



Lostwithiel Town Council Meeting Tuesday 04 March 2025

Cornwall Councillor Report

It was noted by Council that there has been no recent attendance at meetings or any written reports received.

Meeting Minutes

A Meeting of Lostwithiel Town Council was held in Lostwithiel Library on Tuesday 04 March 2025 at 7pm.

Councillors Present

Mayor Henderson, Deputy Mayor Guiterman, Councillor Berryman, Councillor Eastham, Councillor Henderson, Councillor Rawlings, Councillor Ross, Councillor Saundry, Councillor Townsend & Councillor Wisdom

In attendance

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

343/24 Apologies of Absence

Apologies for absence were received and accepted from Councillor Anders & Councillor Pearce.

344/24 Declarations of interest

Mayor Henderson & Cllr Berryman declared registerable interests in Agenda Item 16 Lostwithiel Twinning. Deputy Mayor Guiterman declared

registerable interests in Agenda Items 15 Lostwithiel Town Team Town Trail, 16 Lostwithiel Twinning & 17 Red Peters Community Arts Projects.

345/24 Public Participation

Council was addressed by a member of the public regarding the request to issue a Grant of Exclusive Right of Burial to a non-resident of Lostwithiel. A member of the public raised the issue of the Teras Hill road closure and advised that despite contacting various agencies/departments there has been no progress or update.

The Council was also addressed by a member of the public in support of the planning application PA25/01218.

Council was addressed by a member of the public regarding the grant application for the Community Arts Project.

346/24 Meeting Minutes 11 February 2025

It was **resolved** that the minutes of the Council Meeting held on 11 February 2025 are accepted, approved and duly signed by Mayor Henderson.

Proposer: DM Guiterman **Second:** Cllr Eastham

Vote – 6 In favour, 4 abstentions

347/24 CLUP Committee

The CLUP Committee minutes dated 23 & 30 January & 6 & 13 February 2025 were noted by Council.

348/24 Neighbourhood Plan Steering Group

The Neighbourhood Plan Steering Group minutes dated 27 November 2025 were noted by Council.

349/24 Mayors Report

None

350/24 Councillor Reports

Councillor Ross advised that she had been approached by a PHD student researching community flood groups and had agreed to a Teams meeting to explain how the Lostwithiel Flood Plan works.

351/24 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

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

Proposer: DM Guiterman

Secunder: Mayor Henderson

Vote – 10 in favour

PA25/00786

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

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

Proposer: Mayor Henderson

Secunder: DM Guiterman

Vote – 10 in favour

PA25/00933

Work to Trees within a Conservation Area (TCA) Purple maple requires removal due to fungus.

Norway House, Summers Street, Lostwithiel

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

Proposer: Mayor Henderson

Secunder: Cllr Rawlings

Vote – 10 in favour

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

It was noted by Council that this application will be decided under delegated authority.

PA25/01218

Retention of use of land and caravan for holiday purposes.

Copperbarn, Millham Farm, Lostwithiel

It was **resolved** to support the retention for use of land and to ask Cornwall Council to consider restricting the use of the caravan for holiday purposes to summer use only i.e. 01 April – 31 October

Proposer: Cllr Ross

Secunder: Cllr Henderson

Vote – 8 in favour

b) None

352/24 Cornwall Council Local Plan Call for Sites

It was **resolved** to comment on the three sites submitted as follows:-

Site ID 267442

The Town Council considers that this site is very divorced from the existing settlement and does not have the potential to come forward in the next three years. The risks/issues that may impede deliverability which the Town Council wishes to highlight are as follows:-

- Lostwithiel is prone to flooding badly due to both tidal & fluvial flooding. This site is not in the Flood Zone but surface water runoff would impact towards the bottom of Mill Hill, if this site goes forward for development the Town Council would wish to see tanking of the surface run off and a clause for regular maintenance of said tank. All too often development has been approved with a surface water tank and after the build is completed the tank receives no maintenance and blocks.
- The Town Council also wishes to emphasise that the town's infrastructure is already at capacity and given the distance to the settlement this site would exacerbate these limitations. Furthermore, it is the opinion of the Town Council that this particular site would have an adverse effect on the registered Battlefield and the aesthetics of Restormel Castle.

