



## **Lostwithiel Town Council Meeting Tuesday 03 December 2024**

### **Cornwall Councillor Report**

None

### **Meeting Minutes**

A meeting of Lostwithiel Town Council was held in Lostwithiel Library on Tuesday 03 December 2024 at 7pm.

### **Councillors Present**

Mayor Henderson, Deputy Mayor Guiterman, Councillor Anders, Councillor Eastham, Councillor Pearce, Councillor Rawlings, Councillor Ross & Councillor Saundry

### **In attendance**

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

### **226/24 Apologies of Absence**

Councillor Berryman, Councillor Guy, Councillor Henderson, Councillor Townsend & Councillor Wisdom

### **227/24 Declarations of interest**

Mayor Henderson declared non-registerable interest in agenda item 26 - Accounts & Finance.

Deputy Mayor Guiterman declared non-registerable interests in agenda items 7 – Planning Applications PA24/08831, 15 & 16 – Lostwithiel Town

Team, 20 - Lostfest, 24 - Lostwithiel Community Centre & 28 - Lostwithiel Community Centre Trustees.

Councillor Eastham declared a non-registerable interest in agenda item 20 - Lostfest.

### **228/24 Public Participation**

The Council was addressed by a member of the public in support of planning application PA24/08831.

Chris Jeonard addressed the meeting regarding agenda item 17 Mines, Minerals & Misfortunes.

The Town Council was addressed by representatives of the Town Team regarding agenda item 15.

### **229/24 Meeting Minutes**

It was **resolved** that the minutes of the Council Meeting held on 19 November 2024 are accepted, approved and duly signed by Mayor Henderson.

**Proposer:** Councillor Saundry

**Seconder:** Cllr Ross

Vote – 5 In favour, 3 abstentions

### **230/24 Mayor's Report**

Mayor Henderson reported on her attendance at the High Sheriff's Legal Service and also on the 100<sup>th</sup> birthday of a local resident.

### **231/24 Councillor Report**

None

### **232/24 Planning applications-**

a) **PA24/08312**

Works to trees in a Conservation Area (TCA) T1 cypress crown lift of secondary branches with a diameter of less than 30mm only in accordance with the orange line on the annotated photo in addition to a light prune to clear adjacent structures pruning cut diameter to be limited to 30mm T2 Yew light prune to clear adjacent structures by up to 1.5m, pruning to

include secondary branches only with pruning cut diameter to not exceed 30mm and removed branch length to not exceed 1.5m

Church of St Bartholomew North  
Street Lostwithiel

This application was noted by Council.

Deputy Mayor Guiterman declared a non-registerable interest and left the meeting room.

**PA24/08831**

Construction of an  
Agricultural/Equestrian Building  
One Field Farm Castle Hill Lostwithiel

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

**Proposer:** Mayor Henderson

**Seconder:** Cllr Ross

Vote – 7 in favour

Deputy Mayor Guiterman rejoined the meeting.

**b)** None

**233/24 DEFRA**

It was **resolved** not to submit a response to the consultation relating to the regulatory approach and use of civil sanctions for hedgerow management.

**Proposer:** Councillor Rawlings

**Seconder:** Cllr Saundry

Vote – 8 in favour

**234/24 The Law Commission**

It was **resolved** to respond to the Burial & Cremation Consultation Paper with the suggestion that the re-use of graves is extended from 75 to 100 years.

**Proposer:** Cllr Rawlings

**Seconder:** Cllr Saundry

Vote – 8 in favour

**235/24 Cornwall Buildings Preservation Trust**

It was **resolved** not to nominate a Member to the Board of CBPT Trustees and to wish CBPT every success in securing a new tenant and with their works to lower the carbon footprint of the Duchy Palace.

**Proposer:** Mayor Henderson

**Seconder:** Deputy Mayor Guiterman

Vote – 8 votes in favour

### **236/24 Neighbourhood Plan Steering Group**

It was **resolved** to appoint the following new members to the Neighbourhood Plan Steering Group David Dunkley, Shaun Barlett, Tod McClarin,

Andrew Ankowski, Jenna Gendall & Kez Stone.

**Proposer:** Councillor Rawlings

**Seconder:** Cllr Pearce

Vote – 8 votes in favour

### **237/24 Neighbourhood Plan Steering Group**

The Neighbourhood Plan Steering Group minutes dated 21 August 24 & 23 October 24 were noted by Council.

### **238/24 Neighbourhood Plan Steering Group revised Transport section**

It was **resolved** to thank the NPSG for their hard work on the amendments to this text.

**Proposer:** Deputy Mayor Guiterman

**Seconder:** Cllr Saundry

Vote – 8 votes in favour

### **239/24 Neighbourhood Plan Steering Group revised Employment & Economy section**

It was **resolved** to thank the NPSG for their hard work on the amendments to this text. Cllr Pearce volunteered to take back to the Committee the minor revisions suggested.

**Proposer:** Deputy Mayor Guiterman

**Seconder:** Cllr Saundry

Vote – 8 votes in favour

Deputy Mayor Guiterman having previously declared a non-registerable interest remained in the meeting room.

### **240/24 Lostwithiel Town Team**

The Town Delivery Fund Lostwithiel Enhancement Project:-

- Letter to Councillors & request for support

It was **resolved** to agree in principle to the request for support.

**Proposer:** Cllr Eastman

**Seconder:** Cllr Rawlings

Vote – 8 votes in favour

Councillor Anders left the meeting room

- Draft memorandum of understanding

It was **resolved** to agree to support the memorandum of understanding with the various amendments as discussed.

