

**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 19 December 2017 commencing at 7.00pm when the following business will be transacted.

S Harris

Mrs S Harris
Town clerk
14 December 2017



**Lostwithiel Town Council Meeting
will be held at The Church Rooms Lostwithiel
on Tuesday 19 December 2017 at 7pm**

Meeting Agenda

1. To receive and accept Apologies of Absence.
If you are unable to attend Tuesdays meeting could you please email Claire at admin@lostwithieltowncouncil.gov.uk with your apologies before 12 Midday on Tuesday. Thank you.
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 5 December 2017 having previously been circulated and taken as read.



Lostwithiel Town Council Tuesday 5 December 2017

South West Water Presentation

The Council was addressed by Victoria Hutchins Project Manager for South West Water regarding revised draft proposals for Shire Hall Moor.

Mobile phone app. For Lostwithiel

The Council was addressed by Chris Jenord regarding a driving phone app for Lostwithiel promoting 1644 Civil War.

Public Participation

None

Community Police Report

The emailed report from PCSO Ward advised there were seven recorded crimes in November 2017 three thefts, one criminal damage, one assault, one rape and one dog offence.

Meeting Minutes

A meeting of the Town Council was held in the Church Rooms Lostwithiel on Tuesday 5 December 2017 at 7pm.

Councillors Present

Mayor Jarrett, Councillor Anders
Councillor Beedell, Councillor Duffin
Councillor Guiterman, Councillor Henderson

Councillor Hensman, Councillor Jarrett
Councillor Lindley, Councillor Park

In attendance

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

254/17 Apologies of Absence

Apologies for absence were received and accepted from the following
Councillors:

Deputy Mayor Hughes, Councillor Hatton, Councillor Hendicott,
Councillor Risner, Councillor Ross & Councillor Sweeney.

255/17 Declarations of Interest

None.

256/17 Minutes

It was **resolved** that the minutes dated 21 November 2017 are accepted,
approved, all decisions ratified and duly signed by Mayor Jarrett.

257/17 Lostwithiel Town Council Community Resilience

(i) Neighbourhood Development Plan

a) Councillor Guiterman advised the Council that land parcel numbers have been changed and are now consecutive and clockwise. It was **resolved** to note the Neighbourhood Plan Steering Group minutes dated 24 October 2017.

b) Councillor Guiterman advised the Council that the Town Clerk had suggested a number of minor suggestions to the draft, all of which were acceptable to Councillor Guiterman and Professor Scott.

It was **resolved** to accept the minor amendments suggested by Town Clerk and to approve the November 2017 draft of the Neighbourhood Plan Part 1 and 2 for consultation.

It was requested by Council that the minutes record the incredible contribution to the Neighbourhood Plan made by Neighbourhood Plan Steering Group Member Professor Scott.

- c) It was **resolved** to accept minor changes recommended by the Town Clerk and to approve the printing and circulation of Issue 7 Winter 2018 edition of the Neighbourhood Plan newsletter.

It was requested that the minutes record grateful thanks to Neighbourhood Plan Steering Group Member Councillor Beedell for the formatting of the newsletter.

- d) It was decided to defer the request from the Neighbourhood Plan Steering Group for candidates to fill the two current vacancies until the next Council meeting.

258/17 Planning Decisions.

PA17/09027 Peregrine Hall Access to Peregrine Hall Lostwithiel
Stripping of existing dwelling and change of use from games room to residential dwelling (C3).
Approved.

PA17/09040 Land South East of 3 Lanwithan Road, Lostwithiel
Outline application for the construction of a dwelling (all matters reserved except access).
Approved.

PA17/09393 15 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.
Approved.

PA17/09699 Bide-A-Wee Scratons Lane Lostwithiel
Alterations and extensions to existing property including decking to the south elevation.
Approved.

PA17/09753 14 North Street Lostwithiel
Demolition of existing kitchen and utility and replace with kitchen and dining room extension.
Approved.

259/17 Planning Applications

a)

PA17/10957 The Haven Sweetshouse Bodmin
Re-submission of PA17/06327 The construction of a secure agricultural store on a yard already used for that purpose.
It was **resolved** to support this application.

PA17/11103 Hazeldene Maudlin Bodmin
Application for removal of condition of Decision Notice C2/03/00653 for conversion of single storey garage/workshop/barn to form extension to living accommodation, namely to use as a separate dwelling.
It was **resolved** not to support this application.

b) None.

260/17 Play Area Inspections

The Clerk advised Council that there were no new issues to report from the inspection reports received.

