



Lostwithiel Town Council Meeting Tuesday 01 August 2023

Meeting Minutes

A meeting of Lostwithiel Town Council was held in Lostwithiel Library on Tuesday 01 August 2023 at 7pm.

Councillors Present

Mayor Henderson, Deputy Mayor Guiterman,
Councillor Anders, Councillor Guy,
Councillor Henderson, Councillor Kent,
Councillor Rawlings & Councillor Wisdom.

In attendance

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

103/23 Apologies of Absence

Apologies were received and accepted from the following Councillors: -
Councillor Berryman, Councillor Jarrett, Councillor Pearce,
Councillor Ross, Councillor Saundry, Councillor Townsend and
Councillor Tipton.

104/23 Declarations of Interest

Deputy Mayor Guiterman declared a non-registerable interest in planning application PA23/04443 One Field Farm Castle Hill Lostwithiel.

Councillor Henderson declared a pecuniary interest in agenda item 23 Accounts and Finance.

105/23 Public Participation

The Council was addressed regarding deer eating the crops on the allotments, agenda item 18 Meadow Barns and apples being wasted in the old allotments. The applicant for One Field Farm then asked to address Council and Deputy Mayor Guiterman having previously declared a non-registerable interests in this application left the meeting room.

The Council was addressed regarding PA23/04443.

Deputy Mayor Guiterman rejoined the meeting.

106/23 Meeting Minutes 04 July 23

It was **resolved** that the minutes of the 04 July are accepted, approved and duly signed by Mayor Henderson. Vote 8 in favour.

107/23 Planning applications-

Deputy Mayor Guiterman having previously declared a non-registerable interest in PA23/04443 left the meeting room.

a)

PA23/04443-

One Field Farm Castle Hill Lostwithiel
Retention of new access, access track, sand
school and agricultural building.

It was **resolved** to support this application. Vote 7 in favour.

Deputy Mayor Guiterman re-joined the meeting.

PA23/04889

Newham Park, Newham Lane Lostwithiel
Construction of a dwelling in lieu approved
barn conversion Class Q (amended design)

It was **resolved** not to support this application. The Council considers the proposal will sit unconformably in this Area of Great Landscape Value.

Vote 8 in favour.

b) None

c) The Council noted the decisions taken in accordance with the Local Councils Planning Protocol.

PA20/02785 Plot adjacent to No 4 Quay Street Lostwithiel
Demolition of existing outbuildings and the
erection of a Café (use Class A3)

The Town Council agreed to disagree with Cornwall Council's Planning Officer and Cornwall Council refused planning consent.

PA22/007385 Land west of Uzella Park, Tanhouse Road
Lostwithiel
Reserved Matters application for details
following outline consent PA18/08552 dated
18/12/20

The Town Council agreed with the Planning Officer's recommendation for approval.

108/23 Mayor Making & Mayoral visits

Mayor Henderson updated Council on the numerous events where she had represented Lostwithiel across Cornwall and reported lots of positive feedback on Lostwithiel's Mayor Making event.

109/23 Presentation of past Mayors Badges.

As both past Mayors were unable to attend the meeting it was **resolved** to defer this agenda item to a future meeting.

110/23 Cornwall Council Community Area Partnership – St Austell, Mevagissey, St Blazey, Fowey & Lostwithiel Inaugural meeting: -

- a) Deputy Mayor Guiterman reported that the meeting was very positive and there was determination to ensure success. Several funds are going to be administered by CAP and there was a general buzz of optimism to make the CAP better than the CNA.

- b) It was **resolved** to bid for residual funding for speed reminder sign for the A390 at the Grenville Road junction. Vote 8 in favour.
- c) The Council decided that it did not wish to put forward any suggestions for organisations/individuals to be co-opted onto the new Community Area Partnership.

111/23 Town Council emails

It was noted 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.

112/23 Road closure costs

It was **resolved** not to take forward the price obtained from Cormac and to instead rely on Councillors, not taking part in the Remembrance Parade to stand at the barriers. The clerk was instructed to circulate to all Councillors the email with dates and details of Corserv' s Traffic Management course and book two members of staff to attend the course. Vote 8 in favour

113/23 Lostwithiel Rotary – Parade Memorial Garden Maintenance Contract

It was **resolved** to accept Lostwithiel Rotary's very kind and generous offer to provide improvements and gardening services at the Remembrance Gardens on the Parade for a fixed 12-month period starting next month.

