



**Lostwithiel Town Council Virtual Meeting
will be held
on Tuesday 09 June 2020 at 7pm**

**Members of the public are able to join the meeting from a
computer, tablet or smartphone.**

<https://attendee.gotowebinar.com/register/2850200628356494093>

**or by dialling in using a phone on.
0330 221 9922**

Access Code: 938-839-461

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 that 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. Virtual Meetings – to note that The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 allow local councils to hold remote meetings. The regulations give automatic authority to hold remote meetings and amend standing orders as required.
2. Virtual Meetings – to resolve to adopt supplementary Standing Orders to meet the statutory requirements for the holding of remote meetings, until 7 May 2021 or the repeal of legislation whichever is the earlier. (Please note the Council is required to offer remote access to meetings up to May 2021 even if it decides to return to physical meetings as its first choice.)
3. The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulation 2020 to note the following: -
Annual Meeting – Cornwall Association of Local Councils confirms the following guidance. -There is no need to hold an annual meeting until May 2021. A council may at a meeting decide to set a date for an annual council meeting before this date. -A council cannot change the membership of committees or outside bodies without holding an annual council meeting. Committee members can only be removed from a committee as a recommendation from the Monitoring Officer on a code of

conduct decision and CALC believe that this also applies to membership of outside bodies.

Local Councillors 6-month rule – Cornwall Association of Local Councils confirms the following guidance: -

None of the regulations published regarding local council meetings in March and April affected the six-month rule and period of absence.

The six- month period begins with the date of last meeting attended by a member. There is no way to vary the legislation and the six-month rule therefore applies across council meetings regardless of their format.

Where a council does not meet regardless of format, the six-month rule continues to apply.

Should the council not meet within six months of its last meeting, all members of the council will be subject to the six-month rule which may affect their seat on the council.

4. Apologies – to receive and accept Apologies of Absence.
5. 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.

6. Public Participation - Time allowed for members of the public to address the Council on matters on the agenda – Maximum time allowed 15 minutes
7. To receive the minutes of the extraordinary meeting held on 17 March 2020 having previously been circulated and taken as read.

8. To ratify the decision taken via email to take a sensible and pragmatic approach to decision making, during the Coronavirus pandemic. Namely to delegate authority to the Clerk in consultation with the Mayor and Deputy Mayor to take any actions necessary with associated expenditure to protect the interests of the community and ensure council business continuity during the period of the pandemic Coronavirus, informed by consultation with Members of the Council via email.
9. Financial Matters – to note that for the duration of the Coronavirus pandemic whilst the following payments can be made without the need for approval at a meeting of the Council or a Committee, Council Members are still responsible for the management of the Council’s finances in accordance with Financial Regulations.
 - i. Any payment which part of an agreed contractual obligation i.e. (salary and on costs, contractors, and suppliers). This is because failure to pay would be a breach of contract or the individual payment is part of budgeted expense.
 - ii. Any other budgeted item including approved grants, approved purchases (playground equipment, computer, other assets) insurance and any other expenditure previously agreed by the council. There is an audit trail that the council has already considered and approved the payment.
 - iii. Any amount authorised by the Clerk which within the limits set by the Council’s financial regulations.
 - iv. Any other payment authorised under the Emergency Scheme of Delegation.
10. Financial Regulations – to ratify the decision taken to increase the amount delegated to the clerk for the duration of the Coronavirus pandemic namely: -

Financial Regulation 4.1 the Clerk for minor repairs/variations to Council agreed contracts subject to maximum value of £2,500- the Clerk to spend up to £250 monthly on stationery, stamps and general office costs without the prior approval of Council.

Financial Regulation 4.6 In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

11. Planning – to ratify the decision taken to consult all Councillors via email regarding planning applications received from the planning authority and to now consider resolving to resume consideration of Planning applications at Council meetings.
12. Castle Hill Cemetery – to ratify the purchase order to prepare a further two Gardens of Remembrance.
13. Planning applications
 - a) To consider ratifying the responses made to Cornwall Council between 24 March and 01 June 2020. Due to the restrictions placed on the council as a result of the pandemic Coronavirus, the responses submitted to Cornwall Council between 24 March & 1 June 2020 represents the opinion of members of Lostwithiel Town Council identified through an email consultation process. Responses as follows: -
PA20/01621 10 Fowey River Retreat Cott Road
Lostwithiel

Construction of a double garage with store to serve 10 River Fowey Retreat.

Comment submitted

Lostwithiel Town Council, due to the restrictions placed on the Council as a result of the Coronavirus pandemic, has consulted all Town Council Members via email on this planning application. The Town Council is unable to comment on this application having received an insufficient number of responses from Councillors to achieve a majority decision.

PA20/02777

14 Brunel Quays Great Western Village
Lostwithiel

Various works to trees

Comment submitted

Thank you for notification of this planning application and for the advice that it will be decided under delegated authority.

