



**Lostwithiel Town Council Meeting  
will be held  
on  
Tuesday 03 September 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 a presentation from the Trustees of Lostwithiel Community Centre

- 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 06 August 24 having previously been circulated and taken as read.
5. To note the Neighbourhood Plan Steering Group minutes dated 30 July 24.
6. Mayor's Report – to receive a verbal update from the Mayor on any meetings attended and any future dates for the diary. For information only.
7. Councillor Reports – to receive reports/updates on any meetings attended by Members as representatives of the Town Council and future dates for the diary. For information only.
8. National Planning Policy Framework proposed reforms consultation – to note that this consultation closes on 24 September and to decide if Lostwithiel Town Council wishes to make a formal response.
9. National Association of Local Councils – to consider the 2024 revised model regulations and consider adoption of the Lostwithiel specific document drafted by the Town Clerk & RFO

10. The Parade Lostwithiel Veterans silhouette – to consider the correspondence received to site an Armed Forces silhouette on the Parade.
11. The Cornwall Council Public Footpath No.30 (Part) Lostwithiel (Poldew Farm) Public Path Diversion Order 2024 – to note the correspondence received and to decide if the Town Council wishes to make any representations and objections.
12. Cemetery fees 2024 – to consider implementing the increase in fees as drafted.
13. Planning applications-
  - a) To consider any planning applications received since the publication of the agenda.
14. Maintenance Contract – to consider the report received and delegate the authority to the Town Clerk to oversee the schedule approved at the meeting.
15. Lostwithiel Community Centre – to note that a cheque has been released against June bills (copy bills circulated with the supporting papers for the meeting) and to consider authorising the issue of the final cheque.
16. Second Island Park – to receive a report from Mayor Henderson on her recent meeting with an adjacent neighbour and to consider extending the distance of vegetation cut to ground level from the A390 end of Restormel Road Cemetery to the boundary hedge corner (along Second Island boundary) to 6 metres. To also consider cutting vegetation between the pond and the field boundary from the previously identified corner to a width of 6 metres up to the Restormel Road entrance path and thereafter the instruction to the Council's contractor to be that this area is kept at ground level by cutting four times a year..
17. Slipway signage – to consider the request from a Lostwithiel resident (via Mayor Henderson) for signage to be erected on both sides of the slipway to prevent parking blocking access.
18. Allotments – to consider the suggestion from Mayor Henderson that the Council suppresses weeds by installing plastic membrane on unworked allotments.

19. Cornwall Mammal Group – to consider the correspondence received regarding a proposed harvest mice survey at Shire Hall Moor.

20. Accounts & Finance

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

Date	Cheque Ref	Payee Name	Amount Paid	Transaction Detail
15/08/24	Online payment	ABR Property Services	£325.00	Guildhall roof repairs
28/8/24	Online payment	Hawkins Charity Consultancy	£5613.40	Community Centre financial review
03/09/24	Online payment	Lostwithiel Rotary	£200.00	Refund of Carnival deposit
03/09/24	DD	Biffa	£78.60	Cemetery bin
03/09/24	Online payment	Cornwall ALC Limited	£123.60	Staff e-learning & Clerk Practitioner day
03/09/24	Online payment	EDF Energy	£722.35	Electric
03/09/24	Online payment	S Harris	£357.59	Mayor Making expenses, stationery, postage & key cutting
03/09/24	Online payment	K Henderson	£6.40	90 <sup>th</sup> birthday gift
03/09/24	Online payment	Npower	£73.90	Electric – public toilet
03/09/24	Online payment	Source for Business	£47.38	Public toilet water charges
03/09/24	Online payments and 1 x Standing Order	Salary related expenses	£7,422.64	Salary related expenses

03/09/24	Online payment	SWPSI	£1,170.00	Monthly play area inspection fees
03/09/24	Online payment	SLCC	£144.00	Qualification fee
03/09/24	Direct Debit	Zen	£34.80	Phone and broadband
		Total	£16,319.66	

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.

21. Lostwithiel Community centre – to consider the request received from the Trustees for the Council’s consent to share the Hawkins report with the Centre Manager.
22. CLUP bid – to receive an update from the Heritage Buildings working party.

*S Harris*  
Mrs S Harris  
Town Clerk  
28 August 2024