



## **Lostwithiel Town Council Extraordinary Meeting Tuesday 17 December 2024**

### **Meeting Minutes**

An Extraordinary meeting of Lostwithiel Town Council was held in Lostwithiel Library on Tuesday 17 December 2024 at 7pm.

### **Councillors Present**

Mayor Henderson, Deputy Mayor Guiterman, Councillor Anders, Councillor Eastham, Councillor Guy, Councillor Henderson, Councillor Kent, Councillor Rawlings & Councillor Ross

### **In attendance**

One member of the public was in attendance.  
Town Clerk Sandra Harris was in attendance.

### **254/24 Apologies of Absence**

Councillor Berryman, Councillor Saundry, Councillor Townsend & Councillor Wisdom

### **255/24 Declarations of interest**

Mayor Henderson declared non-registerable interest in agenda item 14 - Accounts & Finance.

Deputy Mayor Guiterman & Councillor Eastham declared a non-registerable interests in agenda item 13 Lostfest.

### **256/24 Public Participation**

The Council was addressed by a member of the public in support of the request from Lostfest to hire the whole of King George V playing field on 18 May 2025.

**257/24 Meeting Minutes**

Deputy Mayor Guiterman advised Council that Mr Jenord's name had been incorrectly spelt in the minutes. After the minutes had been amended to the correct spelling and the amendment initialled by Mayor Henderson it was **resolved** that the minutes of the Council Meeting held on 03 December 2024 are accepted, approved and duly signed by Mayor Henderson.

**Proposer:** Cllr Henderson

**Seconder:** Cllr Eastham

Vote – 7 In favour, 2 abstentions

**258/24 Ministry of Housing, Communities & Local Government – Open consultation Enabling remote attendance and proxy voting at Local Authority meetings**

It was **resolved** to submit a response to this consultation advising that the Town Council does not agree with the broad principle of granting local authorities powers to allow remote attendance at formal meetings and does not agree with proxy voting in any circumstances.

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

Vote – 9 In favour

**259/24 Cornwall Council Off Street Parking Order 2025**

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

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

Vote – 9 In favour

**260/24 Planning applications-**

a) **PA24/09107**

Erection of a single storey extension  
Lostwithiel Medical Practice  
North Street

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

**Proposer:** Mayor Henderson

**Seconder:** Deputy Mayor Guiterman

Vote – 9 in favour

b) None

**261/24 Lostwithiel sidings aspirations**

It was **resolved** to instruct the clerk to proceed on the basis outlined by Cllr Rawlings at a total cost of approximately £3000 plus VAT. In the first instance the clerk is to notify Network Rail that the Council wishes to take

this project forward on the basis that it will apply for the two clearance levels separately ensuring that the first application is successful prior to the second application being submitted. The clerk is authorised to apply for the second clearance if the first clearance is successful without further reference to Council.

**Proposer:** Councillor Rawlings

**Secunder:** Councillor Ross

Vote – 9 in favour

## **262/24 Listed Buildings Consultancy tender**

a) & b)

It was **resolved** to suggest the following to Poynton Bradbury:-

Library – Council Members are focussed on the financial sustainability of the project. Whilst views were expressed at the consultation event that it was important to keep the library, unfortunately this is not reflected in library usage figures. Therefore, Poynton Bradbury should be asked to take the project forward as drafted and not make provision for a library.

Lift & Museum Councillors liked the lift and the majority of Councillors present at the meeting considered that the Museum should stay in its current location.

Business rental space – Councillors discussed and wished to put forward, given the preference for the Museum to stay on the ground floor of the Guildhall, the suggestion that perhaps Taprell House could be split into two separate areas with the ground floor possibly providing an Arts & Crafts retail centre and the first floor business rental spaces? The rationale is to try to increase income and the hope that this income could help to subsidize the rest of the buildings.

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

Vote – 9 in favour

It was further **resolved** that members of the public who had expressed an interest at the consultation event in receiving a copy of the full report should be thanked for their interest and advised that due to the feedback received a number of changes will need to be made to the initial draft of the report. As a result, the financial figures will be superseded by the updated report and the Council will ensure that they receive a copy of the updated report including revised financial data when available. The Council also decided that it did not wish to send the full report in its current format to project stakeholders. The clerk was further instructed to release the revised report to project stakeholders in advance of the next stakeholder consultation.

**Proposer:** Cllr Ross

**Secunder:** Cllr Kent

Vote – 9 in favour

It also transpired during the course of the discussion that a Councillor had already forwarded the full report to members of Lostwithiel Town Team. The Councillor was asked by Council to contact the Town Team and ask them to disregard the figures for the reasons specified. The clerk was also instructed to ask Poynton Bradbury the basis for the market value of the first and second floor rentals.