Site ID 267441

The Town Council does not consider this site has the potential to come forward in the next three years. The risks/issues that may impede deliverability which the Town Council wishes to highlight are as follows:-

- Lostwithiel is prone to flooding badly due to both tidal & fluvial flooding. This site is not in the Flood Zone but surface water runoff would impact towards the bottom of Mill Hill, if this site goes forward for development the Town Council would wish to see tanking of the surface run off and a clause for regular maintenance of said tank. All too often development has been approved with a surface water tank and after the build is completed the tank receives no maintenance and blocks.
- The Town Council also wishes to emphasise that the town's infrastructure is already at capacity and that if this site goes forward for development part of the site needs to be utilised to improve road access.

Site ID 269071

The Town Council does not consider this site has the potential to come forward in the next three years. Of the three sites currently put forward for consideration this site has the most potential as it is immediately adjacent to the existing settlement. However, the risks/issues that may impede deliverability which the Town Council wishes to highlight are as follows:-

- Lostwithiel is prone to flooding badly due to both tidal & fluvial flooding. This site is not in the Flood Zone but surface water runoff would impact towards the bottom of Mill Hill, if this site goes forward for development the Town Council would wish to see tanking of the surface run off and a clause for regular maintenance of said tank. All too often development has been approved with a surface water tank and after the build is completed the tank receives no maintenance and blocks.
- The Town Council also wishes to emphasise that the town's infrastructure is already at capacity and that if this site goes forward for development part of the site needs to be utilised to improve road access.

Proposer: DM Guiterman

Secunder: Cllr Ross

Vote – 10 in favour

In accordance with Standing Order 1a Mayor Henderson changed the order in which items were considered at the meeting. Item 20 on the agenda was taken as the next agenda item; the minutes reflect the order of the meeting.

353/24 Castle Hill Cemetery

It was **resolved** to instruct the Clerk to issue a Grant of Exclusive Right of Burial to the applicants who are not residents of Lostwithiel.

Proposer: Cllr Berryman

Seconder: Cllr Saundry

Vote – 10 in favour

In accordance with Standing Order 1a Mayor Henderson changed the order in which items were considered at the meeting. Item 17 on the agenda was taken as the next item; the minutes reflect the order of the meeting.

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

354/24 Red Peters Community Arts Project

It was **resolved** to support the Community Arts Project application up to a monetary value of £1000 and for Really Lovely Projects to be asked to hold the project funds on behalf of the applicant.

Proposer: Cllr Rawlings

Seconder: Cllr Eastham

Vote – 9 in favour

Deputy Mayor Guiterman rejoined the meeting.

355/24 Neighbourhood Priority Statement

- a) It was **resolved** to develop a Neighbourhood Priorities Statement for the Parish of Lostwithiel.

Proposer: DM Guiterman

Seconder: Cllr Wisdom

Vote – 10 votes in favour

- b) It was **resolved** designate a Neighbourhood Area for the whole of the Parish of Lostwithiel for the purposes of producing a Neighbourhood Priorities Statement.

Proposer: Cllr Berryman

Seconder: DM Guiterman

Vote – 10 votes in favour

356/24 VE Day 80

It was **resolved** to have the Together We Stand: Flag Raising & VE Day 80 Proclamation at 9am at the War Memorial and to accept the invitation from

English Heritage to their lamp lighting ceremony at Restormel Castle at 9.30pm.

Proposer: Cllr Henderson

Secunder: Cllr Ross

Vote – 10 votes in favour

357/24 Redruth Town Council

It was **resolved** not to respond to the correspondence received regarding the new second home council tax.

Proposer: Cllr Ross

Secunder: Cllr Saundry

Vote – 9 votes in favour, 1 against

358/24 Council Ceremonial Offices, Awards & Recognition

It was **resolved** to appoint Mrs Gillian Parsons an Honoured Burgess.

Proposer: Mayor Henderson

Secunder: Cllr Henderson

Vote – 10 votes in favour

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

359/24 Lostwithiel Town Team Town trail project

- a) The correspondence received regarding ownership of the Town Trail website remaining with the Town Team was noted by Council.
- b) It was **resolved** to approve the request received to accept on behalf of Lostwithiel Town Team from Cornwall Council £250 Community Chest money which has been awarded to the Town Team for Year 4 website charges.

Proposer: Cllr Rawlings

Secunder: Cllr Henderson

Vote – 9 in favour

- c) It was **resolved** to advise the Town Team that the Town Council wishes the existing boules pitch on the Parade to remain as existing. The surface is not to be changed/altered as per the original arrangement with the Twinning Association and the pitch will remain available for sporadic use.

