



**Lostwithiel Town Council Meeting
will be held at Lostwithiel Library
on Tuesday 03 March 2020 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 Hughes 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

- 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. Public Participation - Time allowed for members of the public to address the Council on matters on the agenda – Maximum time allowed 15 minutes

Planning Applications & discussions – 'Whilst Members may express an opinion for or against the proposed development plans at this meeting Members minds are not closed and they will only come to a conclusion on whether they should support the scheme or offer an objection after they have listened to the full debate.'

4. To receive the minutes of the meeting held on 04 February 2020 having previously been circulated and taken as read.
5. To consider planning applications
 - a) PA20/00349 Pelyn Tor Woodland Lostwithiel
Improvement of access, conversion of barn to resources facility and siting of volunteer toilet cabin to enable woodland management project.

PA20/00654 Tovalflor Access to Peregrine Hall Lostwithiel
Roof terrace and external steps accessed from
loft conversion to provide granny annex.

PA20/01189 Land North of Lanlivery Cottage Lostwithiel
The proposed erection of a detached dwelling

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

6. Cornwall Council Community Governance Review public
consultation – to consider if Lostwithiel Town Council has any
comments to submit prior to the closing date of 24 March
2020.
7. St Sampson Parish Council Neighbourhood Development Plan:
Pre-Submission Consultation – to consider if Lostwithiel Town
Council has any comments to submit to St Sampson Parish
Council prior to the closing date of 14 March.
8. Councillor resignation – to note the resignation of Phoebe
Beedell
9. Town Council insurance – to undertake the annual review of
the Town Council’s insurance policy and to approve renewal
(long term undertaking valid up to and including 01/04/2020)
10. Cormac Solutions Ltd Service Level Agreement – to
consider approving the SLA for quarterly play area inspections
as drafted.
11. Lostfest – to consider the application received to use all of
the Parade, part of King George V playing field and the
Guildhall on 17 May 2020.

12. Lostwithiel Environment Action Forum – to consider correspondence received including the draft Lostwithiel Climate Action Plan.
13. Extinction Rebellion – to consider the request received to put fabric bands on the Council’s trees and markers on Council buildings and structures to indicate 1m & 2m rise in the river level.
14. Lostwithiel Town Council Flood Plan to consider the following-
 - (i) The verbal report from Deputy Mayor Ross on the weekend of 14-16 February
 - (ii) Approval of the revised Flood Plan as drafted
 - (iii) Authorising a Lostwithiel Town Council Flood Plan Facebook page and a Flood Warden recruitment event.
15. Diabetic eye screening unit – to consider granting permission for the Diabetic eye screening unit to be sited in Cattle Market car park from 2 May – 13 May 2020.
16. Defective salt bin – to consider the recommendation from Cormac that a salt bin is replaced for 2020/2021.
17. Cattle Market car park – to consider the quotations received to plane out the potholed areas of the Cattle Market car park and reinstate with asphalt concrete (AC10) surface course to be laid at 40mm depth.
18. Grass cutting contract – to consider extending the current grass contract by a further 12 months in order that the Council can draw up a new more comprehensive contract which includes measures to mitigate Climate Change.

19. Lostwithiel Cemetery – to consider the following-
- a) Approval of the removing of overhanging vegetation all around the perimeter of the Cemetery at a cost of £320 plus VAT.
 - b) Tidying and cutting back of the edge of the internal paths in the Cemetery at a cost of £235 plus VAT
20. Lostwithiel Town Council Heritage Buildings Committee – to ask Council Members if they wish to join the Heritage Buildings Committee.
21. Lostwithiel old photos – to note that Mrs Gill Parsons has gifted the following to the Town Council: -
- (i) A frame containing 18 postcards of Lostwithiel dated circa 1902-1982
 - (ii) Two framed pictures of Lostwithiel Fore Street one dated 1906.
 - (iii) A framed silver key dated 1900 and a West Briton newspaper cutting dated 6 September 1900 both relating to the Methodist Free Church
22. Delegation to the Town Clerk - to note actions taken by the Town Clerk under delegated powers.

23. Accounts & Finance

- a) To approve payment of the following

Cheque Ref	Payee Name		Amount Paid
101406	Biffa	Cemetery bin	£51.00
101407	Cormac	Library & toilet cleaning & repair to zip wire	£3,543.84

101408	Cornwall Council	DBS checks	£132.00
101409	Duchy of Cornwall	Second Island rent	£408.00
101410	EDF Energy	Car park electric	£141.47
101411	Land & Heritage	Tree safety survey & policy	£2,2340.00
101412	Palace Printers	Christmas cards	£72.00
101413	Penhaligons	Library newspapers	£17.80
101414	Reach Publishing	Tender advert	£142.08
101415	Tozers	Toilet cleaning contract	£648.00
101416-418 & 2 Bank transfer payments	Salary related expenses	Salary related expenses	£3,916.02
		Total	£11,412.21

24. Correspondence - to receive details of and consider correspondence including invitations received.

25. For information - to include an update on any meetings or training attended by Members of Officers as representatives of the Town Council and future dates for the diary.

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.

26. Outdoor gym tender - to consider the tenders received and to appoint a contractor.
27. Contracts & SLA's – to authorise the signing of the following: -
 - a) the revised toilet contract
 - b) the Library Cleaning Service Level Agreement.
28. Cornwall Pension Staff Pension Scheme – to consider the correspondence received in the context of the Cornwall Pension Fund draft Funding Strategy Statement.
29. Staffing Committee Chairman's report – to consider the verbal report from Councillor Hensman which will include a recommendation from the Staffing Committee that Lostwithiel Town Council advises Cornwall Council that in the event of future IT failures LTC will give CC one week to rectify the issue. Should the problem not be rectified within this timeframe the library will be closed until such time that the faults are repaired.
30. Library volunteer – to consider correspondence from Cornwall Council's HR Safeguarding Team.

S Harris

Mrs S Harris

Town clerk

25/02/2020