel – Maximum time allowed 15 minutes

- To receive the Community Police Report
- 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. To receive the minutes of the meeting held on 7 November 2017 having previously been circulated and taken as read.

Lostwithiel Town Council Meeting Tuesday 7 November 2017

Public Participation

The Council was addressed regarding items on display outside shops on the pavement & the entrance road to Penknight.

Community Police Report

The emailed report from PCSO Ward advised there were twelve recorded crimes for October, three violence with injury, two violence without injury, one rape, one burglary non-dwelling, one vehicle offences and four criminal damage.

Cornwall Councillor Report

Cornwall Councillor Martin advised Council that he did not have an update to the report that was emailed through to Councillors and that he will provide a full report at the meeting to be held on 21 November 2017.

Councillor Martin asked to be advised of the Council's decision regarding PA17/02521 as soon as possible.

Meeting Minutes

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

Councillors Present

Mayor Jarrett, Deputy Mayor Hughes
Councillor Anders, Councillor Beedell

Councillor Duffin, Councillor Guiterman
Councillor Hatton, Councillor Henderson
Councillor Jarrett, Councillor Lindley,
Councillor Park, Councillor Ross,
Councillor Sweeney

In attendance

Five members of the public were in attendance.
Town Clerk Mrs Harris was in attendance

213/17 Apologies of Absence

Apologies for absence were received and accepted from the following
Councillors:
Councillor Hendicott, Councillor Hensman and Councillor Risner.

214/17 Declarations of Interest

Councillor Ross declared a non-registerable interest in Item 24 Planning
Applications –
Former Duchy Motors Building (closed session).
Councillor Henderson & Councillor Lindley both declared non-registerable
interests in agenda item 8 Remembrance Sunday.
Councillor Beedell declared a non-registerable interest in agenda item 13
National Allotment Society Forum.

215/17 Minutes 17 October 2017

It was **resolved** that the minutes of the meeting held on 17 October 2017 are
amended under minute reference number **195/17** part (i) to read as follows: -

i) Neighbourhood Plan

*Councillor Beedell updated Council on the Children & Young Peoples
Consultation project and it was agreed to try to progress this consultation
project without the facilitator.*

*It was resolved to ask the Neighbourhood Plan Steering Group for an update on
when the group anticipates that the Neighbourhood Plan will come to fruition.*

and further amended under minute reference **200/17** to show the Traffic Management Plan meeting date of 9 January 2017.

After these amendments had been made it was **resolved** that the amended minutes dated 17 October 2017 are accepted, approved and duly signed by Mayor Jarrett.

216/17 Lostwithiel Town Council Community Resilience –

(i) Neighbourhood Development Plan –

a) It was **resolved** to note the Neighbourhood Plan Steering Group minutes dated 25 July 17, 22 August 17 & 26 September 17.

b) It was **resolved** to note the updated Project Plan timetable.

c) It was **resolved** to thank Lostwithiel Forum for their offer and to advise that the Council would welcome their involvement in the development of an Appraisal and Management Plan as soon as practicable after the completion of the Neighbourhood Plan.

d) It was **resolved** to approve the drafted 'Call for Sites' for display on the Neighbourhood Plan & Town Council websites, local noticeboards, both local newspapers and to request that Cornwall Council publicises it on whichever medium they consider appropriate. The clerk was instructed to add a date for receipt of sites and to check the appropriate timeframe of this 'date' with Cornwall Council prior to publication.

217/17 Planning Decisions

PA17/05969 Uzella 15 Victoria Lostwithiel

Proposed first floor extension to form bathroom and additional bedroom including demolition of the front garden wall and formation of on-site parking.

Approved.

PA17/07456 22 North Street Lostwithiel

Listed Building Consent for relocation of gas meter.

Approved.

PA17/07984 Agan Chy, Tanhouse Road Lostwithiel

New proposed conservatory.

Approved.

