



**Lostwithiel Town Council Meeting  
will be held  
on  
Tuesday 07 September 2021  
at  
Lostwithiel Community Centre at 7pm**

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 – Attendees will be advised that the meeting may be filmed or recorded.

Members and Members of the Public are asked to set device ring tones/alerts to silent

Return to physical meetings – The Council requests that everyone attending Council meetings wears a facemask unless medically exempt or addressing the meeting and observes that the seating has been set out to allow for social distancing. The Council will restrict access when the room is full. Therefore, if you have any comments regarding a particular agenda item you may wish to submit these comments to the Council in writing [clerk@lostwithieltowncouncil.gov.uk](mailto:clerk@lostwithieltowncouncil.gov.uk) or if you are a member of a group you may wish to consider appointing a spokesperson.

- 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.

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 Extraordinary Council Meeting held on 11 August 2021 having previously been circulated and taken as read.

5. Planning applications-

a) To consider planning applications

**PA21/07532**

1 Coffa Bridge Close Lostwithiel  
Works to trees subject to a TPO: 4 trees in total (beech, oak & cypress) need branches removed because they are overhanging the roof and driveway causing extensive damage and an ash needs to be removed because of disease.

**PA21/07862**

7 Reeds Park Lostwithiel  
Construction of a ground floor rear extension

**PA21/05968**

2 Field Close Lostwithiel  
Installation of window to side elevation at first floor

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

6. Cornwall Council Licensing applications: -

a) To consider the following application: -

**LI21\_003753**

Le Minstral Wine Company  
7 Queen Street  
Lostwithiel

7. Cornwall Council Climate Literacy – to consider the correspondence received from Cornwall Council and to decide if the Council wishes to pay the reduced fee of £200 plus £30 for each additional licence.

8. Cornwall Councillor Barry Jordan – to consider the request for feedback on Cornwall Council and the drafted response.
9. Bude Stratton resolution – to consider Bude Stratton Town Council’s Cornwall Housing Emergency statement and to decide if, as requested by Bude Stratton Town Council, Lostwithiel Town Council wishes to pass a similar resolution and add to the call for action.
10. St Bartholomew’s Meadow – to consider the request from Coastline Housing Ltd to suggest road names for the development.
11. Shire Hall Moor – to consider the report from the clerk following a recent alert from a member of the public and to approve the recommendations therein namely: -
  - a) The erection of a short section of post and rail fencing to join onto the existing post and rail
  - b) To authorise the clerk to contact Cormac and ask them to price to move a short section of the path closer to the South West Water Treatment works.
12. Lostwithiel Library - to consider the insurance options and to delegate to the Town Clerk the authority to agree a phased re-opening with Cornwall Council.
13. Himalayan Balsam management plan – to consider approval of this new Council Policy as drafted.
14. Grounds Maintenance Contract – to consider the Clerk’s report, the draft review of the existing contract prepared by Mayor Ross, Deputy Mayor Henderson & Councillor Anders in accordance with minute reference **228/20** and to appoint a working party to draft the parameters of a new contract for Council approval.

15. Town Council Trees: -

- a) To consider the ash die back information provided by Cornwall Council
- b) To consider authorising the preparation of a tender to remove all Town Council owned ash trees.
- c) To authorise a further inspection of all Lostwithiel Town Council trees by Land & Heritage Ltd

16. Quarterly Financial Report – to consider approval of the report provided.

17. Rialtas Business Solutions - to consider authorising the purchase of the following Rialtas software & associated costs: -  
Omega Financial Software & Cemetery & Memorial Management including initial training – £3,658 plus VAT  
Annual Support & maintenance - £509 plus VAT

18. Accounts & Finance

a) To approve payment of the following: -

<b>Cheque Ref</b>	<b>Payee Name</b>		<b>Amount Paid</b>
101668	Biffa	Cemetery bin collection	£57.00
101669	Cormac	Toilet tap & door repairs	£632.95
101670	Cheque destroyed	Cheque destroyed	£0.00
101671	Phoneta	Lone worker	£12.00
101672	Cheque destroyed	Cheque destroyed	£0.00
101673	S D Rule	Guildhall door security	£60.00
101674	Source for Business	Public toilet water	£87.74

101675	Torch Fire Protection	Fire extinguisher checks	£259.63
101676	WesternWeb Ltd	Webcam & back up flash drive	£90.56
101677 -678 & 2 Standing Orders	Salary related expenses-	Salary related expenses-	£3,289.39
101679	Cornwall ALC Ltd	Councillor Training	£924.00
		<b>Total</b>	<b>£5,413.27</b>

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

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.

20. River Joyz – to update Council.

21. Guildhall break in - update

*S Harris*

Mrs S Harris

Town Clerk

01 September 2021