



Lostwithiel Town Extraordinary Council Meeting Wednesday 16 July 2025

Cornwall Councillor Report

Cornwall Councillor Preece advised the meeting that she is seeking more opportunities to hear from local residents, her case workload is quite high however she is happy to receive suggestions on ways to connect with the community. The meeting was advised that the new Cornwall Cabinet have identified their priorities as an Administration as they continue to review the new legislation coming from Government.

Meeting Minutes

An Extraordinary Meeting of Lostwithiel Town Council was held in Lostwithiel Guildhall on Wednesday 16 July 2025 at 7pm.

Councillors Present

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

In attendance

One member of the public was in attendance.
Cornwall Councillor Preece was in attendance
Town Clerk Sandra Harris was in attendance.

091/25 Apologies of Absence

None

092/25 Declarations of interest

Councillor Eastham declared non-registerable interest in agenda item 13 - Sing Along the River.

Councillor Nineham declared non-registerable interests in agenda items 13 - Sing Along the River, 14 – Lostwithiel Town Trail, 21 – Town Team Complaint.

Councillor Guiterman declared non-registerable interests in agenda item 14 - Lostwithiel Town Trail, 17 – Leaf, 21 - Town Team Complaint & 22 - Lostwithiel Community Centre lease.

093/25 Public Participation

The Council was addressed by a Planning Consultant from Situ8 regarding planning application PA25/04622 Land south west of Four Oaks.

The Council was also addressed by Sarah Preece in her capacity as Vice Chair of the Town Team.

094/25 Meeting Minutes 02 July 2025

It was **resolved** that the minutes of the Council Meeting held on 02 July 2025 are accepted, approved and duly signed by Mayor Berryman.

Proposer: Cllr Nineham **Seconder:** Cllr McClarin

Vote – 6 votes in favour, 2 abstentions

095/25 Mayor's report

The Mayor advised he had been invited to the opening of the Community Centre dance studio, but the date has been postponed.

096/25 Councillor Reports

Councillor Henderson advised that she is attending the Community Area Network meeting on 23 July at St Austell.

Councillor Guiterman advised that the Fowey Port User Group meeting highlighted the new marine facilities code and he has contacted the Harbour Commission to ask if the slip on Quay Street counts as a marine facility.

097/25 Planning Applications

a)

In accordance with Standing Order 1a Mayor Berryman changed the order in which items were considered in item 7 at the meeting. The minutes reflect the order of the meeting.

PA25/04622

Land South West of Four Oaks
St Nicholas Park Lostwithiel
Permission in Principle for the
construction of one dwelling

It was **resolved** to support the permission in principle for the construction of one dwelling and to refer the applicant to the recently published Lostwithiel Design Code document.

Proposer: Cllr Henderson

Seconder: Cllr Guiterman

Vote – 8 votes in favour.

PA25/04280

Bottom Flat 12B Queen Street Lostwithiel
Replace existing wood framed, single
glazed windows and doors with upvc
double glazed windows, upvc back door
and composite front door

It was **resolved** to support the replacement of existing wood framed, single glazed windows and doors with upvc double glazed windows, upvc back door and composite front door with the proviso that they are wood effect, match the appearance of the windows being removed and are purchased from the manufacturer's brochure submitted as part of the application.

Proposer: Cllr Nineham

Seconder: Cllr Henderson

Vote – 8 votes in favour.

b) None

098/25 Cornwall Council Central Planning Committee meeting Monday 28 July 10am Truro

It was noted that this Cornwall Council Planning Committee meeting will be considering PA24/01112 Meadowbrook House 52 Grenville Road Demolition of the existing 42 bedroom care home and the construction of

new 36 unit close care apartment building and a new 77 bedroom care home to replace existing. It was **resolved** to appoint Councillor Nineham to represent the Town Council's views on this planning application at the Committee meeting in accordance with the Town Council's Addressing Cornwall Council Planning Committees Policy.

Proposer: Cllr Guiterman **Seconded:** Cllr McClarin
Vote – 8 votes in favour.