Lostwithiel Town Councillors wish to make the following observations -
(i) These trees are in a very prominent town centre location. Having looked at the application on CC's website it does not appear that CC Tree Officer has been asked to comment. Lostwithiel Town Councillors would prefer that the views of CC's Tree Officer are sought prior to a decision on this application.

(ii) It is very difficult to see from the photos submitted, the full height of the trees. It is therefore also difficult to

accurately judge the proposed percentage reductions.

PA20/02656

Copse Edge Barn Millham Farm
Lostwithiel

Change of use of existing annexe/holiday let to fully residential.

Comment submitted

This application has the support of Lostwithiel Town Council.

PA20/02623

The Brambles Bodmin Hill Lostwithiel
Outline planning permission for five affordable residential units.

Comment submitted

Lostwithiel Town Council does not support this application. Council Members wish to oppose on the following basis: -

- a) The proposed development site is outside the Lostwithiel Neighbourhood Plan Development Boundary.
- b) The proposed housing is not in accordance with Neighbourhood Plan Policy HH2e) which reads as follows:- 'All affordable housing to be delivered in the neighbourhood area should be visually indistinguishable from the full market priced housing and of a type, size and tenure that meets the local housing needs of the neighbourhood area.'
- c) The proposed site and immediate environs have insufficient highways capacity to accommodate the increase in the number of vehicles needed to serve these properties. Additional vehicles will

exacerbate traffic and parking problems and potentially restrict access for emergency vehicles.

PA20/02901

Land to The West Of 12A Cott Road Mill Hill Lostwithiel PL22 0HB

Reserved matters application for appearance, landscaping, layout and scale following outline approval PA16/05930 dated 01.09.16 for construction of dwelling (resubmission of PA19/04759).

Comment submitted

Lostwithiel Town Council is currently consulting Members via email regarding all planning applications received from the Local Planning Authority. The majority of Town Council Members who responded supported this application.

PA20/03031

Talbot House Restormel Road Lostwithiel Cornwall Construction of a conservatory.

Comment submitted

This application has the support of members of Lostwithiel Town Council.

PA20/03565

1 Wesley Villas, Restormel Road, Lostwithiel.

Conversion and extension of outbuilding to residential annexe.

Comment submitted

Lostwithiel Town Council is currently consulting Members via email regarding all planning applications received from the Local Planning Authority. Seven Lostwithiel Town Councillors responded

to the request for comment on this application. Three of the seven declared an interest and the remaining four were not in support of the application.

The observations put forward by Council Members were as follows:-

- a) the design and choice of materials is out of keeping with the area
- b) the applicant should provide more detailed information regarding the ability to maintain existing cob walls in close proximity to the proposed structure.
- c) a professional report should be obtained which confirms that the integrity of the existing cob structure would not be compromised by the proposed structure.

PA20/03567

1 Wesley Villas, Restormel Road, Lostwithiel.

Listed Building Consent for the Conversion and extension of outbuilding to residential annexe.

Comment submitted

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b) To consider planning applications

PA20/02785 Plot adjacent to No4 Quay Street Lostwithiel
Demolition of existing outbuildings and the erection of a Café (use Class A3)

PA20/04157 Land west of 14 Victoria, Victoria, Lostwithiel
Proposed construction of two semi-detached dwellings and the formation of a vehicular access.

c) Delancey House Bodmin Hill Lostwithiel – Lost in Canvas to formulate feedback on the draft planning proposal as received.

‘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.’

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

14. Annual Policy review – to undertake the annual Risk Management review.

15. Internal Audit year end 31 March 2020 – to consider the Internal Auditor’s report.
16. Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual Governance and Accountability Return 2019/20 Part 3 – to approve and authorise the signature of Section 1 Annual Governance Statement 2019/20.
17. Joint Panel on Accountability & Governance – Governance & Accountability for Smaller Authorities in England – Section 1.6 – If an authority is not able to respond ‘Yes’ to any assertion, it needs to provide an explanation to the external auditor on a separate sheet describing how the authority will address the weaknesses identified. These explanations must be published along with the completed AGAR – to agree Lostwithiel Town Council’s response.
18. Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual Governance and Accountability Return 2019/20 Part 3 – to approve and authorise the signature of Section 2 Accounting statements 2019/20.

19. Delegation to the Town Clerk – to note actions taken by the Town Clerk under delegated powers.

May-20	£4.00	Land Registry search fees
		Cornwall Council enquiry - Do I
May-20	£150.00	need planning permission

The following are decisions that have been taken by the Clerk as Proper Officer of the council under the Emergency Scheme of Delegation as a result of the Coronavirus Bill 2020 and associated Government Restrictions.

The Register is made in accordance with the 2014 Openness of Local Government Bodies Regulations.