### **263/24 CLUP Committee - Project update**

Councillor Rawlings Chair of the CLUP Committee presented a project update advising that the Council is very close to the end of the build element of the project. It was **resolved** to grant to the clerk full authority (acting within the project budget) to purchase all items listed in the grant application, furniture, blinds, curtains, lockers, outdoor seating, planters, crockery and branded mugs on her personal credit card due to non-receipt of the Council card. The Council accepting that this is contrary to Financial Regulation 9.4 which reads '*Personal credit or debit cards of members of staff shall not be used except for expenses of up to £500 including VAT, incurred in accordance with Council Policy.*'

**Proposer:** Cllr Rawlings

**Secunder:** Cllr Ross

Vote – 9 votes in favour

### **264/24 CLUP Committee purchases contrary to Financial Regulation 5.9**

a)

It was **resolved** to approve the price to supply and fit carpet to Edgcumbe House at a cost of £6,478.00 plus VAT. The Council was made aware by the clerk that this is not in accordance with Financial Regulation 5.9 (*where the value is between £3,000 and £7,000 excluding VAT, the clerk shall try to obtain 3 estimates (which might include evidence of online prices, or recent prices from regular suppliers)*) and that the office had an alternative firm able to price for the works. However, given the tight timeframe on the project and the opportunity to support a business based in Lostwithiel the Council wanted to get the carpet ordered before Christmas and the laying dates booked for early January. Funds to be drawn against project contingency minute ref 149/24 dated 03 September 2024.

**Proposer:** Cllr Ross

**Secunder:** Cllr Kent

Vote – 9 votes in favour

b)

It was **resolved** to approve the price to supply and fit Nuki locks to Edgcumbe House and the Guildhall Lostwithiel at a cost of £4,424.00 plus VAT. The Council was made aware by the clerk that this is not in accordance with Financial Regulation 5.9 (*where the value is between £3,000 and £7,000 excluding VAT, the clerk shall try to obtain 3 estimates (which might include evidence of online prices, or recent prices from regular suppliers)*) and that the office had an alternative firm able to price for the works. However, given the tight timeframe on the project and that this firm of electricians is still onsite the Council wished to award the works. Funds to be drawn against project contingency minute ref 149/24 dated 03 September 2024.

**Proposer:** Cllr Ross**Seconded:** Cllr Kent

Vote – 9 votes in favour

**265/24 King George V Community Consultation**

This agenda item was deferred until the next Council meeting.

**266/24 Lostfest**

Deputy Mayor Guiterman and Cllr Eastham having previously declared non-registerable interests left the meeting room.

It was **resolved** to allow Lostfest to hire the whole of King George V playing field on Sunday 18 May 2025. The clerk was instructed to advise both the Senior and Junior football teams that it will not be possible to play home matches on this Sunday.

**Proposer:** Cllr Ross**Seconded:** Cllr Guy

Vote – 7 votes in favour

Deputy Mayor Guiterman and Cllr Eastham rejoined the meeting.

**267/24 Accounts & Finance**

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

a)

Date	Cheque Ref	Payee Name	Amount Paid	Transaction Detail
17/12/24	Online payment	Clarity Copiers Ltd	£115.67	Copy charges
17/12/24	Online payment	Coastal Construction	£15,850.56	Edgcumbe House stage

		(Cornwall) Ltd		payment 8
17/12/24	Online payment	Coastal Construction (Cornwall) Ltd	£6,912.71	Edgcumbe House stage payment 9
17/12/24	Online payment	Cornwall Council	£1,209.26	Rent for old cattle market car park
17/12/24	Online payment	EDF	£377.61	Car park electricity
17/12/24	Online payment	Npower	£64.88	Public toilet electric
17/12/24	Online payment	Humberstone Property Maintenance	£456.00	Work to fire doors
17/12/24	Online payment	Karin Henderson	£12.00	Flowers
		Total	£24,998.69	

It was **resolved** to authorise the online payments as listed.

**Proposer:** Cllr Ross

**Secunder:** Cllr Kent

Vote – 8 votes in favour

Mayor Henderson rejoined the meeting and resumed as Chair

#### **268/24 a) CLUP Expenditure**

Date	Cheque Ref	Payee Name	Amount Paid	Transaction Detail
17/12/24	Online payment	Coastal Construction (Cornwall) Ltd	£43,755.38	Stage payment 4
17/12/24	Online payment	Coastal Construction (Cornwall) Ltd	£78,962.99	Stage payment 5
		Total	£122,718.37	

It was **resolved** to authorise the online payments as listed.

**Proposer:** Cllr Ross

**Seconder:** Mayor Henderson

Vote – 9 votes in favour

The meeting closed at 21.10pm

Chairman

Date