



**Lostwithiel Town Council Meeting
will be held
on
Tuesday 04 March 2025
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 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 11 February 25 having previously been circulated and taken as read.
5. CLUP Committee – to note the minutes dated 23 & 30 January & 6 & 13 February 2025.
6. Neighbourhood Plan Steering Group – to note the minutes dated 27 November 2025
7. 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.
8. 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.
9. Planning applications-

a)

PA25/00787

Listed Building Consent for replacement single glazed windows to Double glazed windows
Old Ebenezer Chapel, Turnpike Sweetshouse
Bodmin PL30 5AL

PA25/00786

Replacement single glazed windows to Double glazed windows
Old Ebenezer Chapel, Turnpike Sweetshouse
Bodmin PL30 5AL

PA25/00933

Work to Trees within a Conservation Area (TCA) Purple maple requires removal due to fungus.
Norway House, Summers Street, Lostwithiel

PA25/01107

Works to trees in a Conservation Area for Maple (T1) – fell due to overshadowing, outgrowing of position and suppression of neighbouring Conifer. Oak (T2) – crown reduce North West side and reshape to address heavy lean. Sycamore (T3) – fell due to basal cavities and potential rot/disease (honey fungus), as well as possibly dangerous girdled stems. Oak (T5) – fell due to impacts caused to property by the roots/root plate. Western Red Cedar (T5) – fell due to rootplate movement. 6 x Leylandii (G1) – fell due to unbalanced form and possibility of falling, trees may be dead on South West side. Replanting of native species (such as beech or oak) and shrubs would be considered
Laurel Brook Edgcumbe Road Lostwithiel
As this application is for works to trees in a Conservation Area, it will be decided under delegated authority. There is no need for the Town Council to submit any comments to the local planning authority as this communication is merely to notify you that an application has been received.

PA25/01218

Retention of use of land and caravan for holiday purposes.

Copperbarn, Millham Farm, Lostwithiel

- b)** To consider any planning applications received since the publication of the agenda.
10. Cornwall Council Local Plan Call for Sites – to consider providing Cornwall Council with comments regarding the deliverability and suitability of the land that has been suggested and to decide if there are any further sites the Council wishes to put forward.
 11. Neighbourhood Priority Statement – to consider the following:-
 - a) To resolve to develop a Neighbourhood Priorities Statement for the Parish of Lostwithiel.
 - b) To resolve to designate a Neighbourhood Area for the whole of the Parish of Lostwithiel for the purposes of producing a Neighbourhood Priorities Statement.
 12. VE Day 80 – to note the National proposed timetable of commemorations and that English Heritage propose to do a lamp lighting ceremony at Restormel Castle on 08 May at 9.30pm and to decide how Lostwithiel Town Council wishes to mark the event.
 13. Redruth Town Council – to consider the correspondence received regarding the new second home council tax and to decide if Lostwithiel Town Council wishes to respond.
 14. Council Ceremonial Offices, Awards & Recognition – to consider the application received to nominate Mrs Gillian Parsons an Honoured Burgess.
 15. Lostwithiel Town Team Town trail project –
 - a) To note the response received regarding ownership of the Town Trail website
 - b) To consider the request received regarding the Community Chest application
 - c) To reconsider siting the boules pitch on the Parade

d) To note the correspondence forwarded regarding insurance cover and to consider as requested if there are any alternatives to the Town team having it's own insurance.

16. Lostwithiel Twinning – to consider the grant application received.
17. Red Peters Community Arts Project – to consider the grant application received.
18. Edgcumbe House & Guildhall open day Saturday 08 March – to note the proposed arrangements.
19. Castle Hill Cemetery – to consider the fencing prices received and to appoint a contractor.
20. Castle Hill Cemetery – to consider the request received to issue a Grant of Exclusive Right of Burial to a non-resident.
21. Town & Parish Council elections May 2025 – to consider the approval of the Councillor induction pack as drafted.
22. Flood Plan – to consider the following:-
 - a) To agree to Cllr Ross being a participant in the Environment Agency upgraded flood warning system pilot
 - b) To note that the E.A. has webcams on some Lostwithiel screens and to make the link available to all Flood Co-ordinators and to add monitoring of the webcams during a Flood event to the Flood desk task list.
23. External Audit – to consider the quotes received and to appoint a new Internal Auditor.
24. SLCC Annual Membership – to consider payment of the Town Clerk's annual membership fee £415.
25. Accounts & Finance
 - a) To approve the list of BACS payments as drafted.

Date	Cheque Ref	Payee Name	Amount Paid	Transaction Detail
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04/03/25	Online payment	APS Construction Services Ltd	£1,308.48	February inspection & works as per quotation
04/03/25	Online payment	Biffa	£87.48	Cemetery bin
04/03/25	Online payment	Duchy of Cornwall	£540.00	Second Island rent
04/03/25	Online payment	EDF	£141.85	Electric
04/03/25	Online payment	Gould Electronics Two way radio Ltd	£1,786.80	Flood wardens radios & licence
04/03/25	Online payment	NPower	£96.69	Public toilet electric
04/03/25	Online payment	Poynton Bradbury Ltd	£5,214.00	Building measured drawings
04/03/25	Online payments and 1 x Standing Order	Salary related expenses	£7,360.87	Salary related expenses
04/03/25	Online payment	Sandra Harris	£713.08	£352.00 20 x flood warden torches £150.99 office mobile phone £134.14 stationery & padlock £20.00 office kettle £33.45 stamps £6.40 parking Redruth CALC £14.00 keys

				£2.10 Liquid soap £713.08
04/03/25	Online payment	SLCC	£415.00	Clerk's Annual membership fee
04/03/25	Online payment	Source for Business	£13.64	Public toilet water
04/03/25	Online payment	SWPSI	£119.99	Monthly play area inspection charge
04/03/25	Online payment	WesternWeb	£330.00	Move office computers to new office
04/03/25	Online payment	VOIP	£10.78	Phone service
04/03/25	Online payment	Zen	£34.80	Broadband
		Total	£18,173.46	

CLUP expenditure

a) To approve the list of BACS payments as drafted.

Date	Cheque Ref	Payee Name	Amount Paid	Transaction Detail
04/03/25	Online payment	Walter Bailey	£159.00	Granite chippings and compost
04/03/25	Online payment	Furniture at work	£272.16	Lockers
		Total	£431.16	

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.

26. Network Rail – to consider submission of the business clearance case as drafted.

S Harris

Mrs S Harris

Town Clerk

27 February 2025