



Lostwithiel Town Council Extraordinary Meeting Tuesday 28 June 2022

Meeting Minutes

An Extraordinary Meeting of the Town Council was held in Lostwithiel Library on Thursday 28 June 2022 at 7pm.

Councillors Present

Mayor Ross, Deputy Mayor Henderson,
Councillor Anders, Councillor Berryman,
Councillor Guiterman, Councillor Guy,
Councillor Henderson, Councillor Jarrett,
Councillor Kent, Councillor Pearce,
Councillor Rawlings, Councillor Saundry,
Councillor Townsend & Councillor Wisdom

In attendance

3 members of the public were in attendance
Town Clerk Mrs Harris was in attendance.

093/22 Apologies of Absence

Apologies of Absence were sent and accepted from the following
Councillors:

Councillor Barrass & Councillor Marshall-Stevens

094/22 Declarations of Interest

Councillor Berryman declared a non-registerable interest in Agenda item 08 Platinum Jubilee Celebrations. Councillor Berryman declared that he is a member of Lostwithiel Rotary but has no influence with the Committee dealing with Lostwithiel Rotary's Platinum Jubilee celebrations.

Councillor Guy declared a non-registerable interest in agenda item 5c) Planning application PA21/03338 – Gillyflower Farm Lostwithiel.

Councillor Townsend declared a non-registerable interest in agenda item 8 Platinum Jubilee Celebrations

095/22 Public Participation

1 member of the public addressed the Council regarding planning application PA20/02785 4 Quay Street.

096/22 To receive the minutes of the Council Meeting held on 07 June 2022.

It was **resolved** that the minutes of the Town Council meeting held on 7 June 2022 are accepted, approved and duly signed by Mayor Ross. Votes – 14 votes in favour.

097/22 Planning applications

a)

PA20/02785

Plot adjacent to No 4 Quay Street

Lostwithiel

Demolition of existing outbuildings and the erection of a Café (use Class A3)

It was **resolved** to support the application subject to Cornwall Council adding a planning clause that prohibits the use of the property becoming residential.

Votes – 10 votes in favour, 4 against.

PA22/05214

2 Queen Street Lostwithiel

Listed Building Consent to introduce a lime bag – rub to front elevation masonry and introduce a mineral paint system to lime bag-rub

It was **resolved** to support this application.

Votes – 14 votes in favour.

PA22/05482

The Old Hall Restormel Road Lostwithiel

Listed Building Consent for the replacement of existing single glazed, metal framed windows with double-glazed, metal frame windows

It was **resolved** to support this application.

Votes – 14 votes in favour.

PA22/05641

31 Grenville Road Lostwithiel

Works to trees in a conservation area (TCA), namely removal of Copper Beech(T1).

As this application is for works to trees in a Conservation Area, it will be decided by Cornwall Council under delegated authority. There is therefore no need for Lostwithiel TC to submit any comments to the Local Planning Authority.

It was **resolved** to note that this application will be decided under delegated authority.

Votes – 14 votes in favour.

b) None.

Councillor Guy left the meeting room.

c) PA21/03338 – Gillyflower Farm Lostwithiel

It was **resolved** to contact Planning Enforcement to report the breaches of planning conditions as below: -

1. Contrary to agreement, the golf van is being parked on the field, in full site of the surrounding area. Material screening makes it difficult to know whether refreshments are being served from the van but a generator is clearly audible.
2. The entrance was to be surfaced in 'consolidated material', with clear details stipulated around the drainage requirements to control surface runoff. It appears that the vehicular and pedestrian access routes have been surfaced in tarmac.
3. It is hard to see how the surfacing of the routes with tarmac ensures that the land could be "returned to its original condition" within three months of the end date of the temporary permission granted (31st October 2022).
4. There appears not to be any signage as agreed to warn drivers of pedestrians crossing and walking on the road

Votes – 13 votes in favour.

Councillor Guy re-joined the meeting.

098/22 Lostwithiel Town Team Cornwall Council Town Vitality Grant offer – Lostwithiel Heritage Buildings Project

It was **resolved** to note that the Town Team does not wish to make any amendments to the offer letter and to formally agree to act as the accountable body for the funding in accordance with the Terms & Conditions provided and to authorise the signing of the Grant Offer letter.

Votes – 14 votes in favour.

099/22 Lostwithiel Town Council Annual Review of Castle Hill Cemetery Fees 2022

It was **resolved** to approve of revised fee table as drafted.

Votes – 14 votes in favour.

Councillor Townsend addressed the Council and then left the meeting room.

100/22 Platinum Jubilee Celebrations

It was **resolved** based on the financial information provided to issue a cheque to Really Lovely Projects for £1,000 (as approved under minute reference **021/22**) and to defer consideration of the payment of further funds until the next full Council meeting.

Councillor Townsend re-joined the meeting.

101/22 Hire of Town Council Land request

It was **resolved** not to agree to the request from Le Mistral Wine Company to hire part of the Parade as the request is contrary to Council Policy i.e., would mean a vehicle on the Parade.

Votes – 12 votes in favour, 1 against and 1 abstention.

102/22 Year End Financial Report

It was **resolved** to approve the Year-end financial report as drafted.

Votes – 14 votes in favour.

Councillor Jarrett left the meeting.

103/22 Annual Budget

It was **resolved** to carry forward the earmarked reserves as listed and increase general reserves to £100,000.

Votes – 14 votes in favour.

