

**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 2 January 2018 commencing at 7.00pm when the following business will be transacted.

S Harris

Mrs S Harris
Town clerk
21 December 2017



**Lostwithiel Town Council Meeting
will be held at The Church Rooms Lostwithiel
on Tuesday 2 January 2018 at 7pm**

This meeting is open to the public and as such could be filmed or recorded by broadcasters, the media or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, **the council cannot guarantee this**, especially if you are speaking or taking an active role. The council asks those recording proceedings not to edit the film or recording in a way that could lead to misinterpretation of the proceedings, or infringe the core values of the council. This includes refraining from editing an image or views expressed in a way that may ridicule, or show lack of respect towards those being filmed or recorded.

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

Meeting Agenda

1. To receive and accept Apologies of Absence.

If you are unable to attend on Tuesday 2 January could you please email Claire at admin@lostwithieltowncouncil.gov.uk with your apologies before midday on 2 January 2018. 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 19 December 2017 having previously been circulated and taken as read.



Lostwithiel Town Council Tuesday 19 December 2017

Public Participation

None

Cornwall Councillor Report

Cornwall Councillor Martin sent his apologies to the meeting.

Meeting Minutes

A meeting of the Town Council was held in the Church Rooms Lostwithiel on Tuesday 19 December 2017 at 7pm.

Councillors Present

Mayor Jarrett, Councillor Anders
Councillor Beedell, Councillor Guiterman
Councillor Henderson, Councillor Hendicott
Councillor Hensman, Councillor Jarrett
Councillor Lindley & Councillor Sweeney

In attendance

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

274/17 Apologies of Absence

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

Deputy Mayor Hughes, Councillor Duffin, Councillor Hatton, Councillor Risner & Councillor Ross.

275/17 Declarations of Interest

None.

276/17 Minutes 5 December 2017

It was **resolved** that the minutes dated 5 December 2017 are accepted, approved and duly signed by Mayor Jarrett.

277/17 Staffing Committee Minutes 12 September 2017

It was **resolved** that the minutes from the Staffing Committee meeting held on 12 September 2017 are accepted and approved.

278/17 Lostwithiel Town Council Community Resilience

(i) Neighbourhood Development Plan

- a) The clerk was instructed to make the request from the Neighbourhood Plan Steering Group for candidates to fill the two current Steering Group vacancies an agenda item for 2 January 2018.

279/17 Planning Applications

a)

PA17/11322 2 Field Close Lostwithiel
Demolition of porch to side of house and alterations to the fenestration of the dwelling.
It was **resolved** to support this application.

PA17/11349 The Cow Barn Milltown Lostwithiel
Use of The Cow Barn as an unfettered residential dwelling.
It was **resolved** not to support this application, to endorse the comments from Cornwall Council's Public Protection –

Contaminated Land Department and to request further information regarding the rationale for the use of the Cow Barn as an unfettered residential dwelling.

PA17/11577 Penlyne Cott Road Lostwithiel
Proposed timber framed garden room
It was **resolved** to support this application.

b) None.

280/17 Resignation of Councillor Park

The resignation of Councillor Park was formally noted by Council. The Clerk advised Council that Cornwall Council's Notice of Vacancy in the office of Town Councillor will be published on 2 January 2018.

281/17 Staffing Committee

It was **resolved** to appoint Councillor Hendicott, Councillor Jarrett and Councillor Lindley to fill the three current vacancies on the Council's Staffing Committee.

282/17 Shire Hall Moor

It was **resolved** to authorise a path stability inspection at a cost of £520 plus VAT.

283/17 Lostwithiel Civil War phone app

It was **resolved** to make a financial contribution of £100 towards the provision of the phone app.

284/17 Budget 2018/19 – First Draft

Councillor Henderson left the meeting.

Council discussed the initial draft of the budget.

A recommendation was submitted for consideration by the Councillors appointed to expand Mayor Jarrett's pre-budget preparation report submitted to Council on 17 October.

As this proposal was staff related it was proposed by Councillor Lindley and seconded by Councillor Jarrett 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.

It was **resolved** to instruct the Clerk to take forward the draft proposal with South West Councils.

