



**Lostwithiel Town Council  
Tuesday 15 October 2019**

**Cornwall Councillor Report**

Cornwall Councillor Martin reported on the following items discussed at the Community Network Meeting held on 14 October: -

1. Highways scheme – all Lostwithiel Town Council yellow line requests have been forwarded to Cormac for action. Cornwall Councillor Martin added a request for a ‘virtual walkway’ at Lanwithan Road and Cott Road where there is no footway.
2. Environmental Enforcement Team – Cornwall Councillor Martin outlined the new scheme and the Clerk advised Council that cascade training for Lostwithiel Town Councillors has already been booked, subject to Council’s approval for Tuesday 3 December.
3. NHS Kernow – Long term plan priorities were discussed.
4. Cornwall Council’s anti-social behaviour team attended the meeting and their key message was if you report an antisocial behaviour issue please continue to report it as repeated reports help build a case for future action.

Cornwall Councillor Martin also reported that an options report has been produced for the potential railway footbridge and the next step will be to draw up an outline design.

## **Meeting Minutes**

A meeting of the Town Council was held in Lostwithiel Library on Tuesday 15 October at 7pm.

### **Councillors Present**

Mayor Hughes, Deputy Mayor Ross,  
Councillor Anders, Councillor Clarke,  
Councillor Duffin, Councillor Guiterman,  
Councillor Henderson, Councillor Hensman,  
Councillor Mrs Jarrett, Councillor Jarrett,  
Councillor Lindley, Councillor Morgan & Councillor Sweeney.

### **In attendance**

Three members of the public were in attendance.  
Cornwall Councillor Martin was in attendance  
Town Clerk Mrs Harris was in attendance.

### **214/19 Apologies of Absence.**

Apologies for absence were received and accepted from  
Councillor Beedell, Councillor Hatton & Councillor Risner.

### **215/19 Declarations of Interest**

Mayor Hughes & Deputy Mayor Ross both declared pecuniary interests in Agenda item 23 Devolution of the Cattle Market car park.  
Deputy Mayor Ross also declared a non-registerable interest in planning application PA19/08757 34 Uzella Park Lostwithiel – Agenda item 5.  
Councillor Guiterman declared a pecuniary interest in Agenda item 24 Accounts & Finance.

### **216/19 Public Participation**

The Council was addressed regarding Agenda item 6 Remembrance Sunday Parade route and Agenda item 7 Request received to scatter ashes on the Parade.

### **217/19 Minutes 01 October 2019**

It was **resolved** that the minutes dated 01 October 2019 are accepted, approved and duly signed by Mayor Hughes.

### **218/19 Councillor email system**

In accordance with Standing Order 1a) Mayor Hughes asked Council to consider the review of the new email system as the next agenda item.

In accordance with Standing Order 3f) Mayor Hughes, with the agreement of Council, invited Barry Issacs from Westernweb to respond to the issues raised.

It was **resolved** to persevere with the current email system for a further six-month period and to ask if Westernweb can provide a Help sheet to make the system more user friendly.

### **219/19 Planning Applications**

- a) PA19/08275 Foyle Rose Hill Lostwithiel  
Replacement of existing glass roof structure attached to front elevation with a new sun room extension with slate roof. Replacement of existing flat roof and glass roof extension at rear with new pitched slate roof and glass roof extensions, replacement windows and roof window.

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

Deputy Mayor Ross having declared a non-registerable interest in planning application PA19/08757 left the meeting room

PA19/08757      34 Uzella Park Lostwithiel  
Tree works to Sycamores at end of Gardens of 34 and 35 Uzella Park within a conservation area overhanging Road, Council have asked for hedges to be cut back. Sycamore on top of hedge showing signs of rot and undermining roots making trees unstable.

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

Deputy Mayor Ross re-joined the meeting.

b)     None

## **220/19      Remembrance Sunday**

- a) It was **resolved** to approve the Parade route as follows: -  
Parade to assemble in Fore Street outside the Guildhall (in the Guildhall if wet). The Parade will then march to the Parade War Memorial to be at the Memorial for 11am. The Act of Remembrance will be conducted at the War Memorial as last year after which the Parade will reassemble and march to the Church (via Church Lane) for the Remembrance Service. The road closure will then be lifted and all participants will disperse after the Church service without further ceremony or Parade. It was further **resolved** that Councillor Mrs Jarrett will assist with the wreath laying at the War Memorial.
- b) It was **resolved** to authorise a donation of £120 to the Royal British Legion for the 2019 wreath.
- c) It was **resolved** to accept the offer of the 'Lest we forget' bench from Cornwall Volkswagen Owners Club. It was acknowledged that it will not be possible to arrange for the bench to be installed by Remembrance Sunday so it was **resolved** to ask the

VE Day working group, in liaison with the Town clerk, to establish a suitable site for the location of the bench in the Parade area and to ensure that preparations are made to ensure that it is installed in time for the VE Day celebrations.

**221/19 The Parade – request to scatter ashes**

It was **resolved** not to agree to the request to scatter ashes in the Parade and to offer the applicant the opportunity to scatter the ashes in Poldu Woods.

