



## **Lostwithiel Town Council Meeting Tuesday 06 August 2024**

### **Trustees of Lostwithiel Community Centre presentation**

A presentation was received from the Trustees of Lostwithiel Community Centre.

### **Cornwall Councillor Report**

None

### **Meeting Minutes**

A meeting of Lostwithiel Town Council was held in Lostwithiel Library on Tuesday 06 August 2024 at 7pm.

### **Councillors Present**

Mayor Henderson, Deputy Mayor Guiterman, Councillor Anders, Councillor Berryman, Councillor Guy, Councillor Kent, Councillor Rawlings, Councillor Ross, Councillor Townsend & Councillor Wisdom

### **In attendance**

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

### **097/24 Apologies of Absence**

Apologies were received and accepted from Councillor Dixon, Councillor Henderson & Councillor Pearce

### **098/24 Declarations of Interest**

Deputy Mayor Guiterman declared a non-registerable interest in agenda items 14 PA24 /05311 & 24 Lostwithiel Community Centre Financial assessment

Mayor Henderson declared a non-registerable interest in agenda item 23 Accounts and Finance.

**099/24 Public Participation**

The Council was addressed by the Chair & Vice Chair of the Town Team regarding Agenda Item 15 Town Team Cornwall Council funding bids.

**100/24 Meeting Minutes**

It was **resolved** that the minutes of the Council Meeting held on Tuesday 02 July 2024 are accepted, approved and duly signed by Mayor Henderson.

**Proposer:** Cllr Ross    **Seconder:** Cllr Wisdom  
Vote – 9 in favour, 1 abstention.

**101/24 To receive the minutes of the Staffing Committee meeting held on 04 January 2024.**

It was **resolved** that the minutes of the Staffing Committee meeting held on 04 January 2024 are accepted, approved and duly signed by Mayor Henderson.

**Proposer:** Cllr Rawlings    **Seconder:** Mayor Henderson  
Vote – 8 in favour, 2 abstentions.

**102/24 To note the Neighbourhood Plan Steering Group minutes dated 25 June 24.**

The minutes were noted by Council.

**103/24 Lostwithiel Neighbourhood Plan review – Community & Wellbeing revised text**

The Council considered the revised Community Wellbeing and Recreation text and instructed the clerk to suggest a number of amendments to the Neighbourhood Plan Steering Group.

**104/24 Cornwall Council Consultation  
Draft revised Statement of Principles – Gambling Act 2005**

It was **resolved** not to submit a response to this consultation.

**Proposer:** Deputy Mayor Guiterman    **Seconder:** Cllr Wisdom

Vote – 10 In favour

**105/24    Cornwall Council consultation - Draft Housing  
Decarbonisation Strategy**

It was **resolved** not to submit a Council response to this consultation, some Councillors having already submitted personal responses.

**Proposer:** Cllr Guy    **Seconder:** Deputy Mayor Guiterman

Vote – 10 in favour

**106/24    Safety of Electric-Powered Micromobility Vehicles and  
Lithium Batteries Bill**

It was **resolved** to support the bill as drafted.

**Proposer:** Deputy Mayor Guiterman    **Seconder:** Mayor Henderson

Vote – 10 In favour.

**107/24    Cornwall Council car parks**

It was **resolved** to authorise the issue of the letter as drafted to Cornwall Council's Scott Sharples, Sarah Scoltock & CC Colin Martin.

**Proposer:** Cllr Ross    **Seconder:** Cllr Berryman

Vote – 10 In favour

**108/24    Mayor's Report**

Mayor Henderson advised that she had represented Lostwithiel Town Council at Mayor Makings at Launceston, Truro, Newquay & Liskeard. She had also attended The High Sherriff's Garden Party, Lord Lieutenant's Trelawney Plate presentation at Pelynt & an evening of song at Truro. Mayor Henderson further advised that her own Mayor Making was a success and this week she had the honour of crowning the Lostwithiel Carnival Royals Harry Davies and Lana Rawlings.

**109/24    Councillor Reports**

Deputy Mayor Guiterman advised that he had represented Lostwithiel Town Council at Mayor Makings at Bodmin, St Austell & Wadebridge.

**110/24    Planning applications-**

- a)    **PA24/04730**    Proposed two-storey extension to the south elevation and a single storey

extension to the rear, without compliance with condition 2 of decision PA20/01565 dated 19.03.2020.

Skylarks The Uplands Lostwithiel

It was **resolved** to support this application.

**Proposer:** Deputy Mayor Guiterman **Secunder:** Mayor Henderson

Vote – 10 votes in favour.

**PA24/05074**

Notification of works to trees in a Conservation Area namely Conifer – Remove down to ground level. Maple – reduce maple back to growth points leaving an upright stem to develop regrowth.

Braeside Edgcumbe Road Lostwithiel.

It was noted by Council that this planning application is to be decided by Cornwall Council under delegated authority.