**Proposer:** Cllr Rawlings

**Secunder:** Cllr Saundry

Vote – 7 votes in favour

- November progress report & Trail project plan

It was **resolved** to note the November progress and drafted Trail project plan.

**Proposer:** Cllr Pearce

**Secunder:** Cllr Ross

Vote – 7 votes in favour

Councillor Anders rejoined the meeting room

- Consultation funding request form

It was **resolved** to approve expenditure to a maximum value of £800 to cover insurance and initial consultation expenses, noting that the Council anticipates that the Town Team will go back to Cornwall Council to request that financial provision for the insurance premium is included in the bid.

**Proposer:** Cllr Ross

**Secunder:** Cllr Eastham

Vote – 8 votes in favour

- Correspondence received from the Council's insurers & solicitor.

The correspondence was noted by Council.

#### **241/24 Lostwithiel Town Team website grant application**

This item was deferred at the request of the Town Team.

#### **242/24 Mines, Minerals & Misfortunes of St Austell Bay**

It was **resolved** that the clerk should be instructed to wish Mr Jenord every success with his project, however at this time the Council has decided not to provide any financial support.

**Proposer:** Cllr Pearce

**Secunder:** Cllr Saundry

Vote – 8 votes in favour

#### **243/24 Lostwithiel Christmas tree lights**

It was **resolved** to agree to contribute the sum of £75 for battery run Christmas tree lights for the Parade Christmas tree.

**Proposer:** Cllr Pearce

**Secunder:** Cllr Saundry

Vote – 7 votes in favour, 1 against

**244/24 King George V Community Consultation**

It was **resolved** to defer this item to the next meeting.

**Proposer:** Deputy Mayor Guiterman **Seconded:** Mayor Henderson

Vote – 8 votes in favour

**245/24 Lostfest**

It was **resolved** to defer this item to the next meeting.

**Proposer:** Mayor Henderson **Seconded:** Cllr Ross

Vote – 8 votes in favour

**246/24 Lostwithiel Neighbourhood Plan review AECOM design code visit**

Council received a report from the clerk supported by comments from members of the NPSG who attended the visit. Everyone involved considered the meeting very positive and a draft contents page for the design code report was circulated to Council Members which illustrated that the group anticipate receiving a very detailed document.

**247/24 Maintenance Contract monthly report**

This item was deferred as no report had been received.

**248/24 Maintenance Contractor**

It was **resolved** not to accept the quote from the Council's contractor and to accept Councillor Rawlings offer to forward to the clerk contact details for three fencing contractors.

**Proposer:** Cllr Rawlings **Seconded:** Cllr Saundry

Vote – 8 votes in favour

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

**249/24 Lostwithiel Community Centre**

It was **resolved** to authorise the issue of the final cheque.

**Proposer:** Cllr Rawlings **Seconded:** Cllr Saundry

Vote – 8 votes in favour

Deputy Mayor Guiterman rejoined the meeting.

**250/24 Tozers**

It was **resolved** to agree to the renewal of the Council Fixed Free Advice Service at an annual cost of £1,500 plus VAT.

**Proposer:** Cllr Ross

**Seconded:** Deputy Mayor Guiterman

Vote – 8 votes in favour

Mayor Henderson having previously declared a non-registerable interest left the meeting room.

### **251/24 Accounts & Finance**

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

Date	Cheque Ref	Payee Name	Amount Paid	Transaction Detail
03/12/24	300003	Royal British Legion	£200.00	Annual donation (S137)
03/12/24	Online payment	A1 Tree & Grounds Ltd	£5,016.00	Grass cutting June -August
03/12/24	Online payment	APS Construction Services Ltd	£7,782.24	Toilet cleaning quarterly charge & monthly maintenance
03/12/24	Online payment	Biffa	£80.40	Cemetery bin
03/12/24	Online payment	Brothers Cleaning SW	£185.00	War memorial cleaning
03/12/24	Online payment	EDF	£430.56	Electric
03/12/24	Online payment	Karin Henderson	£131.50	Music at Mayor Making, flowers & church Remembrance Wreath
03/12/24	Online payment	HMRC	£254.07	VAT payment

03/12/24	Online payment	Npower	£68.44	Toilet electric
03/12/24	Online payment	Poynton Bradbury Architects	£6,600.00	Stage payment
03/12/24	Online payments and 1 x Standing order	Salary related expenses	£7,422.64	Salary related expenses
03/12/24	Online payment	Source for Business	£19.78	Public toilet water charges
03/12/234	Online payment	SWPSI Limited	£119.99	Monthly inspection charge
03/12/24	Online payment	Tozers	£1,500.00	Council Fixed Fee Advice Service
03/12/24	Online payment	Torch Fire Protection	£86.14	Annual maintenance charges
03/12/24	Online payment	Treeworthy Services Ltd	£489.60	Second Island Tree works requested by CC Highways
		Total	£30,386.36	

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

**Proposer:** Cllr Saundry

**Secunder:** Councillor Pearce

Vote – 7 votes in favour

Mayor Henderson rejoined the meeting and resumed as Chair

## 252/24 a) CLUP Expenditure

Date	Cheque Ref	Payee Name	Amount Paid	Transaction Detail
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03/12/24	Online payment	Coastal Construction (Cornwall) Ltd	£37,113.43	Phase 2 Invoice 3
		Total	£37,113.43	

It was **resolved** to authorise the payment as listed.

**Proposer:** Cllr Ross

**Seconded:** Mayor Henderson

Vote – 8 votes in favour

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

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 Ross

**Seconded:** Cllr Rawlings

Vote – 7 in favour.

The meeting closed at 21.30pm

Chairman

Date