**PA17/07987 Land adjacent former surgery, Brunel Quays,
Lostwithiel Station**

Demolition of raised surface, reduction in level and formation of a car parking area to serve the dental practice.

Approved.

PA17/08128 Stable House, Duke Street Lostwithiel

Changes to rear elevation, internal alterations and replace white UPVC windows to coloured UPVC.

Approved.

PA17/08404 Laurel Brook, Edgcumbe Road, Lostwithiel

Fell 3 Poplars and Leylandii in a Conservation area

Decided not to make a TPO.

218/17 Planning Applications.

a.) **PA17/09393 The Moors Lostwithiel**

Retrospective application for replacement of a first-floor bathroom window to a reduced size window opening and a new door at first floor leading to the garden at this level via a bridge link over an alleyway at the rear of the property. Replacement of rear door at ground floor level.

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

PA17/09699 Bide- A -Wee Scrattons Lane Lostwithiel

Alterations and extensions to existing property including decking to the south elevation.

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

PA17/0975314 North Street Lostwithiel

Demolition of existing kitchen and utility and replace with kitchen and dining room extension.

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

b.) None.

219/17 Play area inspections

There was no additional information to report.

220/17 Remembrance Sunday

Councillors Henderson & Lindley left the meeting room.

It was **resolved** to make a S137 donation of £120.00 to the Royal British Legion.

Councillors Henderson and Lindley re-joined the meeting.

221/17 Remembrance Sunday

It was **resolved** to contribute £50 towards refreshment costs at the Army Cadet Drill Hall after the Remembrance Service and Parade.

222/17 Cornwall Association of Local Councils Conference

It was **resolved** to appoint Mayor Jarrett, Councillor Hatton, Councillor Henderson, Councillor Ross and Cornwall Councillor Martin (the latter on a support without influence basis) to a task and finish group to formulate for Council's approval Lostwithiel Town Council's response to the Local Government Boundary Commission for England consultation by 31 January.

It was further **resolved** by Council that the appointed group should also formulate for Council's approval Lostwithiel Town Council's response to Cornwall Council regarding their submission to the Local Government Boundary Commission for England and investigate ways to inform the public about the review and to encourage participation in the consultation.

223/17 Councillor Training

It was **resolved** to approve a cost of £200 plus Vat for Cornwall Association of Local Councils to offer a two-hour Councillor training session in Lostwithiel on Monday 22 January from 7pm- 9pm.

224/17 Edgcumbe House Working Party

The circulated update and the content of the email from Lostwithiel Museum was noted by Council and it was suggested that a completion end date for the pre-feasibility stage of the project should be fixed as soon as possible.

225/17 National Allotment Society Forum

Councillor Beedell left the meeting room.

It was **resolved** to accept Mr Dixon's offer to visit Lostwithiel and to introduce a moratorium on allotment allocations until after the Council has received a report on the visit.

Councillor Beedell re-joined the meeting.

226/17 Man Engine

The update was noted by Council.

227/17 Fowey Harbour Port Users Group

It was **resolved** that Mayor Jarrett and Councillor Beedell would attend future Fowey Harbour Port Users Group meetings.

228/17 Social Media

The Social Media Strategy working party were commended by Council for the in-depth report provided.

It was **resolved** to adopt the recommendations of the report namely: -

Facebook

- a) The Council should direct the Clerk to set up a Facebook page for Lostwithiel Town Council as soon as practicable (and not later than 1 January 2018)
- b) At a minimum, the Clerk should ensure that:
 - Notice of meetings are published on the page (or a link provided to the town website) at the same time as posted on the town notice board
 - A link to the latest minutes of meetings should be published once these have been uploaded to the town website
 - 'Events' pages should be set up for events run by the Council E.g. Neighbourhood Plan consultation events, open meetings (e.g. traffic management) and other events (e.g. Mayor robing ceremony)

