



Lostwithiel Town Council Meeting Tuesday 01 October 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 01 October 2024 at 7pm.

Councillors Present

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

In attendance

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

150/24 Apologies of Absence

None

151/24 Declarations of interest

Deputy Mayor Guiterman declared non-registerable interests in agenda items 15 & 16 Lostwithiel Community Centre, 19 Lostfest and 21 Accounts & Finance.

Councillor Ross declared a non-registerable interest in agenda items 9a) Planning Application PA24/07123 and 18 Lostwithiel Rotary.

152/24 Public Participation

The Council was addressed by Adam Eastham in support of his written application for the office of Town Councillor.

153/24 Meeting Minutes

It was **resolved** that the minutes of the Council Meeting held on 03 September 2024 are accepted, approved and duly signed by Mayor Henderson.

Proposer: Councillor Berryman **Second:** Cllr Henderson

Vote – 9 In favour, 4 abstentions

154/24 To receive the minutes of the Community Capacity Fund Project Advisory Committee minutes dated 30 May 24 & 24 July 24.

It was **resolved** that the minutes of the Community Capacity Fund Project Advisory Committee held on 30 May 24 & 24 July 24 were noted by Council.

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

Vote – 13 In favour

155/24 Cornwall Council Code of Conduct review

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

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

Vote – 13 In favour

156/24 Mayor's Report

Mayor Henderson reported that she had attended St Lawrence's Fete and that there were five other Mayor's in attendance.

157/24 Councillor Reports

The flood test event held on 22nd August was extremely useful and feedback will help towards improving the flood plan going forward.

Cllr Ross having previously declared non-registerable interest left the meeting.

158/24 Planning Applications

a) PA24/07123

Residential development off Grenville Road Lostwithiel PL22 0EP
Submission of details to discharge conditions 4 & 5 in respect of decision notice no PA18/04962 dated 26/11/2018

It was **resolved** that the Town Council does not wish to comment.

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

Vote – 12 In favour

Cllr Ross rejoined the meeting

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

None

159/24 External Audit year end March 2024

It was **resolved** to accept the report received namely: -

- a) 'On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.'

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

Vote – 13 In favour

It was **resolved** to note the report received namely:-

b) Other matters not affecting our opinion which we draw to the attention of the authority –

‘The AGAR was not accurately completed before submission for review: Question 11a was left blank in the Accounting Statements when originally submitted. The AGAR was returned for amendment and has been correctly answered No.’

Proposer: Deputy Mayor Guiterman **Second:** Cllr Kent

Vote – 13 In favour

160/24 Remembrance Sunday

It was **resolved** that Councillors would put out the advance notice signs two weeks before the event, would also help to stand at the barriers at the event and put the signs away (if required) It was further **resolved** to approve a cheque for £200 for the Town Council’s wreath.

Proposer: Cllr Henderson

Second: Cllr Rawlings

Vote – 12 In favour, 1 abstention

161/24 Maintenance Contract

Councillor Anders was not present for this agenda item.

The report was considered and it was **resolved** to instruct the following:-

Second Island 4 – widen the path to the width of the gravel

Second Island 3 – make path edger level with ground to remove trip hazard

King George V 1 & 2 – plane gate to ensure free movement & replace wobbly six inch gate post.

The clerk was further instructed to ask if the size/resolution of the photos could be improved on the report, could site locations be annotated on a map & can all future reports be received at least one full week in advance of the Council meeting in order that Councillors have the time to visit each location.

Proposer: Cllr Henderson **Second:** Deputy Mayor Guiterman

Vote – 12 votes in favour.

162/24 Lostwithiel Cemetery

It was **resolved** to instruct the Town Clerk to ask for a revised quotation using 4 inch posts and 4x2 rails rather than half round posts and rails.

Proposer: Cllr Rawlings **Secunder:** Cllr Saundry

Vote – 13 votes in favour

163/24 King George V Community Consultation

The Council received the results collated from the 154 responses received. The Council was advised that the results had now been forwarded to both Primary Schools for their feedback and that a face-to-face consultation event will be held in Lostwithiel Library on Thursday 31 October. Councillors requested a report illustrating the number of responses by age group.

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

164/24 Lostwithiel Community Centre - Cheques

The clerk advised the meeting that sufficient invoices had not been received.

165/24 Lostwithiel Community Centre – Noticeboard

It was **resolved** not to purchase a new noticeboard for the Community Centre entrance, Council Members considered the smaller boards already provided advertised the Library sufficiently.

