



**Lostwithiel Town Council Extraordinary Virtual Meeting
will be held
on Tuesday 27 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/6612358886258502667>

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

Access Code: 931-987-746

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 26 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 06 October 2020 having previously been circulated and taken as read.

5. Planning applications –
 - a) To consider planning applications

PA20/07778	Down End Caravan Site, Two trees Road, Down End, Lostwithiel To form a new entrance onto Two Trees Road
PA20/08752	5 North Street Lostwithiel Proposed vertical slate hanging to North facade
 - b) To consider any planning applications received since the publication of the agenda

6. Cornwall Association of Local Councils – Planning for the Future Government Consultation – to consider the request received to contact Cornish MP’s regarding the proposals within the White Paper.

7. External Audit year end March 2020 – External Auditor report 2019/20 - to consider the report received namely
 - a) ‘On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.’
 - b) Other matters not affecting our opinion which we draw to the attention of the authority –
‘The smaller authority has confirmed that it has not complied with the governance assertion in Section 1, Box 5, but has

provided the appointed auditor with an adequate explanation for non-compliance and details of the action taken subsequently to address weaknesses identified. This is consistent with the conclusions drawn by the internal auditor in the Annual Internal Audit Report.’

8. Covid 19 risk assessments to review the following risk assessments: -
Lostwithiel King George V Outdoor Gym
9. River Fowey bridge replacement – to note the verbal report from Mayor Hughes.
10. Remembrance Sunday – to agree the following: -
 - a) that Mayor Hughes will represent the Council at the Church Service at St Bartholomew’s
 - b) that current Government advice is as below and to agree in light of this information the format for Lostwithiel’s Act of Remembrance at the War Memorial.

This note sets out how Remembrance Sunday activities can take place in line with current COVID-19 restrictions and requirements in England.

As of 14 September, there are [new legal requirements](#) which apply to Remembrance Sunday events. Other information contained in this note is based on existing guidance, and has been brought together to aid those organising local activities for Remembrance Sunday.

The COVID Alert Levels, across all tiers, provide for a specific exception for Remembrance Sunday events for participants and spectators, provided appropriate precautions are undertaken by the event organiser.

It is important to consider other local restrictions which may apply in your area, when planning events. You can find out [whether additional measures apply in your area](#).

Who can organise a Remembrance Sunday event?

Local authorities in England can organise outdoor Remembrance Sunday events at a public war memorial or cenotaph, if you complete a COVID-19 risk assessment and take all reasonable measures to limit the risk of transmission of the virus. You must also take into account the national [guidance on outdoor events](#), including all cleaning and hygiene precautions.

Where necessary, you should engage with neighbouring businesses, transport operators and local transport authorities to assess any risks to the local area of increased visitors from other locations and apply additional mitigations if needed.

a) What can a Remembrance Sunday event involve?

The Remembrance Sunday event at the National Cenotaph will be adjusted this year to ensure the event is as safe as possible. Local events should be adapted to reflect the same principles. They should:

- short and focussed on wreath laying, with a reduced march past or parade only if social distancing can be maintained*
- take advantage of opportunities for wreath layers to represent wider groups*
- take precautionary measures as set out in the [performing arts guidance](#) for any small, military bands*
- not involve communal singing*
- keep numbers to a minimum, focussing attendance on those wishing to lay wreaths (more information on who can attend below)*

- *take reasonable steps to minimise wider public viewing, encouraging the public to observe the rule of 6 when spectating*
- *observe [social distancing](#) at all times*

b) Who can attend a Remembrance Sunday event?

Event organisers should keep numbers to a minimum. For the avoidance of doubt, the following people are legally permitted to attend events to commemorate Remembrance Sunday as participants. Attendees should observe social distancing at all times.

- *people attending as part of their work (such as local councillors, local faith leaders, the local MP)*
- *people attending in a voluntary capacity on behalf of a recognised organisation*
- *members of the armed forces*
- *veterans of the armed forces, and/or their representatives or carers*

Members of the public are legally permitted to stop and watch the event as spectators, but must observe the rule of 6 and social distancing rules. Event organisers should take reasonable steps to ensure the public attend alone, or do not mix in groups larger than 6 when in an outdoor public space (unless they are from one household/support bubble).

The [guidance on shielding and protecting the most seriously clinically vulnerable](#) has recently changed, please ensure you take this into account when planning events.

c) Test and Trace

Event organisers must take reasonable steps to record the contact details of those attending (including those present in a working capacity, and members of the public who stop to spectate).

Event organisers must keep a temporary record of attendees for 21 days, in a way that is manageable, and assist NHS Test and Trace with requests for that data if needed. This could help contain clusters or outbreaks. Further detail can be found in the [current Test and Trace guidance](#).

Those responsible for organising events, and businesses working on an event site, must also keep records of staff working patterns for a period of 21 days.

Many organisations already have systems for recording their attendees. You can find details of [how to maintain records](#). There is also an [NHS App](#) which can be used to log in attendees.

It should be noted that those found not to be compliant with these regulations may be subject to financial penalties.

Please note the legal requirement on recording contact details does not extend to Places of Worship, however it is strongly advised that recording is put in place where possible.

d) Communal Worship

Remembrance Sunday services are traditionally part of communal worship. Places of worship remain open for communal worship services for as many people as can be safely accommodated.

Whilst engaging in an activity in the place of worship or surrounding grounds, all parties should adhere to social distancing guidelines at

all times, even within a group of 6. This means people should be 2 metres apart or more than 1 metre apart as well as taking extra steps to stay safe (such as wearing face coverings) to reduce the risk of transmission.

It is important that risks are managed sensibly and in line with wider [Places of worship guidance](#), and that services conform with the [COVID Local Alert Level restrictions](#).

c) to authorise a donation to the Royal British Legion for the wreath (2019 - £120)

11. Library alarm – to approve the required signalling changes at a cost of £90 plus VAT.
12. Climate/Environmental Action – to consider the email received and to appoint a Councillor to liaise with Holly.
13. Climate Change – to consider the email from Tasha Davis, Cornwall Council Community Link Officer and to agree Lostwithiel Town Council’s response.
14. What3words – to consider the information provided and to decide if Lostwithiel Town Council wishes to take this forward
15. 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.
16. Land between Quay Street car park & Coulson Park – to consider the information obtained by Councillor Guiterman and to authorise the payment of £4.00 to apply to HM Land Registry for an official search of the index map.

17. Council Policy Review – to review the following documents: -
 - Anti-Fraud & Corruption Policy
 - Statement of Internal Control
 - Investment Strategy
 - Reserves Policy
 - Risk Management
 - Delegation to Town Clerk
18. Lostwithiel Town Council Budget 2021-22 – to formulate a list of projects and their anticipated financial requirements to be included in the first draft of the 2021-2022 budget.
19. Dogs on King George V playing field – to review the dog trial and adherence of dogs to the river bank walk as intended.
20. Cornwall’s Autumn 2020 ‘We’re Watching You’ Anti-Dog Fouling Campaign – to consider the Cornwall Council Application Pack provided and to decide if Lostwithiel Town Council wishes to submit an application.
21. Delegation to the Town Clerk – to note actions taken by the Town Clerk under delegated powers.
22. Quarterly finance report - to consider approval of the report provided
23. 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.

24. Bodmin Hill grass verge – to consider the request received from a Bodmin Hill resident to purchase the grass verge immediately outside their house.

25. Lostwithiel Rotary – to consider the request received for grant funding towards a ‘Fireworks for Lostwithiel’ display.
(Not 05 November 2020)

T Hughes

Councillor T Hughes
Mayor of Lostwithiel
21 October 2020