- c) At the Clerk's discretion, the following should also be posted on the Facebook site:
- Wording from Mayor's column in the Lostwithiel Newsletter
 - 'Sharing' posts from the 'Pam Mayor of Lostwithiel' Facebook page
 - 'Sharing' posts relating to Lostwithiel from Sheryl Murray MP and Cllr Colin Martin Facebook pages as the town's MP and Cornwall Councillor
 - 'Sharing' appropriate posts relating to Lostwithiel from other Lostwithiel Facebook sites or Cornwall Live, at all times being mindful of the potential for accusations of favouritism and acting accordingly (if required, further advice can be offered to the Clerk on this)
 - 'Sharing' posts relating to events held on Council land
 - Advertising Council job vacancies or tender opportunities
- d) Comments from the public should be managed at the Clerk's discretion, using the template responses (or a version of these) provided in Annex 1 to this report where appropriate
- e) The Clerk has discretion to remove comments using profanities, that are abusive or threatening or contravene the law and to 'block' individuals engaging in the above or other harassing behaviour (bearing in mind possible negative impact of excessive removal/blocking)
- f) The Council should review the effectiveness of the Facebook page after 6 months, including:
- a. number of 'likes'
 - b. number and nature of comments
 - c. how time consuming the management of the page is
- g) If successful, the Council should consider setting up a Twitter page as a next step

Recording of meetings

- h) The Council should trial voice and video recordings of meetings to ascertain the quality of sound and picture and/or its effect on the dynamic of the meeting
- i) If additional technology is required (e.g. microphones), the Clerk should be asked to obtain quotes for this
- j) Subject to the above, the Council should consider recording of meetings and uploading/live streaming meetings to Facebook page and/or YouTube

229/17 **Healthy Eating**

It was decided to defer this agenda item.

230/17 **St Bartholomew's Church Christmas Tree Festival**

It was **resolved** that the Town Council will sponsor a tree at a cost of £12 (plus decoration costs).

231/17 **Accounts and Finance**

It was **resolved** that cheques 100778-100799 totalling £11486.77 are authorised for payment.

232/17 **Code of Conduct Complaint**

Complainant Deputy Mayor Tim Hughes -

Subject Member Councillor Phoebe Beedell

In accordance with the Code of Conduct Decision and Sanction

Councillor Beedell apologised to Lostwithiel Town Council and to

Deputy Mayor Hughes.

233/17 **Correspondence**

Cornwall Council

Neighbourhood Planning E Bulletin

September 2017

Community Network Panel Meeting

16 October 2017

Road closure Castle Hill 10-30 October

9.30-16.30 weekends included

	Health & Wellbeing report
	Coastal Communities September 2017
	Cornwall Council Electoral Review meetings timetable
	Localism Newsletter – September 2017
	Cornwall Preventing Extremism and Terrorism Conference 2017
	Localism Summit dates
	Community Infrastructure Levy Draft Charging Schedule – Notification of submission to the Secretary of State
Cornwall Assoc of Local Councils	September 2017 news
Cornwall Area of Outstanding Natural Beauty	– Chairman vacancy
Cornwall & Isles of Scilly Growth Hub	Town Takeover St Austell 8 December
Cornwall Community Flood Forum	Invitation to conference
Civic Voice	War Memorials News October 17
Coastline Housing	Coastline Housing Chronicles
Great Western Railway	Advance notice infrastructure work weekend 14/15 October
Help to Buy South West	Gilbury Hill Phase 2
	Discounted sale – New Build
	3 Tangiers House
Local Enterprise Partnership	LEP October 2017 Bulletin
	Employment opportunities for all conference invitation
Par Track Ltd	Press release

234/17 Notices

Remembrance Parade and Service	Sunday 12 th November 2017 (Drill Hall 10.15).
Mayors Tea Party	Tuesday 12 th December 2017.
Traffic Management Plan meeting	Tuesday 9 January 2017
Mayors Ball -	Monday 29 th January 2017

235/17 Items for next agenda

Remembrance Parade 2018 – to set up a working party to mark the Centenary

- a) PA17/10446 Swallows Reach, Carbes Lane, Lostwithiel
Non-material amendment to change kitchen window to bi-folding doors and to add new kitchen to detached house and garage (C2/08/00846)
 - b) To consider any planning applications received since publication of the agenda.
6. Lostwithiel Museum – to consider the letter distributed to all Councillors dated 31 October 2017.