Proposer: Cllr Ross

Secunder: Cllr Rawlings

Vote – 8 in favour, 1 against

- d) The clerk read to Council the email from Council's insurers initially discussed at the December Council meeting. The Council's insurers having advised that they are unable to cover actions of third parties under the Council's insurance policy.

It was **resolved** to suggest to the Town Team that they go back to Cornwall Council and advise they have experienced problems arranging cover.

Proposer: Cllr Ross **Seconder:** Mayor Henderson

Vote – 9 in favour

Mayor Henderson and Councillor Berryman declared non-registerable interests and left the meeting room. Councillor Berryman addressed the meeting before he left. DM Guiterman having previously declared a non-registerable interest did not return to the meeting room for this agenda item.

It was **resolved** to nominate Councillor Ross as Chair.

Proposer: Cllr Henderson **Seconder:** Cllr Wisdom

Vote – 6 in favour

360/24 Lostwithiel Twinning

It was **resolved** to agree £250 towards hiring a venue and entertainment for the first evening and £250 towards the cultural exchange weekend.

Proposer: Cllr Wisdom **Seconder:** Cllr Saundry

Vote – 5 in favour, 1 against, 1 abstention

Mayor Henderson, Deputy Mayor Guiterman and Councillor Berryman rejoined the meeting. Mayor Henderson resumed as Chair

In accordance with Standing Order 1a Mayor Henderson changed the order in which items were considered at the meeting. Item 22 on the agenda was taken as the next item; the minutes reflect the order of the meeting.

361/24 Flood Plan

- a) It was **resolved** to agree to Cllr Ross being a participant in the Environment Agency upgraded flood warning system pilot.
- b) Council noted that the Environment Agency has webcams on some Lostwithiel screens and agreed to make the link available to all Flood Coordinators and to add monitoring of the webcams during a Flood event to the Flood desk task list.

Proposer: Cllr Rawlings **Seconder:** Cllr Saundry

Vote – 9 votes in favour

362/24 Edgcumbe House & Guildhall open day Saturday 08 March

Council noted the following timetable:-

10am Councillors to arrive at Edgcumbe House
 10.30 – 12pm Formal reception event with tea and biscuits, Mayor to formally open the Guildhall and then Edgcumbe House.
 12.30 -2pm Open to public, Councillors to be spread through the buildings to answer any questions
Proposer: Cllr Rawlings **Seconder:** Mayor Henderson
 Vote – 8 votes in favour

Councillors Ross & Townsend left the meeting room.

363/24 Castle Hill Cemetery

It was **resolved** to appoint the contractor who supplied Quote 3 Veora Construction and Landscaping subject to the quote being a fixed price and the timber to be used being pressure treated.

Proposer: Cllr Rawlings **Seconder:** Cllr Wisdom
 Vote – 8 votes in favour

364/24 Town & Parish Council elections May 2025 Induction Pack

It was **resolved** to approve the pack with the amendments discussed.

Proposer: Mayor Henderson **Seconder:** DM Guiterman
 Vote – 8 votes in favour

365/24 Internal Audit

It was **resolved** to appoint Quote 1 Parish and Town Auditing Services as Lostwithiel Town Council's new Internal Auditor with effect from the current financial year and to authorise the Clerk to sign the Letter of Engagement on behalf of the Council. .

Proposer: Cllr Rawlings **Seconder:** Mayor Henderson
 Vote – 8 votes in favour

366/24 SLCC Annual Membership

It was **resolved** to authorise the payment of the Town Clerk's annual membership fee £415.

Proposer: DM Guiterman **Seconder:** Cllr Eastham
 Vote – 8 votes in favour

367/24 Accounts & Finance

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

Date	Cheque	Payee Name	Amount	Transaction
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	Ref		Paid	Detail
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	

It was **resolved** to approve the list of BACS payments as listed

Proposer: Mayor Henderson **Seconded:** DM Guiterman

Vote – 8 votes in favour

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	

Proposer: Mayor Henderson

Seconded: Cllr Saundry

Vote – 8 votes in favour

It was **resolved** that 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: DM Guiterman

Seconder: Cllr Rawlings

Vote – 8 votes in favour

The meeting closed at 21.55pm

Chairman

Date