



**Lostwithiel Town Council Virtual Meeting  
will be held  
on Tuesday 04 May 2021 at 7pm**

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

<https://attendee.gotowebinar.com/register/4548384250085097488>

**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. However, due to purdah, a recording of the

meeting will not be available on the Council's Facebook or website after the meeting.

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 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 midday on Tuesday 04 May 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 extraordinary meeting held on 22 April 2021 having previously been circulated and taken as read.

5. Planning applications-

a) To consider planning applications

**PA21/02745 -**

17 North Street Lostwithiel  
Listed Building Consent for minor alterations, refurbishments and remedial works

**PA21/03337**

Land known as Bartholomew Meadow Grenville Road Lostwithiel  
Variation of conditions 7,8 and 9 on Decision Notice PA18/05607 dated 13/08/2019 for outline planning permission (all matters reserved) for the erection of up to 50 residential units to include affordable housing.

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

6. 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

7. Cornwall revised Code of Conduct & Register of Interests forms – to consider adoption of both forms with effect from 10 May 2021.
8. Cormac Burial Service Level Agreement – to consider the agreement provided.
9. Lostwithiel Town Council Cemetery Fees 2021 – to consider if the Council wishes to increase/decrease any fees currently charged.
10. Lostwithiel Long Field and Cemetery Field allotments: -
  - a) To consider responses received from allotment holders since the issuing of the Notices to Quit.
  - b) New allotments – to consider authorising the Clerk to select and reserve an allotment on the redeveloped site for an allotment holder currently unwell.
  - c) Notice to Quit due to non-payment of rent – to consider the requests received to be allowed to pay outstanding rent and to be allocated an allotment on the new field.
  - d) Notice to Quit due to non-payment of rent – to consider subject to the decision taken at 11c) if Council wishes to extend any further incentives to allotment holders whose rent was not up-to-date.
11. Annual ROSPA play inspection reports – to consider the reports received.
12. Lostwithiel Library – to consider the re-opening report provided.

13. Final budget report y/end 31 March 2021 - to consider approval of the report as drafted.

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

15. Accounts & Finance

a) To approve payment of the following: -

<b>Cheque Ref</b>	<b>Payee Name</b>		<b>Amount Paid</b>
101611	Biffa	Cemetery bin	£45.60
101612	Cormac	Sexton fees	£210.94
101613	ICCM	Annual corporate membership	£95.00
101614	Phoneta	Lone worker service	£12.00
101615	ROSPA	Annual inspection fees	£518.40
101616	South West Councils	Annual membership fee	£534.00
101617 & 101618 & 2 bank transfers	Salary related expenses-	Salary related expenses - February	£3,125.23
		<b>Total</b>	<b>£4,541.17</b>

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.

16. Allotments tender – update
  
17. Staffing Committee – to consider approval of recommendations regarding the following: -
  - a) Staff work hours, work days and homeworking
  - b) Staff training
  - c) IT review
  
18. Staffing Committee – to consider the report from the Chair of Staffing regarding holiday not taken and excess hours worked.

*S Harris*

Mrs S Harris

Town Clerk

27 April 2021