Lostwithiel Museum Association
16 Fore Street, Lostwithiel,
Cornwall PL22 OBW

To: Sandra Harris
Town Clerk
Lostwithiel Town Council
Edcumbe House
Fore Street
Lostwithiel
Cornwall PL22 OBL

Dear Sandra Harris,

Lostwithiel Museum Association wishes to draw your attention to how the lack of access to the museum office is affecting the day-to-day running of the museum and its future.

It is over two years since we vacated the museum office in the Guildhall at the request of our Landlord, the Lostwithiel Town Council, in order that vital building repair works could be carried out. With no sign of the walls drying out, and no date for us moving back in, our vital office has become a redundant space. Although the museum's precious archive collection is still in situ the contents are under considerable threat as it has not been possible to control the temperature required to ensure its survival nor have we been able to make regular checks. The museum's database confirms that we have 2,482 accessioned items, of which 1,531 [61.7%] are stored in the office. The potential loss of so many historically valuable items is an increasing concern.

Having to use the already confined space in the research section of the museum as a temporary 'office workstation' is causing an enormous inconvenience to both volunteers and visitors. To be efficient and keep up-to-date with the demands of today's museum world requires a considerable amount of 'behind the scenes' administration.

The museum is a tourist attraction, a valued historical resource and an important asset to the town. We are constantly reminded how vital it is to 'exceed visitor expectations.' Lack of space is discouraging visitors from spending time in this shared research I office area which should be for the sole use of investigating family and local history.

Lostwithiel Museum was the first small independent museum to achieve Accredited Museum status in 2007. To retain this 'kitemark' we must re-apply to the Arts Council England [ACE] every three years. With our current accommodation issues and their knock-on effects, ACE is likely to scrutinise the museum much more closely. After all the time and effort taken to achieve it, the possibility of losing our Accredited status would be a devastating blow.

One of the benefits of Accreditation is the greater access to grant-funding for major improvements. The improvements we would like to make include the replacement of some of the display cabinets for museum-standard ones and a revamp of the stewards' area. As long as the museum is deemed to be in an 'unstable situation' these improvements are not currently possible.

To summarise, concerns about accommodation and storage have become an enormous interruption to the running of the museum, to our capacity to retain Accreditation and to our ability to plan for the future. We hope you will appreciate that this is a far from acceptable situation and one that must be resolved as soon as possible by the Town Council.

As a matter of urgency, we ask that Lostwithiel Town Council makes the museum office an agenda item for discussion at their next Town Council meeting.

