



Lostwithiel Town Council Meeting Extraordinary Meeting Tuesday 25 June 2025

Cornwall Councillor Report

None

Meeting Minutes

A Meeting of Lostwithiel Town Council was held in Lostwithiel Guildhall on Tuesday 25 June 2025 at 7pm.

Councillors Present

Mayor Berryman, Deputy Mayor Rawlings, Councillor Anders, Councillor Eastham, Councillor Guiterman, Councillor McClarin & Councillor Nineham.

In attendance

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

071/25 Apologies of Absence

Apologies for absence were received and accepted from Councillor Henderson.

072/25 Declarations of interest

Councillor Eastham declared non-registerable interests in agenda items 14 Gin Festival & 15 - Lostfest.

Councillor Guiterman declared a non-registerable interest in agenda item 15 Lostfest.

073/25 Public Participation

None.

074/25 Meeting Minutes 03 June 2025

It was noted that the draft minutes incorrectly recorded that the meeting had been held in the Library when it had been held in the Guildhall.

After this error had been amended in ink, it was **resolved** that the amended minutes of the Council Meeting held on 03 June 2025 are accepted, approved and duly signed by Mayor Berryman.

Proposer: Cllr Guiterman **Second:** DM Rawlings

Vote – 5 votes in favour, 2 abstentions

075/25 Year-end Financial report

It was **resolved** to approve the report as drafted.

Proposer: DM Rawlings **Second:** Cllr Guiterman

Vote – 7 votes in favour

076/25 Annual Budget – revised Earmarked Reserves

It was **resolved** to add a further £52,500 to the listed earmarked reserves and to introduce sub headings to some of the earmarked reserves titles.

Proposer: DM Rawlings **Second:** Cllr Nineham

Vote – 3 votes in favour, 4 against. Motion defeated.

The previous motion having been defeated it was **resolved** to carry forward the revised earmarked reserves as listed and to introduce sub headings to some of the earmarked reserves titles.

Proposer: Mayor Berryman **Second:** Cllr Guiterman

Vote – 4 votes in favour, 3 against.

077/25 Internal Audit year end 31 March 2025

It was **resolved** to accept the Internal Audit Report and to implement all suggestions and recommendations therein.

Proposer: DM Rawlings **Second:** Cllr Guiterman

Vote – 7 votes in favour.

078/25 Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual Governance and Accountability Return 2024/25 Part 3 – to approve and authorise the signature of Section 1 Annual Governance Statement 2024/25

It was **resolved** that the answer to each assertion should be as follows:

Question 1 Yes

Question 2 Yes

Question 3 Yes

Question 4 Yes

Question 5 Yes

Question 6 Yes

Question 7 Yes

Question 8 Yes

Question 9 Not applicable.

and to approve and authorise the signature of Section 1 Annual Governance Statement 2023/24 by Mayor Berryman and the Town Clerk.

Proposer: Cllr Guiterman

Seconded: DM Rawlings

Vote – 7 votes in favour.

079/25 Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual Governance and Accountability Return 2024/25 Part 2 – to approve and authorise the signature of Section 2 Accounting statements 2024/25

It was **resolved** to approve the accounting statement in Section 2 of the Annual Return for 2024/25 and to authorise Mayor Berryman to sign the Accounting Statement on the 2024/25 Annual Return on behalf of the Town Council. The Accounting Statements having been already signed by RFO on 19/06/25.

Proposer: DM Rawlings

Seconded: Mayor Berryman

Vote – 7 votes in favour.

080/25 Lostwithiel Town Council Byelection

It was **resolved** to accept Cornwall Council's offer to hold a byelection for the 7 vacant seats on the Council after 10 July 2025 on the basis that the Town Council no longer needs to provide a business case or evidence of interested candidates, noting that the full cost of the byelection will be borne by the Town Council and if contested the costs will likely be higher than the estimated costs of 01 May 25 elections as there will be no cost sharing. Cornwall Council estimate the costs for a contested election would be a maximum of £12,000. The Town Council agreed to meet these costs in order to regain the General Power of Competence.