Deputy Mayor Guiterman having previously declared a non-registerable interest left the meeting.

**PA24/05311**

Alterations to community centre to provide improvements on accessibility and layout. Replacement roof structure to Southern section and replacement roof covering throughout.

Community Centre Pleyber Christ Way  
Lostwithiel

It was **resolved** that Lostwithiel Town Council agrees in principle with this application. However, the Council wishes to ask the applicant to review the proposed reduction in car parking spaces from 24 to 16, as this is of concern to the Town Council when parking is already a major issue in the town. Furthermore, given the current problems with drainage at the Centre, could the applicant please consider improvements/enhancements to the drainage provision.

**Proposer:** Cllr Berryman **Secunder:** Cllr Rawlings

Vote – 8 votes in favour, 1 against.

Deputy Mayor Guiterman rejoined the meeting.

**PA24/05674**

Works to trees subject to a tree preservation order TOP – Poplar tree – reduce 3 no. lower level branches as shown in picture  
6 Coffa Bridge Close Lostwithiel

It was **resolved** to support this application.

**Proposer:** Deputy Mayor Guiterman **Secunder:** Mayor Henderson

Vote – 10 votes in favour.

b) None

**111/24 Lostwithiel Town Team – Cornwall Council grant funding applications**

It was **resolved** to endorse the summary of the applications to Cornwall Council's Town Accelerator Fund & the Town Centre Revitalisation Fund

**Proposer:** Deputy Mayor Guiterman **Secunder:** Cllr Rawlings

Vote – 10 votes in favour.

**112/24 Hire of Town Council Land – Little Ice Cream Shop**

Under minute reference **100/24** it was resolved to approve the minutes as drafted.

**113/24 Flood Wardens Questionnaire – student dissertation**

It was **resolved** to accept Councillor Ross's offer to complete the flood warden based questionnaire on behalf of the Council.

**Proposer:** Deputy Mayor Guiterman **Secunder:** Mayor Henderson

Vote – 10 votes in favour.

**114/24 King George V Consultation**

It was **resolved** to consult with residents in the Autumn regarding improvements to the recreational facilities at King George V playing field. Council requested some amendments to the proposed leaflet.

**Proposer:** Deputy Mayor Guiterman **Secunder:** Cllr Guy

Vote – 10 votes in favour.

**115/24 Maintenance Contract – August report**

It was **resolved** to approve Cemetery items 1,3, 4 & 5, Pendour Park items 1-3 and to ask for a price to post and rail the fence from the Cemetery entrance gate to the post and rail at the cemetery shed.

It was further agreed to ask for the following works to be undertaken:-  
 Removal of 2 x posts on right hand side as you enter the cemetery  
 Replacement/repair of the sleepers around the ashes gardens  
 Sand down and repaint of green 'frame' on cemetery shed  
 Sand down and repaint of cemetery shed doors  
 Removal and disposal of metal frames on the ground just outside the shed.

It was further **resolved** to delegate the authority to the Town Clerk to oversee the works listed.

**Proposer:** Deputy Mayor Guiterman    **Secunder:** Cllr Berryman

Vote – 10 votes in favour.

### **116/24    Lostwithiel Community Centre - cheques**

It was noted that bills to the value of the cheques had not been received.

### **117/24    RoSPA Operational Outdoor Playground Inspection training course**

It was **resolved** to authorise the clerk to attend training and undertake the RPII exam at a cost of £820.

**Proposer:** Cllr Ross    **Secunder:** Deputy Mayor Guiterman

Vote – 10 votes in favour.

### **118/24    River Fowey saltmarsh surveys**

It was **resolved** to note that the survey is to be undertaken and to request, if possible, that a list of saltmarsh plants identified in the survey is forwarded to Council.

**Proposer:** Cllr Ross    **Secunder:** Deputy Mayor Guiterman

Vote – 10 in favour.

Mayor Henderson having previously declared a non-registerable interest left the meeting. Deputy Mayor Guiterman chaired the agenda item.

### **119/24    Accounts & Finance**

a) .

Date	Cheque Ref	Payee Name	Amount Paid	Transaction Detail
06/08/24	Online payment	APS Construction Services Ltd	£7,160.70	2nd quarter charge Aug- Nov 24 for litter

				picking contract July maintenance & August inspection
06/08/24	DD	Biffa	£114.48	Cemetery bin & annual waste transfer note
06/08/24	Online payment	Clarity Copiers Ltd	£143.41	Copy charges
06/08/24	Online payment	Coastal Construction (Cornwall) Ltd	£21,153.72	Stage payment 4
06/08/24	Online payment	Cornwall ALC Limited	£72.00	Staff e-learning
06/08/24	Online payment	Cornwall Council	£36.00	DBS check
06/08/24	Online payment	EDF Energy	£52.63	Electric
06/08/24	Online payment	Rachel Groves	£27.00	Mileage for CALC training at Carn Brea
06/08/24	Online payment	Karin Henderson	£422.19	Mayor making refreshment expenses
06/08/24	Online payment	Npower	£71.44	Electric – public toilet
06/08/24	Online payment	Source for Business	£168.20	Public toilet & Edgcumbe House water charges
06/08/24	Online payments and 1 x Standing Order	Salary related expenses	£7,422.64	Salary related expenses
06/08/24	Online payment	SWPSI	£899.99	Monthly play area inspection,