The Council wishes to accept this offer on the basis described i.e., that the majority of works with the exception of the works to the bench and the replacement of the granite stones will be undertaken by a professional landscape gardener. The clerk was instructed to ensure that details of the professional gardener's insurance and Rotary's insurance are forwarded to the office prior to the commencement of works. Vote 8 in favour.

114/23 Castle Hill Cemetery – Memorial Garden plaque without ashes

It was **resolved** to remain consistent with the Council's Cemetery policy and not permit the siting of a plaque in the Garden of Remembrance without ashes. Vote 8 in favour.

115/23 Town Team Committee – Terms of Reference

It was **resolved** to accept the first draft of the Terms of Reference as written and to await their consideration by the Town Team. Vote 8 in favour.

116/23 Lostwithiel Community Centre - Correspondence

It was **resolved** to ask the clerk to contact Lostwithiel Community Centre and suggest that it might be helpful for Council Members and representatives of the Community Centre to hold a face-to-face meeting. Vote 8 in favour.

117/23 Lostwithiel Youth Football club – grant application

It was **resolved** to award the Lostwithiel Youth Football club a grant of £500 towards the club's detailed expenditure list and to advise the club that the Council hopes that their other grant funding bids will also be successful and that they will soon reach their target. Vote 8 in favour.

118/23 Lostwithiel Youth Football club - under 10's football pitch

It was **resolved** to defer this agenda item until representatives of Lostwithiel Youth Football club can attend a meeting to answer questions.
Vote 8 in favour.

119/23 Residents' requests

- a) Seagull sacks - It was **resolved** to make an initial purchase of 20 seagull sacks. Vote 8 in favour.

- b) Allotment Fruit - It was **resolved** to approve picking the allotment fruit to give to Revd Sheila for the food bank and community café subject to the Town Clerk checking the position with insurers. Vote 8 in favour.

120/23 Meadow Barns

It was **resolved** not to display the promotional material on the Council's website and Facebook page as Council Members had already suggested in the Public Participation session of the meeting that Meadow Barns might like to take out an advert in the Lostwithiel Newsletter. Vote 8 in favour.

121/23 Church Clock face – purchasing paint

It was **resolved** to approve the request received to purchase black and gold leaf paint to paint the Church clock face whilst the Church has scaffolding on the Church tower (maximum budget of £300.00.) Vote 8 in Favour.

122/23 Allotments – Deer

It was **resolved** not to construct further fencing high enough to keep deer out of the allotments. The Council considers that it is up to allotment holders to protect their crops and their protection measures should be structurally sound and visually acceptable. Vote 6 in favour, 2 abstentions.

123/23 Staffing Committee recommendations

- a) It was **resolved** to approve the recommendation from the Staffing Committee for office reconfiguration costs including cabling and trunking, new phone system, a fourth work station and a light fitting on the end beam. Vote 8 in favour
- b) It was **resolved** to approve the recommendation from the Staffing Committee for the kitchen and quiet room. Contractor quotes circa £3285 and additional desk, chairs and stool costs. Vote 8 in Favour

124/23 September Council meeting

It was **resolved** to approve the request from the Clerk to change the date of the September full Council meeting from Tuesday 05 September to Tuesday 12 September. Vote 7 in favour, 1 abstention.

125/23 Accounts & Finance

- a) It was **resolved** to authorise the Town clerk to move the Council's Bank accounts to Unity Bank. Vote 8 in favour
- b) It was resolved to approve the quarterly budget as drafted.
Vote 8 in favour.
- c) Councillor Henderson having previously declared a pecuniary interest left the meeting room.

Date	Cheque Ref	Payee Name	Amount Paid	Transaction Detail
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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	V Smith	£150.00	Cemetery overcharge refund
01/08/23	200073	J Henderson	£391.74	Mayor Making expenses
01/08/23	200074	SLCC Enterprises Ltd	£144.00	ILCA training course fee
		Total	£12,058.31	

Councillor Henderson rejoined the meeting.

The meeting closed 9.40pm

Chairman

Date