



Lostwithiel Town Council Meeting Tuesday 01 April 2025

Meeting Minutes

A Meeting of Lostwithiel Town Council was held in Lostwithiel Library on Tuesday 01 April 2025 at 7pm.

Councillors Present

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

In attendance

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

369/24 Apologies of Absence

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

370/24 Declarations of interest

Deputy Mayor Guiterman declared a non-registerable interest in Agenda Item 13 - Lostwithiel Town Team Town trail project Phase One.

Councillor Ross declared a non-registerable interest in Agenda Item 7 - Planning application PA25/01937.

Councillor Eastham declared a non-registerable interests in Agenda Items 11 & 12 Lostwithiel Business Group.

371/24 Public Participation

Council was addressed by a member of the public regarding their concerns regarding the planning application for Meadowbrook Care Home.

The Council was also addressed by members of the public in relation to Agenda Item 13 - Lostwithiel Town Team Town trail project Phase One.

Councillor Saundry left the meeting.

372/24 Meeting Minutes 04 March 2025

It was **resolved** that the minutes of the Council Meeting held on 04 March 2025 are accepted, approved and duly signed by Mayor Henderson.

Proposer: Cllr Henderson

Seconded: Cllr Eastham

Vote – 8 In favour

Councillor Saundry rejoined the meeting.

373/24 CLUP Committee

The CLUP Committee minutes dated 25 February 2025 were noted by Council.

374/24 Neighbourhood Plan Steering Group

The Neighbourhood Plan Steering Group minutes dated 12 February 2025 were noted by Council.

375/24 Planning applications

a) PA25/00696

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

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

Proposer: DM Guiterman

Seconded: Cllr Rawlings

Vote – 9 in favour

PA25/01438

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

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

Proposer: DM Guiterman

Seconded: Mayor Henderson

Vote – 9 in favour

Councillor Ross having previously declared a non-registerable interest left the meeting room.

PA25/01937

38 Uzella Park Lostwithiel

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

It was **resolved** to support this application.**Proposer:** Mayor Henderson**Seconded:** DM Guiterman

Vote – 10 in favour

Councillor Ross rejoined the meeting

b) No planning applications received.**376/24 Neighbourhood Priority Statement**

- a) It was **resolved** 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. The Town Council also expressed gratitude for the hard work being carried out by the group.

Proposer: DM Guiterman**Seconded:** Cllr Rawlings

Vote – 8 in favour, 1 abstention

- b) It was **resolved** to approve the survey as drafted but to request the addition of a commercial section. (Circulation to be after 01 May)

Proposer: Cllr Wisdom**Seconded:** Cllr Berryman

Vote – 8 in favour, 1 against

- c) It was **resolved** to approve of the revised Steering Group Terms of Reference as drafted.

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

Vote – 9 in favour

377/24 Lostwithiel Neighbourhood Plan Design Codes

It was noted that in part 2 page 25 the photo has been taken in Dark Lane not Castle Hill. Page 14 does not mention the PJA Transport & Travel document, Page 35 perhaps the text should be amended to clarify the herringbone is on the top two rows of the Cornish hedge not imply the whole hedge. Page 36 request that the housing policy requirement for parking spaces on new developments is added to the text. Page 70 mention cobbled paving needs to be retained. Page 76 the area to the north of the A390 and west of the Town no development within gardens in this area. Page 85 the

text makes reference to the number of storeys in a house would it be possible to specify a height rather than a number of storeys.

It was **resolved** to approve the draft document with the proposed changes listed.

Proposer: DM Guiterman

Seconded: Cllr Wisdom

Vote – 9 in favour

378/24 Cornwall Association & National Association of Local Councils Annual Membership

It was **resolved** to agree to the annual renewal of membership at a cost of £778.17 to Cornwall Association of Local Councils & £196.24 to National Association of Local Councils.

Proposer: DM Guiterman

Seconded: Mayor Henderson

Vote – 9 in favour

Councillor Eastham addressed the meeting regarding agenda items 11 & 12 and having previously declared non-registerable interests left the meeting room.

379/24 Lostwithiel Business Group – Darley Oak

It was **resolved** not to uphold the complaint received from the Chair of Lostwithiel Business Group and to leave the tree in the current location.

Proposer: Cllr Henderson

Seconded: Mayor Henderson

Vote – 8 votes in favour

380/24 Lostwithiel Business Group – Lostwithiel signs

It was **resolved** that the Council agrees in principle with the replacement of these signs and would welcome an opportunity to provide feedback on the new design when available. The only reservation expressed by Council members was that as the vast majority of people are driving past the signs not walking past them they perhaps should be not too overloaded with information.

Proposer: Cllr Rawlings

Seconded: Cllr Ross

Vote – 8 votes in favour

Councillor Eastham rejoined the meeting

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

381/24 Lostwithiel Town Team Town trail project Phase One

- a) It was **resolved** in accordance with Standing Order 3f to allow a member of the public to address the meeting.

