



**Lostwithiel Town Council Meeting
will be held
on
Tuesday 01 March 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.

- Presentation by Devon & Cornwall Police – Cyber Protect & Prepare Officer Grahame Mace
- Presentation by Mr Barrie Roper Lostwithiel speed watch
- 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 Council Meeting held on 01 February 2022 having previously been circulated and taken as read.
5. To receive and adopt the Heritage Buildings Committee minutes dated 18 January 2022 having previously been circulated and taken as read.
6. To receive and adopt the Heritage Buildings Committee minutes dated 15 February 2022 having previously been circulated and taken as read.
7. To receive and adopt the Staffing Committee minutes dated 08 December 2021 having previously been circulated and taken as read.
8. Planning applications-
 - a) To consider planning applications

PA21/00038

Gillyflower Farm Education Centre for Horticulture, Agronomy and Cookery (including ancillary café and retail and other associated uses) 19 holiday lodges, golf reception and new access and parking arrangements.
Land at Gillyflower Farm Cott Road
Lostwithiel

PA22/00269

Dower House Antiques, The Dower House 22 Fore Street Lostwithiel
Listed Building Consent (Retrospective) Removal of an internal studded wall (plasterboard and timber frame)

PA22/00568

9 The Old Carriage Works Brunel
Quays Great Western Village
Lostwithiel
Listed Building Consent to internal
office space including removal of
partitions to create a larger staff
room, formation of a new changing
room and office.

PA22/01167

Tree works to trees subject to a
TPO namely: T1 Beech tree – 5m
crown lift, T2 Grey Poplar – Tree
removal, T3, T4 & T5 – Grey Poplar
Tree removal (T4 & T5 are one grey
poplar tree that has forked)
21 Trewithan Parc Lostwithiel

PA22/01658

Proposed single storey rear
extension and alterations to front
porch
12 Grenville Meadows Lostwithiel

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

9. Lostwithiel Museum – to consider the request from the Museum for
a letter of support for their Tresorys Kernow bid to print booklets
promoting the 1644 Battle of Lostwithiel & walks in and around
Lostwithiel and their aspiration for a Heritage Centre centred on
promoting the Battle of Lostwithiel.
10. Lostwithiel speed watch – to formally note and endorse the aims
and objectives of Lostwithiel Community Speed watch.
11. Parade section of Flood defence wall – to consider the reply received
from the Environment Agency noting that any contractor appointed

to remove the vegetation will need to work from the steps, along the top of the wall and within the river channel in low flows and low tide.

12. Lostwithiel Play areas – to consider the quotation provided.
13. Lostwithiel Toilet – to consider the price received to replace the strike lock, PCB assembly, door closer and money slot label parts & labour £1201.50 plus VAT.
14. Lostwithiel Allotments – to consider replacing the 10ft container with a 20ft container at a cost of £3,500 plus £120 delivery charge (Both figures exclude VAT - previous price for 10ft container £3595 plus VAT)
15. Council Maintenance working party – to consider the spreadsheet of works identified and to agree the following: -
 - (i) immediate action of the issues identified as Health & Safety risks
 - (ii) the drafting of tender documents for the now/short term works
 - (iii) adopting the routine maintenance list as drafted.
16. Lostwithiel Town Council Gardening specification – to consider the following: -
 - (i) Revisions made to the tender document by the Town Clerk in light of comments during the discussion at last month's meeting.
 - (ii) The maps and annotations
 - (iii) To note the current contractor has agreed to extend the existing contract until 01 June 2022.
17. Platinum Jubilee Beating of the Bounds – to consider if the Town Council wishes to arrange a Beating of the Bounds event on Sunday 01 May 2022 & Bank Holiday Monday 02 May. (Event last held in 2019)

18. Flood Plan – to receive a report on the Flood Warden training held on 17 February 2022 and to authorise the purchase of new PPE.
19. Lostwithiel in Bloom Platinum Jubilee flowers – to consider making a donation of £200 to the floral displays.
20. SLCC Annual Membership – to consider payment of the Town Clerk’s annual membership fee £270.
21. Edgcumbe House – to consider if Lostwithiel Town Council wishes to put an article in the April Lostwithiel newsletter which attempts to dispel the misinformation circulating on social media.
22. Lostwithiel Rotary – to consider approval of the use of the following for Lostwithiel Carnival 2022: -
 - a) King George V playing field
 - Sunday 24 July – Charity Fete Day – 8am set-up 7pm clean-up
 - Monday 25 July – Six a side cricket – 2pm set-up 10.30pm clean-up
 - Tuesday 26 July – Rounders – 4.30pm set-up 10.30pm clean-up
 - Wednesday 27 July – Pram race through town, set-up King George V 4.30pm clean-up 8.30pm
 - Friday 29 July – Football – set-up 4.30pm clean -up 10pm
 - Saturday 30 July – Carnival Parade – set -up of floats and procession 3pm clean-up 10pm.
 - b) Coulson Park
 - Thursday 28 July – Raft race – construction of rafts at Coulson Park – timings tide dependant.
23. Moles – to note that the existing mole contractor does not have sufficient capacity to cover the additional areas of land and will continue to cover Castle Hill Cemetery & King George V playing field only and to consider increasing the financial amount of the existing

delegated power to the clerk to appoint an alternative mole contractor for Pendour Park, Second Island Park, Tudor Bridge picnic area, Quay Street grass & Coulsons park

24. Accounts & Finance

a) To approve payment of the following: -

Cheque Ref	Payee Name		Amount Paid
Direct Debit	Biffa	Cemetery bin collection	£62.64
101763	Clarity Copiers Ltd	Copy charges	£12.00
101764	Cormac	Sexton services, cleaning library & toilets.	£1,627.39
101765	Cornwall Council	Additional pension contributions	££1,800.00
101766	EDF	Electric	£327.46
101767	Flagmakers	New Union Jack flag	£178.32
101768	Lostwithiel Community Centre	Room hire	£182.00
101769	Phoneta	Lone worker service	£12.00
101770	Source for Business	Public toilet & Edgcumbe House water and sewage charges	£106.48
101771	UK Safety Management	PAT testing	£241.67
101772-773 & 2 Standing Orders	Salary related expenses-	Salary related expenses-	£3,437.52
		Total	£7,987.48

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

25. Second Island – to note the correspondence circulated.
26. Cornwall Council Town Vitality funding grant offer – to consider the advice obtained from the Council’s solicitor.
27. Council Audit assertions 2021 – to receive an update.
28. Staffing Committee – to consider the following Committee recommendations: -
 - a) Payment of the now overdue additional pension contributions of £1,800 (£900 per annum) noting that the Staffing Committee is requesting a full breakdown to explain how the figure is calculated and where Lostwithiel’s additional contribution sits with other Town & Parish Councils.
 - b) A cash payment in lieu of TOIL to the Town clerk for 106.25 hours.

S Harris

Mrs S Harris

Town Clerk

23 February 2022