



**Lostwithiel Town Council  
Meeting  
will be held  
on  
Tuesday 07 March 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 07 February 2023.

5. Planning applications-

- a) To consider planning applications

**PA22/09589**

Land south of Melville Terrace,  
Duke Street, Lostwithiel  
Erection of new dwelling on  
previously vacant land with current  
planning consent for a three  
bedroomed dwelling and no  
parking.

<b>PA23/00724</b>	15 Coffee Lake Meadow Lostwithiel Demolition of existing conservatory and porch, to be replaced with a two-storey side extension to property.
<b>PA23/00842</b>	Copperbarn Millham Farm Lostwithiel Single storey extension to rear of house
<b>PA23/01127</b>	The Old Carriage Works Brunel Quays Great Western Village Lostwithiel Notification of work to trees in a Conservation Area namely general management of the trees. (as specified in the maintenance recommendations).
<b>PA23/01354</b>	1 Rose Hill Lostwithiel New porch and garage extension with decking to the rear

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

6. Crewell Farm Lostwithiel – to consider correspondence received regarding the proposed base station installation upgrade.
7. Councillor vacancy – to note that no applications have been received and that the vacancy will be re- advertised with a closing date of 25/04/23.
8. Lostwithiel Neighbourhood Plan – to consider the following: -
  - a) To appoint Richard Trant as a Member of the Neighbourhood Plan Review Steering Group.
  - b) To note the NPRSG minutes dated 15 December 2022.

9. Grit bins – to consider the suggestion from CC Martin & the draft policy from the Town Council’s working party.
10. Cattle Market car park – to note the proposed dates for works are from Monday 05 June – Friday 16 June 2023.
11. Allotments compensation – to consider the recommendations from the National Allotments Society representative regarding the two compensation claims received.
12. Allotments – New field water supply – to consider amending the design of the water provision in light of the suggestions put forward by the National Allotment Society representative following his visit to site.
13. King Charles III Coronation – to consider the initial draft of celebratory plans for the weekend 6-8 May 2023
14. Lostwithiel’s French Twinning visit – to consider the following: -
  - a) Approval of the Twinning Associations Boules risk assessment as drafted
  - b) The Council’s participation in the Twinning visit 18-20 May
    - (i) Option 1 – Friday 19 May 6pm – 7pm ‘Meet & Greet’ the French visitors with drinks and nibbles and a welcome speech from the Mayor at Lostwithiel Community Centre before main evening function. (The Twinning Association have offered to help with translation if required)
    - (ii) Option 2 Saturday 20 May 5.30pm – 6.30pm ‘Meet and Greet’ as Option 1 but venue to be decided (perhaps Lostfest tent so that the two Mayors could play boules – Twinning suggestion)

15. Lostwithiel Community Centre – to consider the application form received to hire the King George V playing field for a Viking re-enactment battle.
16. Lostwithiel Community Centre – to consider the correspondence received requesting £15,000 to cover architect fees.
17. Looe Town Council – to consider the request received to share the office email address with Three Seas.
18. Second Island trees – to approve the costs for works identified by Duchy at £3280 plus VAT
19. Parking area at Lostwithiel School – to note the correspondence received and the supporting photos taken by Deputy Mayor & Cllr Henderson and to approve expenditure without further reference to Council.
20. Town Council insurance – to undertake the annual review of the Town Council’s insurance policy and to approve renewal.
21. Accounts & Finance
  - a) To approve payment of the following: -

Date	Cheque Ref	Payee Name	Amount Paid	Transaction Detail
07/03/23	Direct Debit	Biffa	£68.88	Cemetery bin
07/03/23	101962	Cormac Solutions Ltd	£680.52	Toilet repairs
07/03/23	101963	Cornwall ALC Ltd	£108.00	Cllr training
07/03/23	101964	Corserv Facilities Ltd	£1,225.68	Cleaning
07/03/23	101965	Duchy of	£540.00	Second Island

		Cornwall		rent
07/03/23	101966	EDF Energy	£76.66	Electric
07/03/23	101967	Glasdon	£258.34	Bench plaques
07/03/23	101968	S Harris	£55.66	Postage & paper
07/03/23	101969	Southwest Playground Safety Inspections	£108.00	Feb inspections
07/03/23	101970	N Power	£97.49	Toilet electric Dec & Jan
07/03/23	101971	Restormel Property Services	£492.00	Replacement play area gate
07/03/23	101972	Source for business	£39.58	Water Public toilet
07/03/23	101973	Worknest	£3,570.00	Combined HR & Health & Safety
07/03/23	101974- 76 & 1 x Standing Order	Salary related expenses	£12,683.57	Salary related expenses
		<b>Total</b>	<b>£20,004.38</b>	

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.

22. Bodmin Hill Easement – to consider the correspondence received

23. Town Vitality Funding – to consider approving the signature of the following: -
  - a) Contract with Lostwithiel Town Team & Hayhurst.
  - b) Contract with Lostwithiel Town Team & PJA (Phil Jones Associates Ltd)
24. Staffing – to consider feedback from the Staffing Committee Interview panel and to ratify the decisions.
25. Mayor's report

*S Harris*

Mrs S Harris

01 March 2023