104/22 Council's Fixed Asset Register Review

It was **resolved** to approve the Fixed Asset Register as drafted.

Votes – 14 votes in favour.

105/22 Internal Audit year end 31 March 2022

It was **resolved** to adopt the Internal Auditor's report.

Votes – 14 votes in favour.

106/22 Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual Governance and

Accountability Return 2020/21 Part 3 - to approve and authorise the signature of Section 1 Annual Governance Statement 2021/22

It was **resolved** that the answer to each assertion should be as follows:

Question 1 Yes

Question 2 Yes

Question 3 Yes

Question 4 Yes

Question 5 Yes

Question 6 Yes

Question 7 Yes

Question 8 Yes

Question 9 Not applicable.

It was further **resolved** to approve and authorise the signature of Section 1 Annual Governance Statement 2021/22 by Mayor Ross and the Town Clerk.

Votes – 14 votes in favour.

107/22 Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual Governance and Accountability Return 2021/22 Part 2

It was **resolved** to approve the accounting statement in Section 2 of the Annual Return for 2021/22; and to authorise the Mayor to sign the Accounting Statement on the 2021/22 Annual Return on behalf of the Town Council. (Statement already signed by RFO prior to the meeting.)

Votes – 14 votes in favour.

108/22 Delegation to the Town Clerk

It was **resolved** to approve this policy as drafted.

Votes – 14 votes in favour.

109/22 Lostwithiel Town Council Standing Orders and Financial Regulations

It was **resolved** to note the alterations made in accordance with minute reference **008/22** and in light of the Council decision made under minute reference **108/22** to increase the limit in paragraph 4.6 from £2,500 to £3,000.

Votes - 14 votes in favour.

110/22 Lostwithiel Neighbourhood Plan

It was **resolved** that in line with best practice and the National Planning Policy Framework paragraph 33 the Town Council should set up a steering group to review the Neighbourhood Plan. The Town Clerk was instructed to invite previous members of the steering group to re-join.

Votes – 14 votes in favour.

111/22 Lostwithiel Conservation Area status

The motion to take forward at the present time the process of creating a Conservation Area Appraisal and Management Plan was defeated. Therefore, Council did not agree to Councillor Barrass making contact with the appropriate officer at Cornwall Council to find out more about the process of creating an appraisal and management plan and inviting the officer to attend a future Council Meeting.

Vote 5 in favour, 7 against.

112/22 8 Pendour Park Lostwithiel

It was **resolved** to instruct the clerk to contact Ocean Housing to advise that Lostwithiel Town Council is appalled at the decision taken not to refurbish and to sell this social housing property.

Votes 14 in favour

113/22 Platinum Jubilee Beating of the Borough Bounds

It was **resolved** to hold the Beating of the Borough Bounds every four years and to mark the next Coronation by placing two new boundary stones. The clerk was instructed to contact John Pegg to ask him to suggest suitable locations for the new stones and to obtain prices from local stonemasons for suitably annotated stones.

Votes – 13 in favour and 1 abstention.

114/22 Friends of Lostwithiel Skatepark

Councillor Anders asked if the 'Friends of Lostwithiel Skatepark' could be an agenda item for the next Council meeting.

It was **resolved** to instruct the clerk to obtain a price for metal benches in order that the Council can consider siting one metal bench at the skatepark sunk in concrete.

Votes – 14 in favour.

115/22 Pendour Park

It was **resolved** to replace the broken picnic bench at the cost of £197.50 plus VAT for a new wooden bench.

Votes – 14 in favour.

116/22 Town benches

It was **resolved** that the Town Council would not be repairing benches sited on the Highway.

Votes – 12 in favour and 2 abstentions.

117/22 New Field allotments

It was **resolved** to instruct the cutting of all the paths in the new allotment field at a charge of £250 for an initial cut and £160 for subsequent cuts. (Maximum cut frequency 3 weeks).

It was further resolved to cut all unused allotments and to purchase and place a breathable membrane on all the unallocated allotments to prevent regrowth.

Votes – 13 in favour and 1 abstention.

118/22 Accounts & Finance

Cheque Ref	Payee Name		Amount Paid
101832	Bright Environment	Bat surveys	£589.20
101833	Clarity Copiers Ltd	Copy charges	£40.52
101834	DCS Pest Control (Cornwall) Ltd	Pest control King George V	£60.00
101835	K Hill & Partners Ltd	Tree works, fencing Shire Hall Moor & grass	£3,194.40

		cutting	
101836	A Inglefield	Play area inspections	£300.00
101837	Lostwithiel Community Centre	Meeting room hire	£182.00
101838	Restormel Property Services Ltd	Second Island gate hook	£56.03
101839	Source for Business	Public toilet	£129.99
101840	EDF Energy	Electric	£155.43
101841	Cornwall Council	Rates including summons cost	£441.73
101842	WesternWeb Ltd	Annual renewal of web space and content management licence	£102.00
101843	Withiel Commercials Ltd	Allotments storage container	£4,344.00
101844	Cheque destroyed	Cheque destroyed	£0.00
101845	Cornwall ALC Ltd	Finance for Cllrs training	£108.00
101846	Hudson Accounting	Internal Audit	£350.00
101847	Duchy Timber	Memorial Bench	£127.50
101848 - 101850	Salary related expenses		£3499.62
		Total	£13,680.42

It was **resolved** to approve 101832 – 101850 and two BACS payments. Votes in favour – 14 in favour.

The meeting closed at 9.10pm.

Chairman

Date