261/17 Cornwall Council Consultation

It was **resolved** that Lostwithiel Town Council supports Cornwall Council in its efforts to engage with businesses, community groups, landowners, developers, residents and public-sector organisations as expressed in the October 17 version of State of Community Involvement for Planning.

262/17 External Auditors

The appointment of PKF Littlejohn LLP for the period 2017-2022 was noted by Council.

263/17 Community 2018 Remembrance Working Party

It was **resolved** to appoint Deputy Mayor Hughes and Councillor Henderson to the Community 2018 Remembrance Working Party.

264/17 Lostwithiel Rotary 2018 Carnival Committee

It was **resolved** to appoint Councillor Lindley to Lostwithiel Rotary 2018 Carnival Committee.

265/17 Man Engine

The Clerk made a verbal report to Council regarding the administration of King George V playing field.

This report advised that the Charity Commission has advised that the Trustees could close the playing field for 18 hours for this event as long as the Trustees charge for the use of the field and they can be seen to be acting 'in the greater good'.

Fields in Trust 'would not object to the temporary closure of the King George's Field to hold the event subject to the Trustees ensuring that the land is used, and the charity benefits, in accordance with the requirements of the Charities Act 2016.'

It was **resolved** to agree in principle to allow the Man Engine use of King George V playing field and the Cattle Market car park on Easter Monday 2018. The Clerk is instructed to investigate contractual requirements and to advise Golden Tree that there will be a charge for exclusive use of the field which will be confirmed after the requested information has been provided. The Town Council reserves the right, should circumstances demand, that the visit can be cancelled at short notice.

266/17 Memorial Bench by Fowey

It was **resolved** to agree to a siting in the Quay Street area, of a bench of similar design to the existing backless benches. All costs (purchase and installation) to be met by the applicant. Mayor Jarrett and Councillor Beedell to meet the applicant at Quay Street to decide exact location.

267/17 Traffic Management Plan

It was **resolved** to agree a maximum of £100 expenses to include hall hire. Receipts will be required for reimbursement.

268/17 Church Rooms Heating

It was **resolved** to reimburse (without receipts) the Town Clerk the cost of heating the church rooms for all Council Meetings up to a maximum of £5 per meeting.

269/17 Accounts and Finance

It was **resolved** that cheques 100811-100822 totalling £7792.79 are authorised for payment.

270/17 Correspondence

The Council noted the complaint regarding Coulson Park Play Area
The clerk outlined the letter received from the Museum and advised that further information has been requested.

271/17 Notices

Mayors Tea Party	12 December at Community Centre at 2.30pm
Edgcumbe House and Guildhall	6 December 2017 at 9.15am (Councillor Tour)

272/17 Items for next agenda

Pendour Park update

It was proposed by Councillor Guiterman and seconded by Councillor Park that 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.

273/17 Tree tenders

Council considered the five tenders received.

It was **resolved** to appoint Land and Heritage Ltd as the contractor at a cost of £3350+VAT.

The meeting closed at 9.20pm.

4. To receive the Staffing Committee minutes dated 12 September 2017 having previously been circulated and taken as read.



Lostwithiel Town Council - Staffing Committee Meeting

Tuesday 12 September 2017

Public Participation

None

Meeting Minutes

A Meeting of the Town Council's Staffing Committee was held in Lostwithiel Library on Tuesday 12 September 2017 at 7pm.

Councillors present

Committee Chairman Councillor Ross
Committee Vice Chairman Councillor Hensman
Mayor Jarrett, Councillor Hatton &
Councillor Henderson,

In attendance

No members of the public were in attendance
Town Clerk Mrs Harris was in attendance.

SC09/17 APOLOGIES

Apologies were received and accepted from Councillor Duffin & Councillor Park

SC10/17 DECLARATIONS OF INTEREST

None

SC11/17 MINUTES

It was **resolved** that the minutes of the Staffing Committee meeting dated 14 February 2017 are accepted, approved and signed by Committee Chairman Councillor Mrs Ross as being a correct record.

SC12/17 TRAFFIC MANAGEMENT FOR COMMUNITY EVENTS

It was **resolved** to retrospectively approve the attendance of the Town Clerk at a cost of £35 plus Vat plus mileage of £20.25.

SC13/17 TRAFFIC MANAGEMENT FOR COMMUNITY EVENTS

It was **resolved** to approve the attendance of the Administration Assistant at a cost of £35 plus Vat plus mileage of £11.70.