				replacement balance beam & repair fees
06/08/24	Online payment	Western Web	£96.00	Annual renewal of webspace Lostwithiel Town Team
06/08/24	Direct Debit	Zen	£34.80	Phone and broadband
		Total	£37,875.20	

The clerk advised the meeting that a number of large invoices had been received after the agenda had been published despite contractors being advised that they need to be received by the office at least a week before the meeting so that they can be published on the agenda. The clerk suggested that in order to encourage contractors to submit their invoices correctly Council may wish to consider deferring payment of these late invoices until the September Council meeting. It was **resolved** to pay all this month's invoices totalling £38,082.56 as per the revised list and to instruct the clerk to advise the specific contractors that if their invoices are not received one week in advance of the next Council meeting payment will be deferred until November.

**Proposer:** Cllr Rawlings      **Seconder:** Cllr Kent

Vote – 7 in favour, 2 against

Mayor Henderson rejoined the meeting and resumed as Chair.

It was **resolved** 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.

**Proposer:** Cllr Guy      **Seconder:** Cllr Kent

Vote – 10 in favour.

In accordance with Standing Order 3f) and with the agreement of Council Mayor Henderson changed the order of the agenda and moved agenda item 24 Lostwithiel Community Centre Financial Assessment to the end of the meeting.



**120/24 Heritage Buildings Tenders**

Council considered the tender received for the Guildhall works and **resolved** not to award a contract.

**Proposer:** Deputy Mayor Guiterman **Seconder:** Cllr Rawlings

Vote – 10 in favour.

**121/24 Heritage Buildings team**

It was **resolved** to authorise the Heritage Buildings team, if the CLUP bid is successful, to drive forward the project without further reference to Council with the caveats that project delivery is as previously agreed by Council in the CLUP application, as specified in the tabled report and that the contribution from Town Council funds is restricted to £15,000. It was further **resolved** to accept the recommendation from Cornwall Council and proceed on a single tender action route, Council having noted that it had previously resolved to adopt Cornwall Council's procurement procedures for this project and that this route is not in accordance with the Town Council's Financial Regulations.

**Proposer:** Cllr Wisdom **Seconder:** Deputy Mayor Guiterman

Vote – 10 in favour.

**122/24 Community Capacity Fund Project Advisory Committee**

It was **resolved** to authorise the issue the tender as drafted

**Proposer:** Cllr Ross **Seconder:** Deputy Mayor Guiterman

Vote – 10 in favour.

It was **resolved** to instruct the clerk to forward the redacted tenders to the CCFPAC for comment prior to the Council meeting on 01 October

**Proposer:** Cllr Wisdom **Seconder:** Cllr Kent

Vote – 10 in favour.

It was **resolved** to agree to the attendance of both the Chair & Vice Chair of the CCFPAC at the closed session on 01 October to present their recommendations.

**Proposer:** Cllr Ross **Seconder:** Cllr Wisdom

Vote – 10 in favour.

**123/24 Planning Inspectorate**

It was **resolved** to authorise the Town Clerk to respond to the Planning Inspectorate (if required) regarding case reference 3340419 without further reference to Council.

**Proposer:** Cllr Wisdom      **Seconder:** Deputy Mayor Guiterman  
Vote – 10 in favour.

**125/24 Staffing Committee**

It was **resolved** to endorse the recommendations of the Staffing Committee regarding Staff and the Local Government Pension Scheme discretionary policy.

**Proposer:** Cllr Rawlings      **Seconder:** Deputy Mayor Guiterman  
Vote – 10 in favour.

**126/24 Anthony Harris & Company Solicitors**

It was **resolved** to follow the advice of the Council's Solicitor and decline the invitation to be involved.

**Proposer:** Mayor Henderson      **Seconder:** Deputy Mayor Guiterman  
Vote – 10 in favour.

Deputy Mayor Guiterman having previously declared a non-registerable interest left the meeting

**127/24 Lostwithiel Community Centre Financial Assessment**

It was **resolved** to share the Financial Assessment Report received on the basis that the Council insists that the report remains confidential to the Lostwithiel Community Centre Trustees.

Once the Trustees have had the opportunity to discuss the report the Council would be grateful if they would forward their comments.

**Proposer:** Cllr Guy      **Seconder:** Cllr Ross  
Vote – 9 in favour

The meeting closed at 21.55pm

Chairman

Date