It was proposed by Councillor Jarrett and seconded by Councillor Beedell to re-open the meeting to the public and representatives of the press and broadcast media.

The clerk was instructed to redraft the budget for the next Council meeting with an uplift that would not increase the Town Council's precept by more than 1.5%.

285/17 Accounts and Finance

It was **resolved** that cheques 100823-100831 totalling £2773.12 are authorised for payment.

286/17 Notices

None

It was proposed by Councillor Guiterman and seconded by Councillor Lindley 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.

287/17 Staffing Committee Statement

The Staffing Committee statement was noted by Council.

288/17 Administration Assistant

It was resolved to approve the recommendation from the Staffing Committee namely that Mrs C Doyle is transferred to permanent staff following the completion of her six-month probationary period.

Councillor Guiterman asked that the minutes record the Council's Best Wishes to Mrs Doyle and to wish her a happy and satisfying time with the Council.

The meeting closed at 8.40pm.

Chairman

Date

4. 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.
5. To receive planning decisions
6. To consider planning applications
 - a) PA17/11235 Tallands 9 Polscoe Road Lostwithiel
Proposed siting of 3 no shepherds huts
for tourism accommodation and
restoration of traditional orchard.
 - b) To consider any planning applications received since
publication of the agenda.
7. Play area inspections – to note the inspection reports.

8. Pill Walk & Shire Hall Moor track surface – to approve improvements/remedial works to the track surface.
9. Social Media resolutions – to receive an update on progress.
10. National Allotment Society – to consider a report from the clerk regarding the visit to the Town Council allotments by Regional Representative Neil Dixon and to consider approving Town Council annual membership at a cost of £55 plus VAT.
11. Great Western Railway Footbridge at St Austell Railway Station – to consider authorising Deputy Mayor Hughes to formally approach Network Rail to request repair and relocation of the aforementioned bridge to Lostwithiel.

Please find below a copy of an email received via the Town Council's website. The middle section replaced by Are the contact details for Network Rail employees

enquiry: Message for Cllr Tim Hughes - New footbridge for railway station.

Dear Cllr Hughes, you may be aware that Historic England are to 'de'list' the Listed pedestrian GWR footbridge at St Austell Station. If Network Rail opt to remove that structure, if you consider it appropriate, perhaps Lostwithiel should show interest given the historic context that the bridge would be placed! Contacts at Network Rail are

Obviously the existing structure needs a lot of attention and work. Plus Network Rail may decide it should not bridge the mainline again on the network (and opt instead of a heritage railway scenario).

No harm in asking if that is considered to be a potential way forward!

12. Lostwithiel Town Council Budget 2018/19 – to consider the second draft of the budget and associated papers.

Budget papers have been forwarded as separate attachments.

The second draft of the budget has been prepared in accordance with the instruction from Council. For convenience amendments have been annotated in this colour. 'The clerk was instructed to redraft the budget for the next Council meeting with an uplift that would not increase the Town Council's precept by more than 1.5%.'

Three pdf's are also attached prepared with taxbase figures supplied by Cornwall Council.

As mentioned by Councillor Hensman, at the meeting on 19 December, housing development in Lostwithiel influences the Council tax paid by each household. Lostwithiel's taxbase for 2017/18 was £1,004.75, for 2018/19 this has increased to £1,046.75.

If the precept increases by 1.5% from £150,436 to £152,750 (rounded) then the Council tax figure for a Band D property for the year 2018/19 will decrease by £3.79.

If Council considers it wishes to keep the Council tax paid by households in Lostwithiel at the same level, increasing the Council's precept to £156,750 will increase the annual Council

tax paid by a Band D property by 3 pence. (The increase in the precept has been offset by the increase in taxbase.)

If Council considers it wishes to increase the annual Council tax paid by households in Lostwithiel by 1.5% then the precept figure would increase to £159,125. The Council tax for a Band D property for 2018/19 would then be £152.02 - a rise of £2.30.

13. Accounts and Finance
14. Correspondence
15. Notices
16. Items for next agenda

S Harris

Mrs S Harris

Town clerk

21 December 2017