Proposer: Cllr Ross

Seconders: Cllr Henderson

Vote – 8 votes in favour

Mayor Henderson thanked the member of the public for their contribution and further clarification, as Chair, Mayor Henderson advised all present that the meeting was now back in session.

It was **resolved** to note the locations of the following on Town Council land:-

- three aluminium location boards – (Quay Street side of wall)
- fifteen wooden posts from Second Island to Coulson Park
(Cllr Ross recommended that the Town Team might want to give further consideration to sitting the posts in King George V playing field given the water logged nature of the field might reduce the longevity of the posts)
- thirteen bird and bat boxes from Second Island to Coulson Park
- two classic benches Second Island Park (One just inside the North entrance and one in the Park sited opposite the Golf course)
- 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 (Back against the river wall in the recess)
- bespoke hardwood all-accessible picnic bench that accommodates wheelchairs and pushchairs (To replace the existing bench next to the play area in Coulson Park)

Proposer: Cllr Henderson

Seconders: Cllr Berryman

Vote – 8 votes in favour

- b) It was **resolved** 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. A request was made by Council, if it could be accommodated in the budget for some spare posts and plaques to be ordered.

Proposer: Cllr Rawlings

Seconders: Cllr Eastham

Vote – 8 votes in favour

- c) It was **resolved** to ask the Town team to contact the Duchy of Cornwall for consent for all items to be installed at or just outside Second Island.

Proposer: Cllr Henderson

Second: Mayor Henderson

Vote – 8 votes in favour

- d) It was **resolved** to approve, in accordance with the Cornwall Council Town Delivery Fund Lostwithiel Town Team Lostwithiel Enhancement Project Phase 1 March issue document, the request from Lostwithiel Town Team to issue purchase orders and therefore by default the purchase of the following items:-

Parc Signs St Austell (Information boards)	£727.16
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)	£4,465.00
Greenspace designs Ltd (Devon) (benches)	£5,650.00
Turps Wood Design(benches)	£980.00
Bodmin Creative Studio	£3,960.00
Total	£17,654.06

Proposer: Cllr Ross

Second: Cllr Saundry

Vote – 8 votes in favour

- e) The updated project spreadsheet was noted by Council.
- f) It was **resolved** to instruct the clerk that the Town Team should arrange insurance and provide sight of the insurance certificate prior to purchase orders as listed under minute reference **381/24 d)** being issued.

Proposer: Cllr Eastham

Second: Cllr Ross

Vote – 8 votes in favour

Deputy Mayor Guiterman rejoined the meeting

382/24 Lostwithiel Town Council insurance

After undertaking the annual review of the policy, the clerk was instructed to a) ask insurers to include items recently purchased as part of the CLUP project on the policy and b) to reduce the value of the painting.

It was **resolved** to approve renewal at an annual cost of £5,081.25.

Proposer: DM Guiterman

Second: Cllr Berryman

Vote – 9 votes in favour

383/24 Asset Register

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

Proposer: Mayor Henderson

Seconded: Cllr Ross

Vote – 9 in favour

384/24 Fire Reports

It was **resolved** to accept the recommended works, except item 5 where further advice will be sought from the Council's Surveyor.

Proposer: Cllr Rawlings

Seconded: Cllr Berryman

Vote – 9 in favour

385/24 Street names

It was **resolved** to suggest from the list provided Hillside View as the street name for the development of six houses at Rose Hill.

Proposer: Cllr Berryman

Seconded: Cllr Henderson

Vote – 8 votes in favour, 1 abstention

386/24 Cornwall Electrics invoice £472.79

It was **resolved** to approve the payment of the Cornwall Electrics invoice of £472.79.

Proposer: DM Guiterman

Seconded: Cllr Rawlings

Vote – 7 votes in favour, 2 against

387/24 VE Day

No grant application had been received. It was **resolved** to suggest to Mayor Henderson that she may wish to contribute from the Mayor's Allowance.

Proposer: Cllr Berryman

Seconded: Cllr Henderson

Vote – 9 votes in favour

388/24 Accounts & Finance

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	£47.00	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	£7,863.30	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	£38,451.60	

It was **resolved** to approve the list of payments as drafted.

Proposer: Cllr Berryman

Seconded: Mayor Henderson

Vote – 9 votes in favour

b) CLUP expenditure –

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	£1,413.94	

It was **resolved** to approve the list of payments as drafted.

Proposer: Cllr Berryman

Seconded: Cllr Rawlings

389/24 Darley oak

It was **resolved** not to purchase a tree cage but to instead purchase 4 small tree stakes and some mesh to protect the Darley Oak.

Proposer: DM Guiterman

Seconded: Cllr Rawlings

Vote – 9 votes in favour

The meeting closed at 21.38pm

Chairman

Date