Yours sincerely,
Christine Walton
Chairman

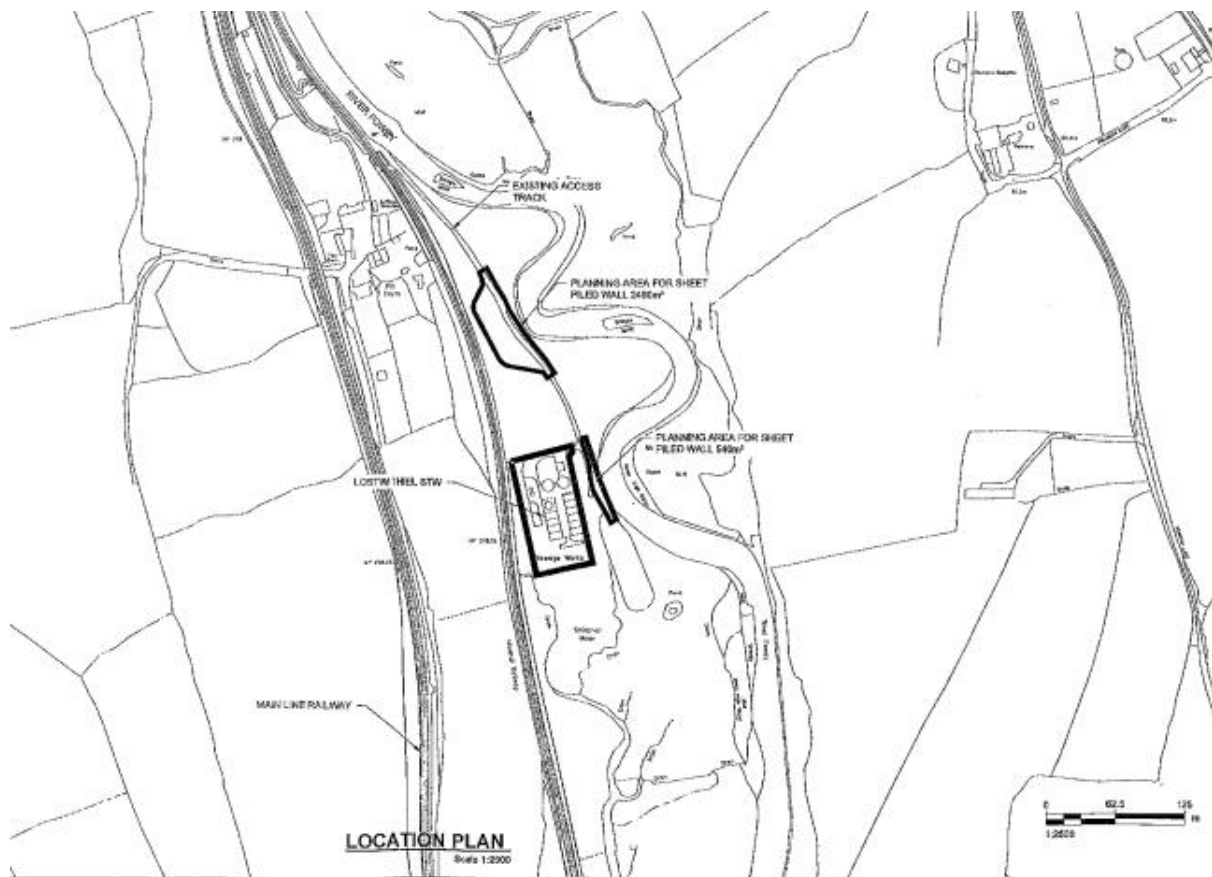
PS A copy of this letter has been sent to The Mayor and to each Town Councillor. I look forward to receiving your confirmation that the museum office is included on the Town Council meeting agenda in the very near future.

Surveyors Report

During our last meeting to discuss the snagging works and retention release, we also discussed the need to make good the stairwell of The Guildhall for continued use, whilst the saturated stairwell wall continues to dry out. This could be achieved by applying a dub coat of lime plaster and lime washing, as well as refitting the hand rail and leaving clean. This would then require the final coats of plaster when the wall is dry in the coming years.

7. Pill Walk & Shire Hall Moors – to consider a report from Councillor Beedell regarding the recent vegetation works.





The map is a copy of the map provided with South West Water's Notification Under Section 168 of the Water Industry Act 1991.

8. 4 May 2017 – Election recharges – to note the information received from Cornwall Council.