Apr-20	£152.00	New post box supply & fit, 4 padlocks to close play areas, repair to filing cabinet
Apr-20	£321.00	Royal Mail - mail redirected to Town Clerk
May-20	£423.60	Rospa - annual play area inspections
May-20	£41.98	Heavy chains to close Second Island walkway
May-20	£49.35	Paint for benches
May-20	£15.99	Hand sanitiser & antiseptic wipes for library
May-20	£1076.71	Digging of two stock graves
May 20	£1800.00	Replacement of wire netting on Second Island walkway

20. Accounts & Finance –

a) to ratify payments made between 30 March 2020 – 31 May 2020 (payments list previously circulated to all Council Members by email)

Date paid	Payee Name	Cheque ref	Amount Paid	Transaction detail
30/3/2020	P Jarrett	101455	£23.98	Replacement cheque for 528 & 538
30/3/2020	Lostwithiel Community Centre	101456	£27.00	Replacement cheque for 496
07/04/20	Zurich Municipal	101420	£4,423.14	Annual insurance premium
07/04/20	HMRC	101421	£647.55	Replacement cheque for 101417

07/04/20	Biffa	101422	£548.74	Cemetery bin & annual fee skatepark & Rosehill bins
07/04/20	British Gas	101423	£75.15	Electricity
07/04/20	Clarity Copiers	101424	£57.17	Copy charges
07/04/20	Cormac Solutions Ltd	101425	£1,825.85	Toilet cleaning, door repair & repair to hanging rings KG5
07/04/20	Cornwall Council	101426	£13,321.05	Rates & DBS checks
07/04/20	DCS Pest Control Ltd	101427	£240.00	Pest control
07/04/20	EDF	101428	£53.27	Electricity
07/04/20	Penhaligons	101429	£22.40	Library newspapers
07/04/20	Phoneta	101430	£12.60	Lone worker service
07/04/20	Restormel Property Services Ltd	101431	£152.00	New post box, 4 x padlocks & repair to filing cabinet
07/04/20	Royal Mail	101432	£321.00	Mail redirection to TC (6months)
07/04/20	Westernweb	101433	£109.20	Renewal of domain and webspace lostwithielplan
07/04/20	Salary related expenses	101434-438 & 2 bank transfers	£4,686.67	Salary related expenses & replacement cheque for 101418

01/05/20	Land Registry	101439	£4.00	Search fees
01/05/20	Cornwall Council	101440	£150.00	Do I need planning enquiry
05/05/20	Biffa	101441	£40.80	Cemetery bin
05/05/20	Cornwall ALC Ltd	101442	£936.38	Annual membership
05/05/20	Phoneta	101443	£12.00	Lone worker service
05/05/20	Rospa play safety	101444	£423.60	Annual play area inspections
05/05/20	South West Councils	101445	£513.60	Annual Associate membership
05/05/20	Cormac	101446	£461.89	Play area hanging rings - 2 nd invoice
05/05/20	Salary related expenses	101447-449 & 2 bank transfers	£3,409.46	Salary related expenses
05/05/20	Restormel Property Services	101450	£41.98	Heavy chains for Second Island walkway
05/05/20	Karen Ross	101451	£15.99	Hand sanitiser & antiseptic wipes
05/05/20	Pam Jarrett	101452	£49.35	Paint for benches
05/05/20	S Harris	101453	£73.95	Stamps £70 & bucket, soap tree plant
05/05/20	Cormac	101454	£416.70	Cleaning
		Total	£33,096.47	

b) approve payment of the following: -

Cheque Ref	Payee Name		Amount Paid
101457	Allium Environmental	Legionella testing Public toilet	£126.00

	Ltd		
101458	Biffa	Castle Hill Cemetery bin	£51.00
101459	Cormac	Cemetery	£1,615.07
101460	DCS Pest Control (Cornwall) Limited	Pest control	£60.00
101461	EDF Energy	Car park electric	£150.75
101462	EDF Energy	Electric	£104.80
101463	Premier Forest Products	Marking out pegs	£9.60
101464	Phoneta	Lone worker service	£12.00
101465	Restormel Property Services	Dismantle and remove broken dog mess bin Coulson Park	£40.00
101466	South Western Tarmac	Cattle market pothole repairs	£1,800.00
101467	South West Water	Edgcumbe House	£58.05
101468	Tobin Thayre	Second Island walkway repair	£1000.00
101469 & 470 & 2 Bank transfer payments	Salary related expenses	Salary related expenses	£3199.78
		Total	£8,227.05

21. Cornwall Council – Removal of Cott Road car park glass recycling bank – to consider if the Town Council wishes to take over the responsibility for the provision of this facility.

22. Procurement Policy Note PPN02/20 – Supplier relief due to COVID-19 – to consider the correspondence received from Cormac including the disparity in charge for the public toilet and the Library cleaning.
23. Re-opening Town Centres & Social distancing – to consider what measures Lostwithiel Town Council would like to ask Cornwall Council to sanction to enable social distancing of pedestrians in the town centre and to agree a Town Council budget for signage and other measures considered appropriate.
24. GoToWebinar – to consider approval of this meeting platform at an annual cost of £660.
25. Lostwithiel Skatepark & MUGA – to consider the adverse comments on the Council’s Facebook page and to decide if this should impact on the installation of the Outdoor Gym.

S Harris

Mrs S Harris
Town clerk
03 June 2020