



**Lostwithiel Town Council Meeting
will be held
on
Tuesday 07 December 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 or if you are a member of a group you may wish to consider appointing a spokesperson.

- Short presentation by Joshua Harmon new Tri Service Officer for Lostwithiel
- Pre application presentation by BW Planning, Arco2 Architects and landowner John Stephens regarding proposed development proposals for Higher Polscoe Lostwithiel
- 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 23 November 2021 having previously been circulated and taken as read.
5. To receive and adopt the Staffing Committee minutes dated 27 April 2021 having previously been circulated and taken as read.
6. To receive and adopt the Heritage Buildings Committee minutes dated 23 March 2021 & 26 October 2021 having previously been circulated and taken as read.
7. To consider the following requests from the Heritage Buildings Committee meeting held on 16 November: -
 - a) For permission to draft formal letters to the owner of the Lostwithiel Industrial Estate and Network Rail/GWR to explore the potential for using some of their land for car parking
 - b) Repairs and Maintenance – to consider authorising the following list of immediate repairs to the Council’s Listed Buildings and to consider appointing Scott & Co to oversee all works to ensure a positive, quality heritage performance by contractors. The objective of the works listed is to make Edgumbe House safe and watertight and the Guildhall useable. (Funding to be drawn from the earmarked Edgumbe House repairs and maintenance reserves)
Edgumbe & Taprell House (reference numbers taken from Jan 2020 Condition report)

- 3.5 Both chimneys
- 4.2 Main roof slopes
- 4.3 Lead sheet valleys
- 4.9 Slipped slates
- 4.10 Moss & vegetation in lead valleys
- 5.1 Splashback to downpipe outlet
- 5.2 Gulley adjustment to remove the need for the concrete gully
- 5.4 Vegetation removal
- 6.3 Removal of corroded metal fixings
- 9.9 Water penetration around the chimney
- 9.11 Water penetration from chimney or valley gutters
- 10.1 Water penetration causing damp staining in rooms 201 & 203
- 10.2 Landing west wall evidence of leak through the roof coverings
- 15.3 - 15.7 Do vents need to be made?

Guildhall

- 3.2 Slipped slate
 - 3.12 Eastern hanging slates poorly fixed
 - 4.2 Blocked hopper heads
 - 4.3 & 4.4 Clear leaves & vegetation
 - 10.1 Leaking downpipe and hopper head causing plaster damage
 - 10.5 Asbestos check of Museum
 - 16.1 Works as necessary to all electricians in the building to make safe for use
- (In order that the Guildhall can open as soon as possible the Committee also wished to recommend to Council that the top coat of plaster is applied in the stairwell and Museum office as required and the whole area is painted.)

8. Planning applications-

a) To consider planning applications

PA21/07957	17 Victoria Lostwithiel Construction of a new single storey outbuilding at the front of the property
PA21/10508	Land North East of 9 Mill Hill, Mill Hill Lostwithiel Application for outline planning permission with all matters reserved for the construction of a dwelling.
PA21/10560	10 Fore Street Lostwithiel Retrospective application for installation of new kitchen cowl and ventilation/odour system to replace the vent subject of the original enforcement
PA21/10561	10 Fore Street Lostwithiel Listed Building Consent for retrospective application for installation of new kitchen cowl and ventilation/odour system to replace the vent subject of the original enforcement notice EN20/01261
PA21/10826	Duchy of Cornwall Nursery Construction of extension which will link the existing shop and café including a new orangery, new mezzanine for office space and the

PA21/11788

re-location and increased provision of customer toilets.

Chy An Rudhak Tanhouse Road
Lostwithiel

Construction of a new single storey outbuilding at the front of the property

Works to trees in a Conservation Area, namely fell one ash (T1).

Crown lift two Oak Trees (T2 & T3), one Sweet Chestnut (T4), one Willow (T5) and one fruit tree (T6)

As this application is for works to trees in a Conservation Area, it will be decided under delegated authority. There is no need for Lostwithiel Town Council to submit any comments to the local planning authority.

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

9. The Parade Lostwithiel –

- a) to note the decision made by Council Members (via email) regarding the request received to site a Christmas Tree on the Parade
- b) to consider delegating the authority to the Town Clerk to agree all requests for use of the Parade made in accordance with the Council's Policy.
- c) to consider asking Lovely Projects to take down the low flags and lights from the trees.

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

Lostwithiel Library

Public Toilet

11. Cornwall Council Planning & Sustainable Development Consultation on Planning Application Validation List – to agree Lostwithiel Town Council’s response.

12. Cornwall Council’s Cornwall Fire & Rescue Service Community Risk Management Plan – to agree Lostwithiel Town Council’s response.

13. South West Water Finance & Regulatory – to consider the reply to the Council’s enquiry provided in accordance with Environmental Information Regulations (2004).

14. Cormac – to consider the price received to erect 20 metres of timber post and rail fencing at Shire Hall Moor £3,230 plus VAT.

15. Lostwithiel Community Centre – to further consider the grant application received for monies to replace the boiler (LGA 1976 s19).

16. Lostwithiel Town Council Grounds Maintenance Working Party – to consider the report and recommendations from the working party and to decide how this will impact on 2022/23 budget calculations.

17. Allotments – to agree the following: -

- a) The purchase and placement by a contractor of non-plastic membrane on plots yet to be allotted to suppress weed growth
- b) To agree to appoint a contractor to provide suitable communal store for equipment (to be left in the store at the owner’s risk)

- c) To agree to appointing a contractor to arrange the provision of water collection facilities at the top and bottom on New Field
- d) To sanction the clerk to proceed in accordance with National Allotment Society guidelines for non-payment of rent by new allotment tenants on New Field.

18. Accounts & Finance

- a) To approve payment of the following: -

Cheque Ref	Payee Name		Amount Paid
Direct Debit	Biffa	Cemetery bin collection	£57.00
101713	Royal British Legion	Remembrance Wreath	£150.00
101714	Clarity Copiers Ltd	Copy charges	£65.37
101715	Cormac	Sexton services, cleaning library & toilets.	£1,395.04
101716	C Doyle	Mileage & stamps	£67.39
101717	EDF	Electric car park	£199.73
101718	EDF	Electric	£196.43
101719	S Harris	Cut out numbers & Land Registry enquiries	£40.00
101720	Lostwithiel Community Centre	Room hire	£91.00
DD	Logmein	GoToWebinar virtual meeting service	£66.00
101721	Max Shand	New office laptop	£588.97
101723-725 & 2 Standing Orders	Salary related expenses-	Salary related expenses-	£3,487.72

101722	SW Water	Edgcumbe House water	£38.86
		Total	£6,443.51

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.

Closed session

19. Staffing Committee – to agree the following: -

- a) To note that in accordance with the Staffing Committee Terms of Reference the Committee will recruit and appoint a Library Co-ordinator without further reference to Council.
- b) To consider in accordance with the recommendations made by the Grounds Maintenance Working Party under agenda item 16 if the Council wishes to appoint an Environmental & Grounds Maintenance Operative (14 hours per week)

20. Second Island – to consider correspondence received.

S Harris

Mrs S Harris

Town Clerk

01 December 2021