SC14/17 APPRAISALS & PERFORMANCE MANAGEMENT TRAINING

It was **resolved** to approve the attendance of the Town Clerk at a cost of £35 plus Vat and to instruct the clerk to enquire if a further place is available on the course at a cost of £35 in order that the clerk can be accompanied by a member of the Staffing Committee.

SC15/17 SLCC – GENERAL DATA PROTECTION REGULATIONS

It was **resolved** to approve the attendance of the Town Clerk and the Administration Assistant at the webinar at a cost of £30 plus Vat.

SC18/17 NATIONAL ALLOTMENT SOCIETY'S – SOUTH WEST ALLOTMENT OFFICERS' FORUM

It was resolved to approve the attendance of the Town Clerk and Mayor Jarrett at this event. Mileage cost approved at £23.85.

SC19/17 ITEMS FOR NEXT AGENDA

None

The meeting closed at 7.30pm

5. Lostwithiel Town Council Community Resilience –
 - (i) Neighbourhood Development Plan –

a) To consider the request from the Neighbourhood Plan Steering Group for candidates to fill the two current vacancies.

6. To consider planning applications

- a) PA17/11322 2 Field Close Lostwithiel
Demolition of porch to side of house and alterations to the fenestration of the dwelling.

No Comments

<http://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=P04LE3FGFGM00>

- PA17/11349 The Cow Barn Milltown Lostwithiel
Use of The Cow Barn as an unfettered residential dwelling.

Comments

Public Protection Contaminated Land Planning Consultations

Comment Date: Thu 14 Dec 2017

Thank you for consulting Public Protection - Contaminated Land. However, there does not appear to be suitable land contamination information upon which to provide comments meaning that the consultation is not therefore in accordance with our agreed consultation criteria.

The application has been reviewed in addition to making reference to Cornwall Council mapping information. The application is to alter the use of an agricultural barn to residential. As such, there are potential land contamination risks that require consideration.

A Phase I desk study (hazard assessment) should therefore have been submitted with the application to enable substantive comments to be made. This is in accordance with our Developers Guide and Information Requirements for Planning Applicants document which can be viewed here:

<http://www.cornwall.gov.uk/media/27684021/land-contamination-guidance-july-2017-v11-final.pdf>

Planning Practice Guidance states that if there is a reason to believe contamination could be an issue, developers should provide

proportionate but sufficient site investigation information (a risk assessment) to determine the existence or otherwise of contamination, its nature and extent, the risks it may pose and to whom/what (the 'receptors') so that these risks can be assessed and satisfactorily reduced to an acceptable level.

Therefore, unfortunately it will not be possible to provide substantive comments in the absence of the outlined information.

Planning ref: PA17/11349 Our ref: SR17_017253 MR

Advisory

If the surrounding area of land is still in use for agriculture the planning officer may wish to consider consulting our community protection team on noise and odour.

Historic Environment Planning

Comment Date: Wed 13 Dec 2017

Thank you for consulting the Historic Environment (Planning) Team on this application.

The application has been considered and there are no observations to make in respect of this proposal.

<http://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=P04ZC5FGFRN00>

PA17/11577 Penlyne Cott Road Lostwithiel
Proposed timber framed garden room extension.

No Comments.

<http://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=P0HW14FGFN100>

- b) To consider any planning applications received since publication of the agenda.

7. Lostwithiel Town Council – to formally note the resignation of Councillor Park.

To advise Council that Cornwall Council has been advised of the resignation of Councillor Park and that Cornwall Council will publish the required notice after the Christmas period.

8. Lostwithiel Town Council Staffing Committee – to appoint Members to fill the three current vacancies.
9. Shire Hall Moor – to authorise a path stability inspection at a cost of £520 plus VAT.

As clerk to the Council I have concerns regarding the level of erosion of the path and wish to recommend to Council that Cormac are instructed to inspect the path stability at the cost specified above as soon as possible.

10. Lostwithiel Civil War phone app – to consider the presentation made by Mr Jenord at the last Council meeting and to decide if Lostwithiel Town Council wishes to make a financial contribution towards the provision of the app.
11. Lostwithiel Town Council Budget 2018/19 – to consider the first draft of the budget and associated papers.
12. Accounts and Finance
13. Notices

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.

14. Staffing Committee statement – to receive a statement from the Staffing Committee.

15. Administration Assistant – to consider the recommendation from the Staffing Committee that Mrs C Doyle is transferred to permanent staff following the completion of her six-month probationary period.

S Harris

Mrs S Harris

Town clerk

14 December 2017