



**Lostwithiel Town Council Meeting
will be held
on
Tuesday 02 April 2024
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 05 March 2024.
5. Planning applications-

- a) **PA24/01050** Listed Building Consent for renewed ventilation to undercroft, re-painting works, capping of parapet wall in lead
Bandroom, Old Duchy Palace
Quay Street Lostwithiel

PA24/01112

Demolition of the existing 42-bedroom care home and the construction of new 36-unit close care apartment building and a new 77-bedroom care home to replace existing
Cornwallis Care Services Ltd
Meadowbrook House
52 Grenville Road
Lostwithiel

PA24/01513

Proposed extension to form a residential annexe
Downend Cottage Grenville Road
Lostwithiel

PA24/01808

Non-material amendment in relation to decision notice PA18/04962 dated 26.11.2018 for removal of solar panels on roof of buildings 4 and 5.
The Yard, Buildings 4 and 5
Residential Development off Grenville Road Lostwithiel.

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

c) Planning Enforcement – to note that the bungalow previously known as An Kernyck Bodmin Hill, subject to planning application PA23/03252 has been demolished and reported to Cornwall Council’s Planning Enforcement Team by local residents and to decide if the Town Council also wishes to make a formal submission to Cornwall Council’s Planning Enforcement Team.

6. Duchy of Cornwall Restormel Woodland Creation Consultation – to consider and comment on the proposal received.

7. Lostwithiel Railway sidings – to receive a report from the Town Team regarding an initial meeting with Network Rail instigated by the PJA Sustainable Traffic & Travel Plan and having considered the report to decide: -
 - a) If the Town Council wishes to take this forward
 - b) If the Town Council is to explore this potential opportunity, to delegate the authority to the Town Clerk, working with members of the Town team and Councillors, to commit a maximum of £1500 to initial research.

8. St Bartholomew's Meadow Affordable Housing allocation – to consider the following: -
 - a) Correspondence received from CC Martin and to formulate the Council's response.
 - b) Instructing the clerk to make contact with the developer/Homechoice to ascertain the allocation criteria used on this development.

9. Cornwall Council Community Capacity Fund – to consider the following: -
 - a) To instruct the Proper Officer to sign the grant offer letter
 - b) To consider agreeing to set up a new Community Capacity Fund Project Advisory Committee noting that Lostwithiel Town Team members Michelle Nineham, Sarah Preece & Julie Tamblin would be happy to work with Town Councillors on this basis.
 - c) To consider, subject to the decision taken in 9b), agreeing the draft Terms of Reference for the CCF Project Advisory Committee.

10. Cornwall Council Community Levelling Up Programme grant – to consider the following: -
 - a) An update from the Heritage Buildings Working Party

- b) To agree to using Cornwall Council's Procurement policy for this potential CLUP project.
- c) To agree to instruct Scott & Co to prepare schedules of work & associated drawings prior to the grant funding being approved. (Scott & Co estimated costs to be tabled).
- d) To consider approval of the following policies as drafted: -
 - a) Equality and Diversity
 - b) Environmental Sustainability

11. Lostwithiel Library – to consider the following: -

- a) The correspondence received from Openreach
- b) The photos indicating the proposed route of the cable
- c) To authorise the submission of a Listed Building Consent for the works (if required by Cornwall Council) and signature of the British Telecom wayleave as drafted.

12. Allotments – to consider the quote from the grass contractor to clear allotment plots for new allotment holders.

13. BT payphone North Street – to note the receipt of the public call box consultation for removal of the North Street payphone and to agree the Council's response.

14. D-Day 80th Anniversary Commemorations Thursday 06 June – to consider setting up a working party to bring forward suggestions to the Town Council regarding Lostwithiel's commemoration arrangements.

15. Rural Market Town Group – to note that the free membership trial ends on 31 March 2024 and to consider if the Council wishes to join the organisation at a cost of £100 per year.

16. Lostwithiel Community Centre – to consider approval of the schedule of payments received against cheque number 102090 issued on 23 January 2024.
17. Lostwithiel School litter picking – to note that Team 12 from the school have been undertaking litter picking around the town and that the school has asked if the Town Council would consider funding making their litter poster competition winner’s entries into waterproof signs.
18. Guildhall noticeboard – to agree to purchase a new noticeboard selected from the alternatives researched by the Council office.
19. King George V playing field removed play area gates – to advise that the play area contractors who fitted the new gates has a Parish Council interested in purchasing the removed gates and to agree, if the Council wishes the make the removed gates available to this Parish Council, a sale price.
20. Climbing net replacement – to consider the price received.
21. Accounts & Finance
- a) To approve payment of the monthly cheques, bank standing orders & direct debits.

| Date | Cheque Ref | Payee Name | Amount Paid | Transaction Detail |
|----------|----------------|-------------------------------------|-------------|--|
| 02/04/24 | DD | Biffa | £78.60 | Cemetery bin |
| 02/04/24 | Online payment | Corserv Facilities Ltd | £933.90 | Cleaning |
| 02/04/24 | Online payment | Cornwall Council | £11,137.43 | Rates |
| 02/04/24 | Online payment | DCS Pest Control (Cornwall) Limited | £60.00 | King Geroge V pest control 17/03/24 – 17/06/24 |

| | | | | |
|----------|--|------------------------------|------------|---|
| 02/04/24 | Online payment | EDF Energy | £154.59 | Electric |
| 02/04/24 | Online payment | S Harris | £65.45 | Paper, padlock & key cutting |
| 02/04/24 | Direct Debit | ICO | £35.00 | Annual registration |
| 02/04/24 | Online payment | Npower | £51.96 | Electric |
| 02/04/24 | Online payment | SLCC | £54.00 | CPD training course fees |
| 02/04/24 | Online payment | Source for Business | £25.43 | Public toilet water charges |
| 02/04/24 | 200132 | Lostwithiel Community Centre | £1,250.00 | Fourth monthly payment see minute 180/23 |
| 02/04/24 | Online payments and 1 x Standing Order | Salary related expenses | £6,008.36 | Salary related expenses |
| 02/04/24 | Online payment | SWPSI Limited | £786.00 | Play area repairs & maintenance |
| 02/04/24 | Online payment | Worknest | £3,748.50 | Year 2 fees |
| | | Total | £23,060.62 | |

b) To authorise the closure of two bank accounts and the transfer of funds and accrued interest to the new accounts.

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. Litter picking tender – to receive an update report from the clerk.
23. Maintenance work tender – to receive an update report from the clerk.
24. Lostwithiel Community Centre – to receive an update report from the clerk
25. Castle View Woods – to consider the proposal received.

S Harris

Mrs S Harris

Town Clerk

21 March 2024