



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 Scratons 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
September 2017 news

Cornwall Assoc of Local Councils

Cornwall Area of Outstanding Natural

Cornwall & Isles of Scilly Growth Hub

Cornwall Community Flood Forum

Civic Voice

Coastline Housing

Great Western Railway

Help to Buy South West

Local Enterprise Partnership

Beauty – Chairman vacancy
Town Takeover St Austell 8 December
Invitation to conference
War Memorials News October 17
Coastline Housing Chronicles
Advance notice infrastructure work
weekend 14/15 October
Gilbury Hill Phase 2
Discounted sale – New Build
3 Tangiers House
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
Pill Walk & Shire Hall Moor (Councillor Beedell)

The meeting closed at 9.15pm