



**Lostwithiel Town Council Meeting
will be held
on
Tuesday 07 November 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 Extraordinary Council Meeting held on 05 October 2023.
5. To note the minutes of the Staffing Committee meeting held on 19 September & 12 October 2023.
6. Planning applications-

a) **PA23/06692**

Chy An Rudhak

Tanhouse Road Lostwithiel

Extensions to the South and East of the existing home and replacement of existing concrete roof tiles with natural slate.

PA23/08027

Whyte House

30 Bodmin Hill

Lostwithiel

Listed Building Consent for replacement external dropped fanlight door with traditional Georgian Panel design, replacement door casing, pilasters, portico and contemporary doors to rear of property

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

7. Cornwall Council review of Polling Districts & Polling Places - Cornwall Council wishes to invite comments on the suitability of polling stations and voting arrangements at elections. (Cornwall Council have advised that they are 'keen to hear from all town and parish councils because of their local knowledge.)
www.cornwall.gov.uk/review
8. Cornwall Association of Local Councils – Cornwall Council funding briefing – to receive the Clerk's report.
9. Cattle Market car park & Cott Road recycling area – to consider the request from C.A.P. Community Link Officer for Lostwithiel Town

Council to reaffirm that it still wishes to discuss the devolution of both Cornwall Council owned areas.

10. Remembrance Sunday – to discuss final arrangements for Sunday 12 November and to approve a cheque for the Town Council’s wreath (LGA1972 s137).
(2019 - £120, 2020 & 2021 - £150, 2022 - £200)
11. Lostwithiel Town Council Flood Plan – to consider the following:
 - a) The report received from Councillor Ross
 - b) The recommendations from Councillor Ross
 - c) Approval of the text to all Emergency services in attendance on 28/29 October as drafted.
12. Council’s Community Capacity Fund application – to receive an update.
13. Lostwithiel Rotary – to consider the survey of benches undertaken by Lostwithiel Rotary at Second Island, The Parade & Coulson Park and to decide if Lostwithiel Town Council wishes to accept Lostwithiel Rotary’s offer and wishes to make a contribution towards costs.
14. Hire of Town Council Land – to consider invoices to Lostfest 2024 & Really Lovely Projects.
15. Allotments – to consider the water distribution plan as submitted by Deputy Mayor Guiterman.
16. Lostwithiel Town Council Finance & Accounts – to consider the following: -
 - a) 6-month actuals versus 2023-2024 budget projections
 - b) Current earmarked reserves

- c) Current general reserves
- d) First draft of 2024-2025 budget

17. Accounts & Finance

- a) To approve payment of the monthly cheques, bank standing orders & direct debits.

Date	Cheque Ref	Payee Name	Amount Paid	Transaction Detail
07/11/23	102015	Cathedral Builders	£22313.74	Stage payment for Guildhall repairs
07/11/23	102016	P Roscorla	£55.00	Allotment deposit & key refund
07/11/23	102017	A Solomon	£55.00	Allotment deposit & key refund
07/11/23	102018	Mrs S Moore	£5.00	Allotment key refund
07/11/23	102019	Medway Galvanising Company Ltd	£3,600.00	New play area gates King George V play area
07/11/23	Direct Debit	Biffa	£112.00	Cemetery bin October & November
07/11/23	102020	Cornwall ALC Ltd	£407.40	Code of Conduct session & staff & Cllr online training
07/11/23	102021	Corserv Facilities Ltd	£1,517.27	Library cleaning & toilet cleaning
07/11/23	102022	EDF Energy Customers Ltd	£231.55	Electric
07/11/23	102023	D Guiterman	£49.99	Safety boots
07/11/23	102024	K Hill & Partners Ltd	£19,804.20	Grass cutting, mow & collect

				Second Island allotment rainwater harvesting
07/11/23	102025	Katherine Hill	£300.00	Maypole grant
07/11/23	102026	N Power	£70.81	Public toilet electric
07/11/23	102027	First Scouts Lostwithiel	£10.00	Scout hut key
07/11/23	102028	SLCC	£84.00	Staff training
07/11/23	102029	Source for Business	£59.14	Water for public toilet
07/11/23	102030	SWPSI Ltd	£119.99	Play area inspections
07/11/23	102031	Source for Business	£46.91	Edgumbe House water
07/11/23	102032	WesternWeb Ltd	£318.22	Supply & install TP link 8 port ethernet & VoIP account credit
07/11/23	102033-102037 & 1 x Standing Order	Salary related expenses	£6,642.66	Salary related expenses
		Total	£54,162.79	

18. Staff Leave Policy – to consider approval of the revised Staff Leave Policy as drafted.

19. Councillor Co-option – to note that no applications were received by the closing date of Tuesday 31 October for the current vacancies and to consider readvertising.

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. Lostwithiel Community Centre – to receive an update.
21. Guildhall contract – to receive an update from the Town Clerk
22. Staffing Committee – to receive an update from DM Guiterman Chair of the Staffing Committee.
23. Public Toilet cleaning tender – to consider approval of the tender as drafted
24. General maintenance tender – to consider approval of the tender as draft
25. Grass cutting & Hedge maintenance tender – to consider approval of the tender as drafted.
26. Section 106 monies – to consider approval of the tender for children’s gym equipment.

S Harris

Mrs S Harris

Town Clerk

31 October 2023