



**Lostwithiel Town Council Virtual Meeting
will be held
on Tuesday 06 October 2020 at 7pm**

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

<https://attendee.gotowebinar.com/register/5655880526405676048>

**or by dialling in using a phone on.
0330 221 9914**

Access Code: 904-195-632

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

Meeting Agenda

1. Apologies – 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.

The Council has varied meeting Standing Orders and until physical meetings can be re-established Members of the Public are asked to submit any questions regarding items on the agenda to clerk@lostwithieltowncouncil.gov.uk. For this meeting please submit your questions by 5pm on Monday 5 October 2020.

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 virtual meeting held on 01 September 2020 having previously been circulated and taken as read.

5. Planning applications –

a) To consider planning applications

PA20/06888

Gables Dark Lane Lostwithiel
Provision of a self-contained
annexe over existing garage

PA20/07308

8 Coffee Lake Meadow Lostwithiel
Works to tree namely - T1 - Oak -
Height 11m spread 16m would like
to reduce the whole crown by 2m in
height and 1.5 - 2m spread to retain
a shape - subject to a Tree
Preservation Order (TPO)

PA20/07333

Old Duchy Palace, Anna Dianne
Furnishings Quay Street Lostwithiel
Application for Listed Building
Consent for Emergency remedial
works to assess, treat and replace
decayed floor and consent to retain
temporary emergency works to
basement undertaken in 2019

PA20/07706

Church of St Bartholomew North
Street Lostwithiel
Application for works to trees
within conservation area: weeping
willow height reduction by 2
metres, snapped branches in past,
weight on branches at high risk of
breaking.

PA20/07891

Land South East Of 3 Lanwithan
Road Lanwithan Road Lostwithiel
Cornwall
Reserved Matters application
following Outline approval

PA17/09040 for appearance,
landscaping, layout and scale.

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

6. Ministry of Housing, Communities & Local Government – Planning for the Future White Paper Consultation - to agree Lostwithiel Town Council's response for submission prior to the consultation closing date 30 October 2020.

7. Forest Management carried out by Forestry England - to agree a response to the following: -

a) Comments regarding forest management carried out by Forestry England

b) Comments regarding the Standard being used

<http://ukwas.org.uk/>

8. Community Network Highways Scheme – Year 3 – to agree Lostwithiel Town Council's submission.

9. Cornwall Council Library fines – to consider continuing the current amnesty until the end of March 2021 & to agree Lostwithiel's position regarding Cornwall Council consultation to remove library fines completely.

10. Covid 19 risk assessments to review the following risk assessments: -

Lostwithiel Skatepark

Lostwithiel King George V MUGA

Lostwithiel King George V play area

Coulson Park play area

Pendour Park play area

Lostwithiel Public Toilet

Lostwithiel Library courtyard click and collect service

Lostwithiel park and picnic benches

11. King George V Tree damage – to note the report received and to authorise the removal of the tree at a cost of £375 plus VAT.
12. Cemetery entrance trees – to authorise the removal of two trees showing signs of ash die back and one sycamore which is pushing out the wall at a cost of £725 plus VAT.
13. Land between Quay Street car park & Coulson Park – to consider the request put forward by Councillor Guiterman that Lostwithiel Town Council applies to HM Land Registry to establish ownership of the land substantiated by the Council's maintenance of the land parcel and Statutory declarations/Statements of truth from long standing local residents.
14. Lostwithiel Neighbourhood Plan – to consider correspondence received regarding formulating a strategy for implementation.
15. Bridgend Peace War Memorial plaque – to approve the cost of £326.45 plus Vat to supply and fit a 3mm new reverse etched bronze plaque 325 x 220mm with threaded bar on rear.
16. Lostwithiel Museum window display – to consider the request received to borrow the 'old' Mayor's robe and to allow the Mayors Chain, Mace and oar to be photographed for a window display late 2020/early 2021.
17. Community Speed watch – to note the initiative set up by a Lostwithiel resident and concerns expressed by residents regarding speeding traffic & wildlife fatalities.

18. Lostwithiel Public Toilet – to consider the prices received to seal the internal manhole cover to try to reduce odours within the building.
Option 1 To install a new seal to the existing manhole cover and frame £329.40 plus VAT.
Option 2 To install complete new manhole cover and frame with double seal £860.30 plus VAT. (Please note that this manhole will not be a recessed cover and it will not be possible to match the tiles).
19. Lostwithiel Public Toilet – to approve the price to supply and fit a new door.
20. Litter bins & extra lifebelt – to consider the suggestions put forward by Councillor Anders namely -
- a) Larger bin at King George V play area with a closed top
 - b) Larger bin at skatepark
 - c) Dog bin by the boat ramp on Quay Street
 - d) Extra lifebelt at the boat ramp Quay Street
21. Library alarm – to approve the required signalling changes at a cost of £90 plus VAT.
22. Climate/Environmental Action – to consider the email received and to appoint a Councillor to liaise with Holly.
23. Lostwithiel Councillors email upgrade – to approve the upgrading of the current email system at no increased cost to the Council.
24. What3words – to consider the information provided and to decide if Lostwithiel Town Council wishes to take this forward
25. Condemned bench – to consider authorising Councillor Henderson to transport the bench to a local tip and to agree that Lostwithiel Town Council will pay any disposal costs.

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

27. Accounts & Finance –

a) To approve payment of the following: -

Cheque Ref	Payee Name		Amount Paid
101502 & 101503	Salary related expenses	Replacement cheques for 101486 & 101487	£1068.07
101504	Biffa	Cemetery bin (2 months)	£91.80
101505	British Gas	Electric	£75.15
101506	Cormac	Cemetery, cleaning & play area removal of swings	£2,231.69
101507	DCS Pest Control (Cornwall) Ltd	Pest control	£240.00
101508	D2C Ltd	Play area signs	£344.16
101509	Claire Doyle	Wipes & library milk	£20.14
101510	EDF Energy	Electric	£56.49
101511	Mr B Harrison	Pelyn Cross plants	£89.00
101512	Sandra Harris	Stamps, Library bags. Library outdoor table & JCT contract papers	£163.75
101513	K Hill & Partners Ltd	Grass cutting & weed spraying	£2,197.20
101514	Outdoor Play People	Pendour Park project retention	£1065.90
101515	Phoneta	Lone worker service	£12.00

101516	South West Councils	Lunchtime HR webinar	£30.00
101517	Cheque destroyed		£0.00
101518	Alexanders Invoice Finance	Outdoor Gym	£13,677.19
101519	Alexanders Invoice Finance	Outdoor Gym	£607.82
101520	Torch Fire Protection Ltd	Annual fire extinguishers & fire blanket maintenance	£113.55
101521	WesternWeb Ltd	Computer monitors & speakers, router for remote working, replace faulty back up drive, upgrade laptop to Windows 10 & install 500GB SSD & 2 GB RAM	£503.52
101522 & 523 & 2 x BACS Transfers	Salary related expenses	Salary related expenses	£3199.58
		Total	£25787.01

28. Quarterly finance report - to consider approval of the report provided

29. For information – to include an update on any meetings or training attended by Members or Officers as representatives of the Town Council and any 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.

- 30. Allotment tender – to consider approval of the tender as drafted.
- 31. Pendour Park play area – to approve payment of the retention monies.
- 32. Outdoor Gym – to update Council.

S Harris

Mrs S Harris

Town Clerk

30 September 2020