



**Lostwithiel Town Council Meeting  
will be held  
on  
Tuesday 01 April 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.

## 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 04 March 25 having previously been circulated and taken as read.
5. CLUP Committee – to note the minutes dated 25 February 2025.
6. Neighbourhood Plan Steering Group – to note the minutes dated 12 February 2025

7. Planning applications-  
a)

**PA25/00696**

Coombeside The Uplands Lostwithiel  
Proposed self-contained annexe in placement of existing garage

**PA25/01438**

Coinage Hall 8B Quay Street Lostwithiel  
Listed Building Consent to repoint and replace stone to retain integrity of the rear gable wall.

**PA25/01937**

38 Uzella Park Lostwithiel

Construction of front porch and single storey rear extension (part retrospective)

- b) To consider any planning applications received since the publication of the agenda.
8. Neighbourhood Priority Statement – to consider the following:-
- a) To resolve to authorise the current Neighbourhood Plan Steering group membership namely:- Cllr Pearce, Cllr Berryman, Andrzej Ankowski, Shaun Barlett, David Dunkley, Theresa McClarin, Martin Surgey & Franco Szczpaniak to make recommendations to the qualifying body (Lostwithiel Town Council) regarding the Neighbourhood Priority Statement.
- b) To consider approval of the survey as drafted – circulation to be after 01 May.
- c) To consider approval of the revised Steering Group Terms of Reference as drafted.
9. Lostwithiel Neighbourhood Plan Design Codes – to review the draft document review the draft and consolidate comments for AECOM.
10. Cornwall Association & National Association of Local Councils Annual Membership – to agree renewal at a cost of £778.17 & £196.24 respectively.
11. Lostwithiel Business Group – to consider the complaint received from the Chair of Lostwithiel Business Group regarding the location of the Darley Oak on the Parade and to consider two alternative locations.
12. Lostwithiel Business Group – to consider the correspondence received requesting endorsement of the replacement of the Lostwithiel Highways signs.
13. Lostwithiel Town Team Town trail project Phase One –
- a) To note the locations of the following on Town Council land
- three aluminium location boards
  - fifteen wooden posts from Second Island to Coulson Park
  - thirteen bird and bat boxes from Second Island to Coulson Park

- two classic benches Second Island Park one outside the North entrance and one in Second Island
- two A frame picnic benches one in Second Island and one in Coulson park close to the play area
- bespoke hardwood 2.4m bench on the Parade
- bespoke hardwood all-accessible picnic bench that accommodates wheelchairs and pushchairs replacing the existing bench next to the play area in Coulson park

b) To resolve that after completion of the project Lostwithiel Town Council will assume responsibility for all items on Town Council land (owned or leased) but not on land not owned or leased by the Town Council.

c) To instruct the Clerk (if the Town Team have not already sought permission) to contact the Duchy of Cornwall for consent for all items to be installed at or just outside Second Island.

d) To approve in accordance with the Cornwall Council Town Delivery Fund Lostwithiel Town Team Lostwithiel Enhancement Project Phase 1 March issue document the issue of the following purchase orders:-

Parc Signs St Austell (Information boards)	£727.16
APS Constructions Services (installation of boards)	£250.00
The Acorn workshop (trail posts)	£1,355.00
Turps Wood design (bird & bat boxes)	£488.00
Ark Wildlife (bird & bat boxes)	£28.90
Local volunteers (bike racks)	£4465.00
Greenspace designs Ltd (Devon) (benches)	£5650.00
Turps Wood Design(benches)	£980.00
Bodmin Creative Studio	£3960.00
Total	£18,404.06

e) To note the updated spreadsheet

f) To note that the Town team have confirmed in writing that they *'continue to investigate insurance and will ensure they have clarity and resolution before any works are commissioned'* and to decide if Council wishes to instruct the Clerk to issue the purchase orders listed above prior to insurance being in place.

14. Lostwithiel Town Council insurance – to undertake the annual review of the Town Council's insurance policy and to approve renewal.

15. Asset Register – to consider approval of the revised Asset Register as drafted.
16. Fire Reports – to note the Fire Reports received following the recent inspections and to approve all recommended works.
17. Street names – to consider the request received for street names for the development of six houses at Rose Hill.
18. Cornwall Electrics invoice £472.79 – to consider the correspondence received.
19. VE Day – to consider the grant application received for £400
20. Accounts & Finance

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

Date	Cheque Ref	Payee Name	Amount Paid	Transaction Detail
01/04/25	Online payment	APS Construction Services Ltd	£4, 010.25	Quarterly toilet cleaning charge & Feb maintenance works
05/03/25	Corp.card	Asda	£17.95	Stationery
01/04/25	Online payment	Clarity Copiers Ltd	£125.57	Copy charges
01/04/25	Online payment	Cormac	£1,894.62	Sexton services
01/04/25	Online payment	Cornwall ALC Ltd	£84.00	Staff training
01/04/25	Online payment	Cornwall ALC Ltd	£1,130.04	Annual membership fee CALC & NALC
01/04/25	Online payment	Cornwall Council	£11,402.15	Rates

01/04/25	Online payment	Cumbria Clock Company Ltd	£216.00	Clock service Feb 25
01/04/25	Online payment	DCS Pest Control (Cornwall) Ltd	£60.00	March – June pest control
01/04/25	Online payment	EDF	£398.35	Electric
01/04/25	Online payment	Fire Safety in Order	£420.00	Fire risk assessments
01/04/25	Online payment	David Guiterman	£37.00	Darley oak root grow & compost
01/04/25	Online payment	Information Commissioner	£35.00	Annual fee
01/04/25	Online payment	Iteracy	£252.00	Town trail website hosting March 2028 – March 2029
01/04/25	Online payment	Iteracy	£2,556.00	Design & build Town trail website
01/04/25	Online payment	Rachel Groves	£110.75	Office picture frame
01/04/25	Online payments and 1 x Standing Order	Salary related expenses	To be tabled	Salary related expenses
01/04/25	Online payment	Karin Henderson	£28.00	Flowers
01/04/25	Online payment	Poynton Bradbury	£2,280.00	Heritage statement
17/03/25	Corp.card	The Shoe Boy	£122.50	Duplicate keys
01/04/25	Online payment	Source for Business	£32.08	Public toilet water
01/04/2525	Online payment	SWPSI	£119.99	Monthly play area inspection charge

01/04/25	Online payment	SSE Energy Solutions	£117.22	Guildhall electric
01/04/25	Online payment	VOIP/Studio	£10.78	Phone service
01/04/25	Online payment	Zen	£34.80	Broadband
01/04/25	Online payment	Zurich	£5,081.25	Annual payment
		Total	£30,576.30	

b) CLUP expenditure – to consider approval of the list of BACS payments as drafted

Date	Cheque Ref	Payee Name	Amount Paid	Transaction Detail
01/04/25	Online payment	The Carpet Gallery	£720.00	Guildhall kitchen vinyl
15/02/25	Corporate card	Dunelm	£163.95	Clock and cushions Edgcumbe House table mats & coasters
01/03/25	Corporate card	Morrisons	£12.80	Tea towels
01/03/25	Corporate card	Trago	£208.97	Trays, knife, 4 x kettles, spoons, jugs, bins & clock
04/03/25	Corporate card	Amazon	£112.27	Teapots, key tags, milk jugs
04/03/25	Corporate card	Argos	£195.95	Guildhall fridge £141.95 & glasses
		Total	£720.00	

21. Darley oak – to choose a protective tree cage for the Darley oak from the options collated by the office and DM Guiterman.

*S Harris* - Mrs S Harris - Town Clerk - 27 March 2025