Contested Election

Cost Area	Cost
Returning Officer	£184.00
Poll Cards	£396.66
Ballot Papers	£345.11
Polling Stations	£200.00
Polling Staff	£425.50
Postal Vote Packs	£303.69
Postal Vote Opening	£160.27
Ballot Box Reception	£33.06
Count Training	£7.96
Count	£426.50

Clerical	£558.25
Payroll	£22.80
Hire of Equipment	£120.00
Candidates Packs	£50.94
IS Support Charges	£124.18
Total	£3,358.92

Rationale Behind Calculations

Cost Area	Basis for Fee
Returning Officer	<p>Flat Fee of £184</p> <p>The RO is personally liable for the conduct of the election and must ensure there is adequate insurance cover and that it is up-to-date. They must demonstrate robust planning and decision-making processes in the event of any challenge to the election and a claim against them. For this reason regular Project Board meetings are held. The flat fee covers all of these things and the discharge of the RO's statutory responsibilities</p>
Poll Cards	<p>Based on the Electorate (2241)</p> <p>Cost of printing and second class postage per card is 35.4p</p> <p>Halved to reflect the fact that a combined Poll Card for both Cornwall Council and Town/Parish was sent</p>
Ballot Papers	<p>Based on the Electorate (2241)</p> <p>Cost per Ballot Paper is 15.4p</p>
Polling Stations	Based on ½ the fee for the Polling Station(s)
Polling Staff	<p>PO fee - £222 for the day + £50 (Training & Briefing plus Box Collection) + £14 online training software fee + £8 mileage (Average Travel from home to station on to the Ballot Box Reception and return home) - halved</p> <p>PC fee - £158 fee for the day + £14 online training software fee + £3 mileage (Average Travel from home to station and return) - halved</p> <p>PSI fee - £200 for the day + £50 (Training & Briefing plus Box Collection) + £14 online training software fee + £30 mileage (Halved for joint election and then divided by 10 for number of Polling Stations visited)</p>
Postal Vote Packs	<p>Based on the number of Postal Voters (308)</p> <p>Cost of printing and first class postage per Postal Voter is 98.6p</p> <p>Printing includes Guidance on completing the Postal</p>

	Vote, Postal Vote Statement & 3 envelopes plus the preparation for posting
Postal Vote Opening	Costs of the Postal Vote Opening (Staff, premises & Returned Postal Charges) multiplied by the Number of Postal Votes included at the Count as a % of Total Postal Votes included in the Count - roughly equates to £1 per vote for opening & postage charges
Ballot Box Reception	Cost of the Count (Staff, premises, equipment) multiplied by the number of Votes for the Parish included at the Counts as a % of the Total Votes at the Count
Count Training	50% of the £3000 total cost of training allocated to Parishes as much of it was taken up with the Kangaroo Boards used for counting 'multiple' elected candidates. The £1500 cost is apportioned based on the number of votes for the Parish included in the Count as a % of the Total votes included in the Count
Count	Based on the Total cost of the Count (Staff, Premises, Security, equipment, etc.) multiplied by the number of votes for the Parish included in the Count as a % of the Total votes included in the Count
Clerical	Flat fee of £558.25 to cover contacting the clerk, updating the website, designing & proofing of notices, poll cards, ballot papers and postal packs, contacting clerks, booking Polling Stations and other contractors, appointing staff, liaising with payroll for staff payments, preparation of & sending out nomination packs, receiving and checking nomination papers, entering candidate's & agent's details in the Elections database, sending out letters of valid Nomination before the Election and Notice of Election afterwards, dealing with candidates expenses after election, preparation of recharges, procuring print and transportation services, preparing & issuing count admission passes, inputting and extracting data into the Idox system, preparing forensic software for postal vote checking, writing to all failed Postal Voters, additional security for out of hours working, printing and sorting Polling Station registers, filling Ballot Boxes with stationery etc, preparing FAQs and providing training for extra Contact Centre staff, procuring contracts with suppliers, meeting with contractors, meeting with the Police, booking rooms across the County for receiving nomination papers, training staff, filling ballot boxes etc, communicating emergency proxies to Poll Staff on Election Day, storing election documents for 12 months after election,

