



**Lostwithiel Town Council Meeting
will be held
on
Tuesday 01 August 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

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 04 July 2023.
5. Planning applications-

- a) To consider planning applications

PA23/04443-

One Field Farm Castle Hill
Lostwithiel

Retention of new access, access track, sand school and agricultural building.

PA23/04889

Newham Park, Newham Lane
Lostwithiel

Construction of a dwelling in lieu approved barn conversion Class Q (amended design)

- b) To consider any planning applications received since the publication of the agenda.
- c) To note applications considered under the Local Councils Planning Protocol Policy

6. Mayor making & Mayoral visits– to receive a report from Mayor Henderson regarding Mayor Making and events attended to represent Lostwithiel.

7. Presentation of past Mayors Badges

8. Cornwall Council Community Area Partnership – St Austell, Mevagissey, St Blazey, Fowey & Lostwithiel Inaugural meeting: -

- a) To receive a verbal report on the meeting from DM Guiterman
- b) To consider if Lostwithiel Town Council wishes to submit an Expression of Interest for funding left over from the St Blazey, Fowey & Lostwithiel Community Network Area.
- c) To consider if the Town Council wishes to put forward any suggestions for organisations/individuals to be co-opted onto the new Community Area Partnership. (Suggestions should be representatives of areas of interest e.g., businesses, education or young people)

9. Town Council emails – to note that with effect from 02 August Lostwithiel Town Council staff will be adopting an email information classification code similar to the system used by Cornwall Council.
10. Road closure costs – to consider the quotation received to provide a Remembrance Day road closure.
11. Lostwithiel Rotary – to consider the proposal received to provide a 12 months maintenance contract for the Remembrance Gardens on the Parade, to be paid for with proceeds from the Beer Festival.
12. Castle Hill Cemetery – to consider the request received to place a plaque in the Garden of Remembrance without interring ashes
13. Town Team Committee – to consider the first draft of the Terms of Reference for the new Town Team Committee.
14. Lostwithiel Community Centre – to consider the correspondence received.
15. Lostwithiel Youth Football club – to consider the grant application received for £2761.22 in light of the supporting information now supplied.
16. Lostwithiel Youth Football club – to consider the proposal for an under 10's football pitch on the King George V playing field.
17. Residents' requests: -
 - a) To note the suggestion received regarding making seagull sacks available to purchase in Lostwithiel Library and to agree the quantity of the initial purchase
 - b) To note the suggestion regarding fruit at the allotment and to agree that Councillors will pick the fruit in the Autumn to give to Revd Sheila for the food bank and community café.

18. Meadow Barns – to consider the information provided and to authorise the Town Council office to display the promotional material for both 05 September and the October half term on the Council’s website and Facebook page.
19. Church Clock face – to consider the request received to purchase black paint to paint the Church clock face whilst the Church has scaffolding on the Church tower.
20. Allotments – to consider the report received that deer are entering the allotments and to decide if the Council wishes to increase the height of the fencing.
21. Staffing Committee – to consider the recommendations regarding the following: -
 - a) Office reconfiguration costs
 - b) Kitchen and quiet room costs
22. September Council meeting – to consider the request from the clerk to change the date of the September full Council meeting from Tuesday 05 September to Tuesday 12 September.
23. Accounts & Finance
 - a) To consider authorising the Town clerk to move the Council’s Bank accounts to Unity Bank
 - b) To consider the quarterly budget
 - c) approve payment of the monthly cheques, bank standing orders & direct debits.

Date	Cheque Ref	Payee Name	Amount Paid	Transaction Detail
01/08/23	Direct Debit	Biffa	£106.70	Cemetery bin & annual waste compliance charge
01/08/23	200055	ICCM	£95.00	Annual membership fee

				replacement cheque for 200006 lost in post.
01/08/23	200056	Sarah Blewett	£31.46	Training course fee and stationery
01/08/23	200057	Clarity Copiers Ltd	£56.27	Copy charges
01/08/23	200058	Corserv Facilities Ltd	£946.50	Library cleaning & toilet hygiene less toilet credit note
01/08/23	200059	Cornwall Council	£138.40	DBS admin charges
01/08/23	200060	Duchy Defibrillators	£768.00	One of fee to change to Duchy Defibs, annual monitoring fee & pad pak
01/08/23	200061	EDF Energy Customers Ltd	£138.20	Electric
01/08/23	200062	K Hill & Partners Ltd	£2,094.00	Allotment IBC purchase and installation
01/08/23	200063	Lostwithiel Community Centre	£84.00	Room hire
01/08/23	200064	Npower	£85.61	Public toilet electric
01/08/23	200065	D Nottle Scaffolding Ltd	£720.00	Library scaffolding
01/08/23	200066	Source for business	£217.45	Edgumbe House and Public Toilet water
01/08/23	200067	Westernweb	£186.00	Lostwithiel Town

				Team web space annual renewal, computer upgrade, google reCAPTCHA TC website
01/08/23	200068-200071 & 1 x Standing Order	Salary related expenses	£5,704.98	Salary related expenses
01/08/23	200072	P Jarrett	£14.00	Replacement cheque for 101818
01/08/23	200073	K Ross	£30.55	Replacement cheque for 101789 & 101988
		Total	£11,417.12	

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. King George V play area gate – to consider correspondence received.
25. Staffing Committee update – to receive an update from the Chair of Staffing.

S Harris - Mrs S Harris - Town Clerk - 26 July 2023