099/25 Cornwall Highways

It was **resolved** to advise Cornwall Highways that the Town Council is very supportive of the proposals as drafted but would ask if further consideration could be given to a flashing sign for eastbound traffic given that the fatalities involved traffic movements from both directions.

Proposer: DM Rawlings **Seconded:** Cllr Henderson
Vote – 8 votes in favour.

100/25 Cornwall Council Street Trading Policy consultation

It was **resolved** to respond positively to the consultation document and to submit the following comments: -

The Council considers the introduction of a pre-application advice service is a really great idea.

Under the policy exemptions section, the revised draft lists occasional garage sales – would it be possible to define occasional perhaps with a number?

Under street trading condition 13 would it be possible to provide clearer definition to 'appropriate notice'

Proposer: Cllr Eastham **Seconded:** DM Rawlings
Vote – 8 votes in favour.

101/25 Forest Stewardship Council assessment of forest management by the Duchy of Cornwall

It was **resolved** to response to the consultation advising that the Town Council is supportive of the FSC standards being applied and endorses the Duchy of Cornwall's management of this wood, particularly with

reference to the objective to create further wildlife corridors.

Proposer: Cllr Henderson

Seconded: Cllr Guiterman

Vote – 8 votes in favour.

102/25 Lostwithiel Art Salon

It was **resolved** to agree to the request from Lostwithiel Artists Salon for use of the Guildhall & Edgumbe House for free on Saturday 13 September on the basis that, in exchange for free use of the two buildings, the Town Council's venues and Stannary Spaces logo are promoted on the event maps and that the event literature acknowledges that use of the venues has been given for free.

Proposer: DM Rawlings

Seconded: Cllr McClarin

Vote – 7 votes in favour, 1 abstention.

Cllrs Eastham and Nineham declared a non-registerable interest and left the meeting room.

103/25 Sing along the river

It was **resolved** to grant permission for Sing Along the River to use the Parade on Saturday 23 August from 12 midday to 10pm. Permission is granted on the basis that there are no wheeled vehicles on the Parade i.e. no pizza trailer or horse box and that the event is bars and tents only. The Council anticipates that the area will be completely clear by 10am on Sunday 24 August. The event organisers are to be advised that going forward the Council would anticipate that a road closure will be sought for future events. The Council has approved use in this instance without a road closure on the basis that the organisers are experienced and that they will have amended their risk assessments and event procedures to reflect there being no road closure in place for this event.

Proposer: Cllr Guiterman

Seconded: Cllr McClarin

Vote – 5 votes in favour, 1 against.

Cllr Henderson requested a recorded vote.

In favour Mayor Berryman, DM Rawlings, Cllr Anders, Cllr Guiterman & Cllr McClarin and against Cllr Henderson.

It was **resolved** to charge £100 for the Hire of the Parade.

Proposer: Cllr Henderson

Seconded: DM Rawlings

Vote – 2 votes in favour, 3 against 1 abstention.

Motion defeated

It was **resolved** to charge £50 for the Hire of the Parade.

Proposer: Cllr Guiterman **Seconders:** DM Rawlings

Vote – 5 votes in favour, 1 against.

Cllr Henderson requested a recorded vote.

In favour Mayor Berryman, DM Rawlings, Cllr Anders, Cllr Guiterman & Cllr McClarin and against Cllr Henderson.

Cllr Eastham rejoined the meeting.

Cllr Nineham having declared a non-registerable interest remained out of the meeting room.

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

104/25 Lostwithiel Town Trail

It was **resolved** to approve the Town Team's use of the Parade on Saturday 19 July and Saturday 23 August and that the Council acknowledges that the Town Team wishes to use up to £30 for the consultation event and £400 for the launch event. (Receipts to be provided)

Proposer: DM Rawlings **Seconders:** Mayor Berryman

Vote – 6 votes in favour.

It was **resolved** to approve the expenditure for the bike rack at the Community Centre subject to permission having been granted and a specific location agreed with the Lostwithiel Community Centre Trustees.