	<p>producing data files of registers/postal voters/proxies for candidates and agents, meeting with web team to discuss putting results on web-page plus entering data to populate the page, copying and dealing with requests for copies of the marked register, arranging for payment of invoices, dealing with Pension Auto-enrolment requirements, finalising election accounts and recharging the Town and Parish Councils, completion of Form K 'Statement as to Postal Ballots' for the Secretary of State and Plymouth University.</p>
Payroll	<p>£5.70 per staff member – allow 3 staff (PO/2, 2 PCs/2, 1 PSI/20 + PV staff, plus Postal Vote Opening, Count & Clerical) if Electorate < 1500 and 4 staff if Electorate > 1500</p>
Hire of Equipment	<p>£98 Flat fee to cover the cost of Polling Booths, Delivery of the Booths (£10 hire of booths, £35 delivery of booths, £8 PO Sundry Packs, £5 Parish Conversion Kit for combination, £40 General Notices per Polling Station) – increased by all the above (except the £35 delivery charge where the number of stations is greater than 1)</p>
Candidates Packs	<p>Initially the No of packs produced was 2 more than the number of seats – additional packs produced as requested</p> <p>The initial bulk packs were either collected from St Austell OSS (No charge), from a One Stop Shop (£8.10) or by Royal Mail Special Delivery (£23.35)</p> <p>Additional packs were either collected from St Austell OSS (No charge), from a One Stop Shop (No charge) or by Royal Mail Special Delivery (£7.10 per pack)</p>
IS Support Charges	<p>Calculated as a percentage of the Total Town and Parish Electorate (130357) compared to the Total Electorate plus the Total Town and Parish Electorate (415163 + 130357) – 24%.</p> <p>To cover the cost of Project Management, setting up and dismantling the Postal Vote Opening suite and provision of the necessary IT equipment (monitors, keyboards, mice, scanners etc), setting up and dismantling the IT infrastructure at the 2 Count centres and the provision of standby support throughout the election period.</p>

9. 2018 Remembrance Centenary anniversary – to consider setting up a working party to facilitate the arrangements of events to mark the Centenary of the First World War.

10. Lostwithiel Cemetery – to consider the information received from the current contractor regarding the proposed increase in burial fees.

The office has received a service level agreement from the current contractor. (An SLA has not been in place previously).

The percentage increase in costs to dig a grave to double depth is 109.92%

The percentage increase in costs for a cremation plot – first interment is 200.46%

11. Bodmin Hill Lostwithiel – to consider the correspondence received from Cormac Solutions requesting the lopping of vegetation overhanging the highway.

RECEIVED 11 NOV 2017



Lostwithiel Town Council
Edgecumbe House
Fore Street
Lostwithiel
PL22 0BL

Your ref:
My ref: 701460

Date: 1st November 2017

Dear Lostwithiel Town Council

Lopping of Vegetation overhanging highway - Bodmin Hill Lostwithiel

During the course of routine inspection in the area, it was noted that vegetation growing on property at the above location is overhanging the highway; please see enclosed map showing the area of concern. This letter has been sent to all property owners of the area in question.