Proposer: Cllr Henderson **Secunder:** Cllr Kent

Vote – 12 votes in favour

Deputy Mayor Guiterman rejoined the meeting

166/24 Lostwithiel Flood Plan

It was **resolved** to resubmit the grant application to the Community Flood Forum for all items previously included and just 5 of the radios recommended at the site visit due to the costs per radio.

Proposer: Cllr Berryman **Secunder:** Cllr Pearce

Vote – 13 votes in favour

Cllr Ross having previously declared non-registerable interest left the

167/24 Lostwithiel Rotary

a) It was **resolved** to authorise a letter of thanks for the works undertaken.

b) It was also **resolved** that the Town Council wishes to accept Lostwithiel Rotary's offer to install 3 x 1.2 metre benches on the Parade

and it ask if Lostwithiel Rotary would when installing the benches secure them with individual padlocks and chains fixed to the railings posts. Furthermore, would it be possible for the chains to have plastic covers to prevent rust.

Proposer: Cllr Pearce **Seconded:** Deputy Mayor Guiterman

Vote – 9 votes in favour. 1 against, 2 abstentions

Cllr Ross rejoined the meeting

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

168/24 Lostfest

It was **resolved** that commercial fees would be payable for Lostfest 2025 and that the Council would respectfully suggest to Lostfest that these fees could potentially be recouped from vendors at the event.

Proposer: Cllr Saundry **Seconded:** Councillor Ross

Vote – 12 votes in favour

It was further **resolved** to request more detail regarding Lostfest’s plans for the whole of King George V playing field along with an annotated plan. The clerk was further instructed to check with the Football clubs if they had any matches scheduled for the same date.

Proposer: Mayor Henderson **Seconded:** Councillor Kent

Vote – 12 votes in favour

Deputy Mayor Guiterman rejoined the meeting

169/24 Believ.com

It was **resolved** to proceed with the free feasibility assessment.

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

Vote – 13 votes in favour

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

170/24 Accounts & Finance

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

Date	Cheque Ref	Payee Name	Amount Paid	Transaction Detail

01/10/24	Online payment	APS Construction Services Ltd	£2,482.50	Public toilet cleaning quarterly charge
01/10/24	Online payment	BDO LLP	£756.00	External Audit fee
01/10/24	DD	Biffa	£78.60	Cemetery bin
01/10/24	Online payment	T Clarke South West	£228.00	Alarm monitoring & maintenance
01/10/24	Online payment	Coastal Construction (Cornwall) Ltd	£35,513.51	Edgcumbe House stage payment 5
01/10/24	Online payment	DCS Pest Control (Cornwall) Limited	£60.00	Pest control King George V 17 September – 17 December 24
01/10/24	Online payment	EDF Energy	£125.45	Electric
01/10/24	Online payment	D Guiterman	£78.03	Fitting for allotment water tap
01/10/24	Online payment	HMRC	£203.94	VAT payment
01/10/24	Online payment	Npower	£59.62	Electric – public toilet
01/10/24	Online payment	Rialtas	£73.32	Part year fee Making Tax Digital for VAT
01/10/24	Online payment	Source for Business	£24.45	Public toilet water charges
01/10/24	Online payments and 1 x Standing	Salary related expenses	£7,422.64	Salary related expenses

	Order			
01/10/24	Online payment	SWPSI	£119.99	Monthly play area inspection fees
		Total	£47,226.05	

- a) It was **resolved** to authorise the payment of the Direct Debits, Standing orders & online payments as listed.

Proposer: Cllr Ross **Seconded:** Councillor Saundry

Vote – 12 votes in favour

Deputy Mayor Guiterman rejoined the meeting

- b) Corporate multi pay business debit card.

It was **resolved** to approve the issue of a corporate multi pay business debit card to the Town Clerk with a £5000 monthly spending limit.

Proposer: Cllr Pearce **Seconded:** Councillor Henderson

Vote – 13 votes in favour

171/24 Councillor vacancies

It was **resolved** in accordance with Standing Order 3f to allow the applicant to address the meeting.

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

Vote – 13 votes in favour

The meeting was reconvened and it was **resolved** to co-opt Adam Eastham onto Lostwithiel Town Council to fill a current vacancy.

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

Vote – 13 votes in favour

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: Deputy Mayor Guiterman **Seconded:** Cllr Berryman

Vote – 13 in favour.

The meeting closed at 9.49pm

Chairman

Date