Proposer: Cllr Henderson **Seconders:** Mayor Berryman

Vote – 6 votes in favour.

It was **resolved** to approve the signs and leaflets as specified in the phase 4 document.

Proposer: DM Rawlings **Seconders:** Cllr Eastham

Vote – 6 votes in favour.

It was **resolved** to approve as per phase 4 the recommendation for the provider of the further design work on the basis that the Town Council

wishes to accept Town Team Vice Chair Sarah Preece's confirmation that she will provide, for audit purposes, copies of the Town Team minutes of the meeting when the design work quotes were discussed and written confirmation and copy emails to illustrate that Cllr Nineham did not have any access to the two alternative quotes prior to submitting her price. Given the tight time constraints explained to Council by Sarah, the Council would be in agreement with the Town Team progressing either of the two other quotes for the design work without further reference to Council.

Proposer: Mayor Berryman **Seconders:** Cllr Eastham

Vote – 6 votes in favour.

Cllrs Guiterman and Nineham rejoined the meeting.

105/25 Citizens Advice Cornwall

It was decided to revisit this request if the Council has the General Power of Competence after the by election.

106/25 Lostwithiel Medical Centre Grant Application

Agenda item withdrawn.

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

107/25 LEAF representative

It was **resolved** to appoint Cllr Guiterman as the Town Council's LEAF representative.

Proposer: Mayor Berryman **Seconders:** DM Rawlings

Vote – 7 votes in favour.

Cllr Guiterman rejoined the meeting.

108/25 Edgcumbe House Lostwithiel

It was **resolved** to purchase two blackout roller blinds.

Proposer: Cllr Nineham **Seconders:** Cllr Guiterman

Vote – 8 votes in favour.

109/25 Castle Hill cemetery fees

It was **resolved** to approve the 2025 Cemetery fees table as drafted.

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

Vote – 8 votes in favour.

110/25 Accounts & Finance**a) To approve the list of payments as drafted.**

Date	Cheque Ref	Payee Name	Amount Paid	Transaction Detail
16/07/25	Online payment	APS Construction Services Ltd	£3,896.10	2nd quarter litter picking charges & June inspection fee
16/07/25	Direct Debit	Biffa	£121.58	Cemetery bin
16/07/25	Online Payment	John Berryman	£23.15	Tree guard
16/07/25	Online payment	Cormac	£1,409.12	Sexton services
16/07/25	Online payment	CALC	£42.00	Election training part 2
16/07/25	Online payment	EDF	£324.63	Electric – car park
16/07/25	Online payment	Andrew Maclellan	£147.66	Install data cable at Guildhall & check library heaters
16/07/25	Online payment	NPower	£425.15	Library electric charges
16/07/25	Online payment	Palace Printers	£400.00	1600 A5 survey booklets
16/07/25	Online payments & one Standing Order	Salary related expenses	£8,663.30	Salary related expenses
16/07/25	Online payment	Source for Business	£71.66	Public toilet water charges
16/07/25	Online	VOIP Studio	£11.99	Phone line

	payment			
16/07/25	Online payment	Westernweb	£96.00	Annual renewal of webspace & content management for lostwithieltownteam.org.uk
16/07/25	Online payment	Zen	£69.60	Broadband Edgcumbe & Guildhall
16/07/25	Online payment	EDF	£343.17	Electric
16/07/25	Online payment	EDF	£142.31	Electric
16/07/25	Online payment	Npower	£69.04	Electric – public toilet
		Total	£16,256.46	

It was **resolved** to approve the amended list as drafted.

Proposer: Mayor Berryman **Seconded:** Cllr Henderson

Vote – 8 votes in favour.

It was **resolved** that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting and that the live streaming and any recording cease, during the consideration of the following item(s) of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

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

Vote – 8 votes in favour.

Cllr Guiterman declared non-registerable interests in both closed session items and left the meeting.

In accordance with Standing Order 1a Mayor Berryman 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.

The meeting closed at 9.45pm

Chairman

Date