



**Lostwithiel Town Council Meeting  
will be held  
on  
Tuesday 06 June 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.

Lostwithiel Town Council has signed the Civility & Respect Pledge agreeing that it will treat all Councillors, the Clerk and all employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their roles. All meetings will be managed with this pledge in mind.

Housekeeping – Attendees will be advised that any members of the public or press are allowed to take photographs, film and audio record the public sections of the meeting.

Members and Members of the Public are asked to set device ring tones/alerts to silent

- To receive the Cornwall Councillor Report
- To receive a presentation from LAH Design Ltd regarding planning application PA23/03252 An Kernyk, Bodmin Hill

### **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 31 May 2023.

5. Planning applications-

a) To consider planning applications

**PA22/10811**

31 Bodmin Hill, Lostwithiel  
Listed Building Consent for the replacement/making safe front guttering and downpipe, make safe chimney pots to include addition of rain cowls and installation of flue liners for new log burners. Repairs to window glazing, frames and glazing bars. Installation of wood burners in existing open fireplaces.

**PA23/03046**

Land adjacent to Rose Hill Rose Hill  
Lostwithiel  
Reserved matters application for appearance, landscaping and layout following outline consent  
PA22/06387 dated 31.10.22.

**PA23/03252**

An Kernyk, Bodmin Hill, Lostwithiel  
Single-storey side extensions and extension upwards to create a new first floor level.

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

6. Cornwall Council Community Area Partnership – to decide the Town Council’s top three priorities as a first step to creating the CAP Action Plan.

7. Code of Conduct complaint – to report the outcome of the complaint to Full Council in accordance with Standing Order 15a) and to note the recommendations therein.

8. Fowey Harbour Commission – to note and authorise investigative work to establish how to maintain this area of the river bank.
9. Lostwithiel Town Council Health & Safety Policy handbook and manual – to consider adopting the new Health & Safety handbook and manual as drafted.
10. Lostwithiel Town Council Health & Safety Audit :-
  - a) To authorise the priority actions listed following a recent site visit.
  - b) To consider the General Risk Assessment report findings and to note the email advice given.
11. Hire of Town Council Land – to consider approving revisions to the policy as drafted.
12. Dance Centred – to approve use of the areas on the dates specified on the Hire of Town Council land application.
13. Allotments – to consider the following:-
  - a) To provide feedback on the initial redesign of Long Field.
  - b) To consider the costs provided by the contractor to fill the 6 IBC's
  - c) To agree a temporary IBC location until the rain harvesting structure has been erected.
14. Post box collection times – to consider correspondence received from a member of the public.
15. Pothole – to note the correspondence received and to consider asking Cornwall Council/Cormac the reasons for the significant delay in repair.
16. Cornwall Association of Local Councils – to consider annual renewal of membership at a total cost of £897.51 plus VAT (CALC subscription £718.79 plus VAT, NALC subscription £178.72 zero rated)

17. Institute of Cemetery & Cremation Management – to consider renewal of annual membership at a cost of £95.00.

18. Lostwithiel Town Council Road closures – to note that the road closure on Sunday 07 May was not in accordance with the risk assessment for the event and to note that the Proper Officer recommends a moratorium on all Council run road closures until more Councillors have undertaken the training and are available to provide assistance.

19. Accounts & Finance

a) To approve payment of the following: -

Date	Cheque Ref	Payee Name	Amount Paid	Transaction Detail
06/06/23	Direct Debit	Biffa	£68.88	Cemetery bin
06/06/23	200022	Cornwall ALC Ltd	£1,041.27	Annual membership fee
06/06/23	200023	Clarity Copiers Ltd	£12.00	Copy charges
06/06/23	200024	Banner Business Solutions Ltd T/a Complete	£368.40	1 new desk, 2 new chairs
06/06/23	200025	Cormac Solutions Ltd	£491.82	Sexton fees
06/06/23	200026	EDF Energy Customers Ltd	£512.22	Electric office and car park
06/06/23	200027	K Henderson	£81.00	Mayors Allowance – Twinning reception
06/06/23	200028	K Hill &	£3936.00	Tree works

		Partners Ltd		
06/06/23	200029	Cheque destroyed	£0.00	Cheque destroyed
06/06/23	200030	Rialtas Business Solutions Ltd	£228.00	Annual support and maintenance contract
06/06/23	200031	K Ross	£750.00	Replacement cheque for 200010 less deposit and for BACS to Coronation band
06/06/23	200032	Playsafety Ltd	£565.20	Annual Rospa inspections
06/06/23	200033	Safe fence	£291.36	Road closure barriers
06/06/23	200034	Source for business	£49.43	Water Edgcumbe House
06/06/23	200035	Westernweb Ltd	£1,605.40	Renewal lostwithiel councillors domain & new office computer , cameras, steel cabinet & set up fees
06/06/23	200036-200039 & 1 x Standing Order	Salary related expenses	£5,996.33	Salary related expenses
		<b>Total</b>	<b>£15,997.31</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.

20. Guildhall tender – to consider the tender figures received and to agree further instructions for Scott & Co.
21. Staffing – to consider feedback from the Staffing Committee Interview panel and to ratify the decisions.

*S Harris*

Mrs S Harris

Town Clerk

31 May 2023