



**Lostwithiel Town Council Meeting
will be held
on
Tuesday 01 February 2022
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
- 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 25 January 2022 having previously been circulated and taken as read.
5. To receive and adopt the Heritage Buildings Committee minutes dated 14 December 2021 having previously been circulated and taken as read.

6. Planning applications-

a) To consider planning applications

PA21/12158

Caprice Cottage Parade Square
Lostwithiel
Change of use of two-bedroom dwelling to a ground floor restaurant and flat above.

PA21/12464

6 Monmouth Lane Lostwithiel
Removal of chimney and replacement of rear window with patio doors.

PA21/12682

2A Quay Street Lostwithiel
Renewing pitched roof covering.
Installation of three conservation roof lights and three roof lights.

PA22/00215

Land adjacent to 9 Mill Hill but accessed via Cott Road Lostwithiel
Outline planning permission with all reserved matters for construction of a dwelling.

PA22/00510

Land north of Higher Demesnes Lostwithiel
Application for Outline Planning Permission with some matters

Local Highways Authority to designate country lanes as ‘Quiet Lanes’ in rural areas under the Transport Act 2000.

13. Bat Survey Edgcumbe House – to note the findings of the initial report and given that it was not possible to prove the absence of bats via the visual survey alone to authorise two further emergence surveys at dusk at a maximum cost of £589.20.
14. Heritage Buildings Committee – to consider the recommendation from the Committee that the letters to landowners, to explore the potential for car parking, are approved as drafted.
15. Town Team Terms of Reference – to consider the exchange of correspondence between Cornwall Council and the Town Council office regarding the Terms of Reference and to consider the revised draft of the Town Team Terms of Reference approved by the Heritage Buildings Committee on 18 January 2022.
16. Town Team – to formally note, based on the revised Terms of reference the revised relationship between the Town Team and Lostwithiel Town Council and that the Town Team will shortly be releasing a recruitment advert.
17. Cornwall Council Town Vitality Funding Grant Offer letter for the Sustainable Traffic & Travel Plan – to consider the Grant Offer letter and the accompanying Terms & Conditions to Lostwithiel Town Council as the accountable body
18. Lostwithiel Town Council Policy on Memorials & Dedications on Council owned land and assets - to give further consideration to an application first considered by Council on 05 October. The family’s wish being to locate the Memorial bench at Second Island.

19. Union Jack flag – to consider the price provided to supply a new Union Jack flag.
20. Cattle Market car park tarmac – to consider the quotation provided.
21. Lostwithiel Town Council Gardening specification – to consider the following: -
- (i) Approval of the gardening specification as drafted
 - (ii) To agree a start date for the contract & to authorise the specification being put out to tender
 - (iii) To consider asking the current contractor if he will agree a further extension to the current contract to meet the date agreed in part (ii) above.
22. Cormac Play area inspections – to consider approval of the Service Level Agreement for the period 01 February 22 – 31 January 23.
23. Staffing Committee – to consider increasing the membership of the Committee to 6 Councillors leaving the Committee quorum at 3.
24. St Barts Church – to consider a request via Mrs G Parsons for St Bart’s Church to borrow the Council’s display boards for a Church display for the Queens Platinum Jubilee.
25. Accounts & Finance
- a) To approve payment of the following: -

Cheque Ref	Payee Name		Amount Paid
Direct Debit	Biffa	Cemetery bin collection	£50.11
101752	Bright Environment	Bat & nesting bird survey	£220.32
101753	Cormac	Sexton services, play inspections, cleaning library & toilets.	£3,343.77

101754	Cornwall ALC Ltd	Admin training	£36.00
101755	Cornwall Council	Election recharge	£255.00
101756	Dave Maclennan	Pest control King George V	£113.47
101757	EDF	Electric	£64.66
101758	K Hill & Partners Ltd	Abortive tree stump visit & grass cutting	£360.00
101759	Phoneta	Lone worker service	£12.00
101741-743 & 2 Standing Orders	Salary related expenses-	Salary related expenses-	£3,487.72
		Total	£7,943.05

S Harris

Mrs S Harris

Town Clerk

26 January 2022