



**Lostwithiel Town Council Meeting
will be held
on
Tuesday 05 March 2024
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

- To receive the Cornwall Councillor Report

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 06 February 2024.
5. Planning applications-

- | | | |
|----|-------------------|--|
| a) | PA23/09032 | Copperbarn Millham Farm
Lostwithiel
Agricultural barn |
| | PA24/00635 | 2 Nikita Terrace Bodmin Hill
Lostwithiel
Discharge of Section 106 planning
obligation dated 02.11.2001. |

PA24/01110

Peregrine Hall Lostwithiel
Sub-division of Stable Cottage to provide a one-bedroom apartment and a two-bedroom apartment, creation of 2 x 3-bedroom apartments from 4 x single bed chapel apartments addition of a conservatory extension to Wing Cottage and erection of a canopy roof/car port at the rear of the plant room together with miscellaneous internal and external alterations with variation of condition 2 of decision PA15/08926 dated 16/12/2015.

b) To consider any planning applications received since the publication of the agenda.

6. Cornwall Council Local Plan – to receive a report from Mayor Henderson following the most recent CAP meeting & to decide if Lostwithiel Town Council wishes to make a submission following Cornwall Council’s recent Call for Sites.
7. Cornwall Council Fore Street Lostwithiel footway widening – to agree Lostwithiel Town Council’s response to the consultation.
8. Cornwall Council Town & Parish Council newsletter 09 February 2024 – to consider if Lostwithiel Town Council wishes to submit an Expression of Interest form for electric vehicle charging points.
9. Cornwall Council Section 106 monies – to note the correspondence received and to consider the suggestion from Mayor Henderson that the Council invites input from both primary schools.
10. Cornwall Council Local Maintenance Partnership – to consider if the Town Council wishes to participate in this year’s scheme.

11. Cornwall Council funding bids to receive updates on the following: -
 - a) Community Capacity Fund
 - b) Community Levelling up Programme
12. Lostwithiel Environmental Action Forum (LEAF) – to consider correspondence received and to decide, as requested, if the Town Council wishes to support LEAF in their campaign to insist that Network Rail retain a human presence in the signal box on the grounds of health & safety whilst we await the footbridge.
13. Second Island walkway commemorative stone – to consider the request received from a local resident that this stone is repaired or a new plaque added. (The resident is offering a contribution towards costs.)
14. Lostwithiel Community Centre – to consider approval of the schedule of payments received against cheque number 102090 issued on 23 January 2024.
15. University student Conservation Engineering project – to consider the request received from a local resident for consent to use Edgcombe House & The Guildhall as buildings of historical value to write a report as part of final year assessment for a MEng degree at the University of Bath
16. SLCC Annual Membership – to consider payment of the Town Clerk’s annual membership fee £403.
17. Town Council insurance – to undertake the annual review of the Town Council’s insurance policy and to approve renewal.
18. Library Fire doors – to consider the price and recommendations received and to approve expenditure

19. Veteran's sculpture – to agree, in principle, to the siting of a commemorative sculpture on Town Council land.

20. Lostwithiel Town Council Smoke-free Policy – to consider approval of the Policy as drafted

21. Accounts & Finance

a) To approve payment of the monthly cheques, bank standing orders & direct debits.

Date	Cheque Ref	Payee Name	Amount Paid	Transaction Detail
05/03/24	DD	Biffa	£78.60	Cemetery bin
05/03/24	DD	Biffa	£253.80	Standard general waste sacks
05/03/24	200108	Corserv Facilities Ltd	£1,276.38	Cleaning
05/03/24	200109	EDF Energy	£68.66	Electric
05/03/24	200110	EDF Energy	£297.23	Car park Electric
05/03/24	200111	D Guiterman	£23.98	Allotment water fittings
05/03/24	200112	Cheque destroyed	£0.00	Cheque destroyed
05/03/24	200113	K Henderson	£18.00	Birthday flowers for Lostwithiel residents
05/03/24	200114	Npower	£92.04	Electric
05/03/24	200115	SLCC	£403.00	Clerk's annual membership fee
05/03/24	200116	Source for Business	£38.87	Public toilet water charges
05/03/24	200117	Cheque destroyed	£0.00	Cheque destroyed
05/03/24	200118	Lostwithiel Community Centre	£1,250.00	Third monthly payment see minute 180/23
06/03/24	200119-	Salary related	£6,008.36	Salary related

	102 & 1 x Standing Order	expenses		expenses
06/03/24	200103	Duchy of Cornwall	£540.00	Second Island rent
06/03/24	200104	Worknest	£3,570.00	Year 2 fees
06/03/24	200105	Sandra Harris	£393.55	Stationery, stamps, fridge, microwave & rugs
06/03/24	200106	Rialtas	£30.00	Transfer of software
		Total	£14,342.47	

b) To check and authorise a Councillor to sign bank reconciliations as at 31 January 2024

c) To compare expenditure to budget forecast as at 31 January 2024.

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.

22. Litter picking tender – to consider the tender received and to appoint a contractor.

23. Maintenance work tender – to consider the tender received and to appoint a contractor.

24. Lostwithiel Community Centre – to consider the following: -

a) Any correspondence received from Lostwithiel Community Centre

- b) The prices received to undertake the financial review of Lostwithiel Community Centre and to appoint an organisation to undertake the review.
25. Lostwithiel Museum – to consider the correspondence received and to delegate to the Town clerk the authority to start negotiations regarding a new lease.
26. Staff Policies – to consider approval of the following policies as drafted: -
- a) Staff Leave
 - b) Staff mobile phone
 - c) To authorise the purchase of mobile phone for staff use.

S Harris

Mrs S Harris

Town Clerk

28 February 2024