**222/19 Coulson Park – request to plant a memorial tree and site a memorial bench**

It was **resolved** to instruct the clerk to advise the applicant that the Council has a draft policy regarding the siting of benches and the planting of trees and in accordance with this draft policy the Council would be pleased to agree to a memorial tree or bench in Coulson Park.

**223/19 VE Day working party – drafted programme**

It was **resolved** to thank the group for the excellent programme of events and to approve the actions as listed in the draft minutes namely: -

Invite all Churches in the Benefice and all PCCs

Invite all surrounding Parish Councils

Invite all Town organisations

Make contact with Bell Ringers to invite to ring out at 7pm on 8/5/20

Contact Lostwithiel Town Band to ask to participate

Contact Lost In Song to ask to participate

Contact with 4 local bands/groups to ask to participate

Details of Road Closure to be passed to Town Clerk

Make contact with Rotary and Young Farmers to ask to participate

**224/19 Cornwall Council Speed Monitoring A390 Liddicoat Road**

It was **resolved** to submit the plan as annotated.

**225/19 Pendour Park**

- a) It was **resolved** to ask Mr Riley Read to treat the tree stumps in the Pendour Park play area with a non-toxic root killing compound.
- b) It was **resolved** to defer any planting until the tree roots have been successful treated with the non-toxic root killing compound, to then plant in accordance with the Pocket Parks application form submitted and on recommendations from Duchy of Cornwall Nursery. The clerk was asked to ensure that nothing planted in the area is poisonous or spikey.
- c) The clerk was instructed to implement the four sustaining delivery expectations as soon as practicable namely: -
  - (i) Ensuring there is a robust maintenance & sustainability plan
  - (ii) Applying for and achieving the Green Flag Community Award and maintaining this for at least 5 years
  - (iii) Securing the Pocket Park for the future by registering it as an Asset of Community Value and under Local Greenspace Designation.
  - (iv) Developing links with the local/regional Friends of Parks Forum [www.natfedparks.org.uk](http://www.natfedparks.org.uk)

**226/19 Quay Street – consent to lay a gas pipe across land owned by the Town Council**

It was **resolved** to agree to the request received for consent to lay a gas pipe across land owned by Lostwithiel Town Council as indicated by the map and to authorise the Town clerk to sign the consent form on behalf of the Council.

**227/19 Lostwithiel Town Council trees**

- a) It was **resolved** to authorise the drafting of a tree safety policy by Land & Heritage to establish the risk categories for each of the Town Council owned assets, the tree inspection frequency required and an extreme weather policy at an estimated cost of £500 plus VAT.
- b) It was **resolved** to authorise an annual tree inspection by Land & Heritage to identify any work required, (but will not provide a specification of works for tree surgeons) at an estimated cost of £1440 plus expenses plus VAT.

**228/19 Fire Extinguishers – detector heads**

It was **resolved** to follow the professional advice received and leave the detector heads which are all past the manufacturers recommended replacement dates for the time being.

**229/19 Edgcumbe House tender**

It was **resolved** not to accede to the request received to reduce the Professional Indemnity Insurance level from £2,000,000 to £1,000,000.

**230/19 Castle Hill Cemetery – new gateway**

It was resolved to authorise a new gateway in the existing post and rail fence to facilitate the movement of soil. The decision regarding the size of the gate and the associated costs i.e. new gate posts and replacement timbers was delegated to the Town Clerk.

**231/19 Lostwithiel Town Council 2020-2021 Budget**

It was decided to defer this agenda item to the next Council meeting.

**218/19 Councillor email system**

Please refer to minute reference 218/19 where listed in numerical order.

**232/19 Delegation to the Town Clerk**

It was **resolved** to approve the revised policy as drafted.

**233/19 Accounts & Finance**

Councillor Guiterman having previously declared a pecuniary interest left the meeting room.

It was **resolved** that cheques 101320-101328 totalling £3,375.59 are authorised for payment.

a)

<b>Cheque Ref</b>	<b>Payee Name</b>		<b>Amount Paid</b>
101320	Biffa	Toilet cleaning & Cemetery bin	£1145.98
101321	Clarity Copiers	Photocopying	£48.58
101322	Cormac Solutions	Cleaning	£416.70
101323	D Guiterman	Soil improver, buckle tie & root grow	£12.93
101324	K Hill & Partners Ltd	Grass cutting	£759.60
101325	Phoneta	Lone worker service	£12.60
101326	Reach Publishing Services Ltd	Cornish Guardian advert	£139.20
101327	PKF Littlejohn LLP	External Audit	£720.00
101328	Royal British Legion	Wreath donation	£120.00
		<b>Total</b>	<b>£3,375.59</b>

Councillor Guiterman re-joined the meeting.

**234/19 Correspondence**

The clerk advised Council that correspondence had been received regarding sucker growth from the base of several trees in Coulson



Park being a health and safety hazard. The clerk will arrange removal.

**235/19 For information**

Councillor Henderson updated Council on the recent Code of Conduct training session and attending other Town Council's Civic Services.

The clerk provided Council with further information regarding the Cornwall Council Incident report card training and the provisional booking made by the Town Clerk for Councillor training on Tuesday 3 December was endorsed by Council.

The meeting closed at 9.15pm

Chairman

Date