



**Lostwithiel Town Council
Meeting
will be held
on
Tuesday 07 February 2023
at
Lostwithiel Library 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

- 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 10 January 2023.
5. To note the minutes of the Staffing Committee meetings held on 19 October 22, 16 November 22 & 19 January 23.
6. Planning applications-

a) To consider planning applications

PA22/10795

South West Water PLC Restormel Water Treatment Works Lostwithiel
A new water treatment process plant building and associated works.

PA23/00164

11 Polscoe Lostwithiel

PA23/00241

Proposed extension and alterations to 11 Polscoe
Temporary use of vehicular access and parking and stationing of refreshment cart in connection with existing Gillyflower golf course.

- b) To consider any planning applications received since the publication of the agenda.
 - c) To note applications considered under the Cornwall Council Planning Protocol for Local Councils.
7. Cornwall Council – Cornwall Devolution Deal consultation - to agree Lostwithiel Town Council’s response.
 8. Cornwall Association of Local Councils AGM Tuesday 21 February 2023 – to consider appointing Deputy Mayor Karin Henderson as Lostwithiel Town Council’s voting representative.
 9. Lostwithiel Neighbourhood Plan – to consider the following: -
 - a) To appoint Franco Szczepaniak as a Member of the Neighbourhood Plan Review Steering Group.
 - b) To note that Joannie Muskett wishes to resign as a Member of the Neighbourhood Plan Review Steering Group.
 - c) To note the NPRSG minutes dated 03 November 2022.
 10. Cormac – Section 154 & Section 294 Notices under the Highways Act 1980 – to approve expenditure of £3840 plus Vat to remove the elm trees and arisings and to consider the quote of £420.00 plus Vat to remove the epicormic growth & arisings from the Limes.
 11. Second Island trees – to consider the report received from the Duchy of Cornwall and to authorise all actions listed

12. Cornwall Council Local Maintenance Partnership – to consider if the Town Council wishes to participate in this year’s scheme.
13. Parking and road use during schools drop offs and pickups – to consider correspondence received from Highways suggesting the Town Council discusses with the schools if they are working on any active travel plans or have involved Sustrans.
14. Level crossing accident – to consider correspondence received.
15. Dance Centred CIC – to note that a funding bid for the Tropical Hibiscus Paradise Experience due to take place July/August 2023 was successful, that further funding is being sought and to appoint Councillors to liaise between Dance Centred and the Town Council regarding arrangements/venues.
16. Lostwithiel Rotary – to approve, in principle, the draft timetable for this year’s Lostwithiel Carnival and to request completion of the Council’s Hire of Council land application form for all Carnival venues and dates.
17. Lostwithiel Youth Football Club – to consider the correspondence received including the use of King George V playing field
18. Lostfest – to consider the application received to use the Parade & part of King George V playing field on 21 May 2023.
19. Grit bins – to consider the suggestion from CC Martin & the draft policy from the Town Council’s working party.
20. Recruitment, Selection & Retention Policy – to consider the recommendation from the Staffing Committee to approve this new policy as drafted.

21. Hire of Town Council land policy – to appoint a Councillor working party to review the policy and bring recommendations back to Council.

22. Office costings – to approve the costs to upgrade the electrics, provide new office furniture, IT upgrade, purchase of a fridge and microwave, revamping of quiet room and small kitchen to make fit for purpose.

23. Accounts & Finance

a) To approve payment of the following: -

Date	Cheque Ref	Payee Name	Amount Paid	Transaction Detail
07/02/23	Direct Debit	Biffa	£68.88	Cemetery bin
07/02/23	101947	Cormac Solutions Ltd	£585.61	Sexton services
07/02/23	101948	Corserv Facilities Ltd	£1,225.68	Cleaning
07/02/23	101949	EDF Energy	£71.41	Electric
07/02/23	Direct Debit	Information Commissioner	£35.00	Annual renewal
07/02/23	101950	Dave Maclennan	£229.46	Electric works in library & Edgcumbe House
07/02/23	101951	Southwest Playground Safety Inspections	£216.00	Dec & Jan
07/02/23	101952	Source for business	£83.72	Water Edgcumbe House & Public toilet
07/02/23	101953-54 & 1 x	Salary related expenses	£2675.80	Salary related expenses

	Standing Order			
		Total	£5,191.56	

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.

24. Worknest – to consider the recommendation from the Staffing Committee that Council appoints Worknest on a combined Employment Law/HR and Health & Safety support fixed fee basis.
25. Staff Structure review – to consider the following recommendations from the Staffing Committee:-
 - a) that the Town Clerk’s salary is reviewed in line with the Staff Structure review
 - b) that the Clerk is placed on Spinal point 43
 - c) that this Spinal point is backdated to 01 January 2023
 - d) recommendations from Sarah Mason Chief Executive CALC received by the Chair & Vice Chair of the Staffing Committee after the Staffing Committee meeting held on 19 January 2023.

S Harris

Mrs S Harris

01 February 2023