



**Lostwithiel Town Council Virtual Meeting  
will be held  
on Tuesday 02 February 2021 at 7pm**

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

<https://attendee.gotowebinar.com/register/3141991228416901135>

**If you wish to join the meeting via a landline please email  
[clerk@lostwithieltowncouncil.gov.uk](mailto:clerk@lostwithieltowncouncil.gov.uk)  
for a phone number and access code**

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. Apologies – to receive and accept Apologies of Absence.
2. To receive from Council Members any Declarations of Interest, written requests for new DPI dispensations and declarations of any gifts or hospitality.

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](mailto:clerk@lostwithieltowncouncil.gov.uk). For this meeting please submit your questions by 5pm on Monday 01 February 2021.

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 19 January 2021 having previously been circulated and taken as read.

5. Planning applications-

a) To consider planning applications

**PA21/00062**

Buildings 4 & 5, The Yard,  
Grenville Road, Lostwithiel  
Variation of S106 agreement to  
PA18/04962 dated 26/11/2018 to  
remove units 1, 4 and 7 from  
schedule of affordable dwellings.

**PA21/00518**

Wren Cottage  
24 Grenville Road Lostwithiel  
Reduction works to Bay tree.  
*As this application is for works to  
trees in a Conservation Area it will  
be decided, by Cornwall Council,  
under delegated authority. There is  
no need for Lostwithiel Town  
Council to submit any comments to  
the Local Planning Authority.*

**PA21/00001/NDP**

St Sampson Parish Council  
Plan proposal submitted for  
St Sampson  
Neighbourhood Development Plan

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

6. **PA19/11224** Land known as St Bartholomew's Meadow, Grenville Road Lostwithiel – to consider the email received from Cornwall Council dated 19 January and the request therein to reaffirm the Town Council support for the proposal.

7. **PA21/00038** Residents petition – to consider the petition received and to consider approval of the provisional arrangements made.
8. **PA21/00038** – Land at Gillyflower Farm, Cott Road, Lostwithiel – New centre for the teaching and learning of Agronomy (including a café/restaurant, exhibition spaces, market area and cookery school) 20 no Accommodation units and Owners House – to note the Council will agree it's response to this planning application at the virtual Council meeting to be held on 02 March 2021.
9. Covid 19 risk assessments to review the following risk assessments: -
  - Lostwithiel Skatepark
  - Lostwithiel King George V MUGA
  - Lostwithiel King George V play area
  - Lostwithiel King George V outdoor gym
  - Coulson Park play area
  - Pendour Park play area
  - Lostwithiel Public Toilet
  - Lostwithiel Library courtyard click and collect service
  - Lostwithiel park and picnic benches
10. Councillor vacancies – to note that Cornwall Council has confirmed that no requests were received from Lostwithiel residents asking for an election. The Town Council will now advertise to fill the vacancies by co-option with a closing date of 26 February in order that application can be considered by Council on 02 March 2021.
11. St Blazey, Fowey & Lostwithiel Community Network Traffic Regulation Order – to consider feedback received from local residents.

12. Community Network Meetings – to formally appoint a second representative to attend these bi-monthly meetings if Councillor Mrs Jarrett is unable to attend.
13. Cemetery – to confirm that the Council wishes to uphold Clause 1.12 in the Castle Hill Cemetery – Cemetery Policy and Operating Procedures namely – ‘Normally a Funeral Director will make all the necessary arrangements and complete all the paperwork for a burial in Lostwithiel Cemetery. The Funeral Director will liaise with the Town Council and must be present at the Cemetery when the interment takes place. Notice of an interment must be received in the Town Council office at least 10 days in advance of the proposed interment.’
14. Cormac Solutions Ltd Service Level Agreement – to consider approving the SLA for quarterly play inspections.
15. Monmouth Lane bollards – to consider an alternative proposal received from Lostwithiel Forum.
16. Quay Street flood defence wall – to authorise the clerk to instruct a contractor to remove all vegetation from this wall.
17. Multi-agency flood meeting – to receive a report from Deputy Mayor Ross on the meeting held on 28 January 2021.
18. Bench seat on town side of bus stop adjacent to North Street – to consider the request received to arrange for the bench to be repaired.
19. Allotments – to consider the following:-
  - a) an update on progress

- b) revisions to the tender and tender timeframe following recommendations made by Neil Dixon.
- c) the request received from the contractor for an interim payment

20. SLCC – to consider the following:-

- a) if Council wishes to pay the Clerk’s annual subscription.
- b) if Council wishes to purchase the reference book  
Local Council Administration (12<sup>th</sup> Edition)
- c) if Council wishes to send the Town Clerk on the virtual Regional Training Seminar (South West) on 24 March 2021

21. Guildhall flagpole – to authorise the removal and storage of the flag pole.

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: -

<b>Cheque Ref</b>	<b>Payee Name</b>		<b>Amount Paid</b>
101581	Biffa	Cemetery bin	£40.80
101582	Phoneta Ltd	Lone worker service	£12.00
101583	South West Water Business	Public toilet & Edgcumbe House water	£46.18
101584 & 101585 & 2 bank transfers	Salary related expenses	Salary related expenses	£3,290.08
		<b>Total</b>	<b>£3,389.06</b>

24. 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.

25. To receive a report on the private meeting held with a prospective developer, in line with the Council's Pre-application discussion policy, regarding the provision of an exception site for affordable housing.

*S Harris*

Mrs S Harris

Town Clerk

27 January 2021