Proposer: Cllr Nineham

Seconded: Cllr Eastham

Vote – 7 votes in favour

081/25 Co-option – Casual vacancy

It was noted by Council that the Casual Vacancy arising from the resignation of Phil Wisdom will continue to be advertised as a Casual Vacancy and this one

seat will not be filled by election unless 10 electors contact Cornwall Council by 10 July to request an election for this one seat.

082/25 Lostwithiel Design Guidance & Codes

It was **resolved** to formally adopt the final report and to resolve to include the report as part of the Neighbourhood Priorities Statement and to take the recommendations into consideration when providing comments to the Local Planning Authority regarding Planning Applications.

Proposer: Cllr Guiterman

Seconders: Cllr McClarin

Vote – 6 votes in favour, 1 abstention

083/25 Land off Cott Road Lostwithiel

It was **resolved** to reply to the developer's agent as follows:-

Lostwithiel Town Council welcomes the opportunity to comment on this proposed application and the intention for net biodiversity gain including tree planting to be delivered on site. The Council would also welcome each property being designed to be as energy self-sufficient as possible. The site is not in the Flood Zone but surface water runoff could impact towards the bottom of Mill Hill, if this site goes ahead the Town Council would wish to see the provision of tanking for the surface water runoff and maintenance of said tank. The Council does have concerns regarding the impact that this development could potentially have on the view from Restormel Castle and would also suggest that a reduction in the speed limit on Cott Road would help to mitigate traffic movements created by a further nine properties.

Proposer: Cllr Eastham

Seconders: Mayor Berryman

Vote – 7 votes in favour

The clerk was further instructed to forward a copy of the recently approved Design Guidance & Codes to the developer's agent.

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

083/25 Gin Festival

It was **resolved** to approve the request received to use The Parade Lostwithiel for a Gin Festival on Saturday 28 June 2025.

Proposer: Mayor Berryman

Seconders: DM Rawlings

Vote – 6 votes in favour

Councillor Guiterman having previously declared a non-registerable interest left the meeting room. Councillor Eastham remained outside.

084/25 Lostfest – deposit refund

Council was unable to consider this agenda item as it would be inquorate.
 Council considered that rather than the item appears on a further agenda the clerk should make the refund under her delegated powers.
 Councillors Eastham & Guiterman rejoined the meeting.

085/25 Accounts & Finance

a) Approval of the list of BACS payments as drafted.

Date	Cheque Ref	Payee Name	Amount Paid	Transaction Detail
25/06/25	Online payment	APS Construction Services Ltd	£3,676.50	Car park tarmac & 2 nd quarter cleaning charges
25/06/25	Online payment	Bodmin Revival CIC	£1,980.00	Town Trail project final 50% payment
25/06/25	Online payment	DCS Pest Control (Cornwall) Ltd	£60.00	Quarterly pest control fee
25/06/25	Online payment	EDF	£656.95	electric
25/06/25	Online payment	NPower	£71.54	Toilet electric charges
25/06/25	Online payment	SWPSI Limited	£119.99	Play area inspection fees
25/06/25	Online payment	Westernweb	£174.00	Annual renewal of webspace & domain (2 years)
25/06/25	Online payment	Zen	£34.80	Broadband
25/06/25	Online payment	The Acorn Workshop	£1,926.00	Town Team Town trail rubbing posts
25/06/25	Online payment	Duchy Defibrillators	£246.00	Annual monitoring fee
25/06/25	Online payment	SSE Energy	£84.83	Guildhall kitchen electric

25/06/25	Online payment	NPower	£6,952.65	Library electric (01 Dec 24 – 30 April 25)
		Total	£15,983.26	

It was **resolved** to approve the list of BACS payments with the addition of further invoices from The Acorn Workshop, Duchy Defibrillators, SSE Energy & NPower.

Proposer: Cllr Guiterman

Seconded: Cllr McClarin

Vote – 7 votes in favour

b) Account transfer and cheque transfer from HSBC

It was **resolved** to approve the account transfer of £20,000 from the savings account and a cheque transfer from HSBC.

Proposer: DM Rawlings

Seconded: Mayor Berryman

Vote – 7 votes in favour

The meeting closed at 8.35pm

Chairman

Date