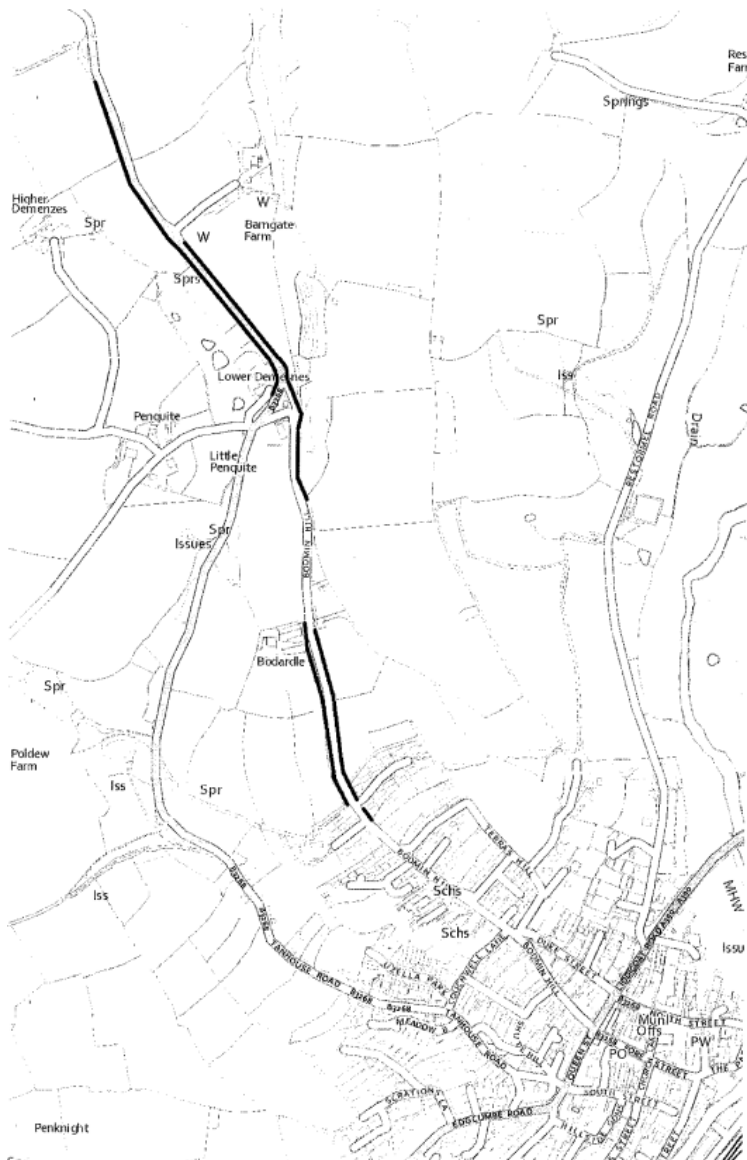
Such growth is likely to endanger or obstruct the passage of pedestrians or vehicles, or obstruct or interfere with the view of drivers of vehicles or the light from a public lamp.

I am sure you will agree with me on the importance of road safety and accident prevention and it is for these reasons that I request you arrange to lop or cut the growth overhanging the highway along the line of your property. Please note, I am not requesting felling of the trees (other than those which are dead or dangerous), only lopping to ensure safe passage along the road and its illumination.

The vegetation should not overhang the highway below the following heights:

Carriageway	} 5.2 metres (17ft ¾ in)
Verge	}
Footway/Footpath	} 2.1 metres (6ft 9ins)

Also at this time, please find enclosed a copy of the Code of Practice handout in relation to the cutting of hedges.



Having checked the Town Council's Land Registry documents Lostwithiel Town Council only owns a very small part of the verge of the area identified namely (coming down Bodmin Hill on the right-hand side) from Bodardle Farm to half way down the second field.

Council may wish to consider contacting the owner of the adjacent land prior to instructing a contractor.

12. Lostwithiel Town Council Budget 2018/19 – to arrange a date for an extraordinary meeting to formulate next year's budget.

I would like Council to start to prepare the budget at the Council meeting currently scheduled for 19 December. I think Council will need one further meeting to finalize the budget and would like to arrange a booking at the Church Rooms as soon as possible. Currently there is availability on Wednesday evenings as follows Wednesday 10th, 17th & 24th January 2018.

13.Accounts and Finance

14.Correspondence

15.Notices

16.Items for next agenda

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.

17.Tree tenders – to consider the tenders received and to appoint a contractor.

18.PA17/02521 The Showroom Duchy Motors
 Grenville Road

Application for the demolition of former Duchy Motors building and erection of new building to create 5 flats below 5 houses with infrastructure and parking B2 Phase 2.

To update Council regarding correspondence received since the last Council meeting.