



**Lostwithiel Town Council Meeting
will be held
on
Tuesday 04 June 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 Annual Meeting and the ordinary Council meeting both held on 07 May 2024 having previously been circulated and taken as read.
5. To note the Neighbourhood Plan Steering Group minutes dated 21 March 23, 12 April 23, 01 June 23, 27 February 2024 & 23 April 24.
6. Locality Neighbourhood Plan Funding – to authorise the clerk to apply for Locality Neighbourhood Plan funding Basic & Additional.
7. To note the Community Capacity Fund Project Advisory Committee minutes of 09 April 24 & to consider their recommendations regarding the Community Capacity Fund award.
8. Planning applications-
a)

PA24/03571

Non material amendment in relation to Decision Notice PA18/04962 dated 26/11/18 – Removal of 3 No parking spaces and drop off zone adjacent to reclamation yard on western site boundary and the introduction of stone filled gabion retaining structure.

The Yard Buildings 4 and 5 off Grenville Road
Lostwithiel

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

9. Planning Appeal – Town and Country Planning (Appeals) (Written Representations Procedure) (England) Regulations 2009 to note the receipt of Appeal APP/D0840/W/24/3340419 Cornwall Council reference:-

PA23/08761

Outline application with all matters reserved for construction of a single dwelling house (Re-submission of previous application PA22/09325)

Land off Couchwell Lane Lostwithiel

and to decide if the Council wishes to make further comments, or modify/withdraw the previous representation

10. Bartholomew's Meadow, Lostwithiel Tree Preservation Order 2024 – to note the correspondence received and to decide if the Council wishes to submit any comments to Cornwall Council.

11. Year-end Financial report – to consider approval of the report as drafted

12. Annual Budget – to resolve to carry forward the earmarked reserves as listed.

13. Internal Audit year end 31 March 2024 – to consider the Internal Auditor's report.

14. External Audit year end 31 March 2024 – to formally minute that there are no conflicts of interest with BDO LLP.

15. Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual Governance and Accountability Return 2023/24 Part 3 – to approve and authorise the signature of Section 1 Annual Governance Statement 2023/24.

16. Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual Governance and Accountability Return 2023/24 Part 2 – to approve and authorise the signature of Section 2 Accounting statements 2023/24.

17. RoSPA – to note the annual play area safety reports and to authorise all works identified.
18. Heritage Buildings working party – to receive an update regarding the CLUP bid.
19. Network Rail – to note correspondence received regarding Network Rail’s plans for the land adjoining the rail line.
20. Second Island stone prices – to consider the prices received to repair two damaged stones (one on the walkway & the second stone close to the Restormel Road pedestrian entrance).
21. Maintenance Contract – to consider the report received and delegate the authority to the Town Clerk to oversee the schedule approved at the meeting.
22. Lostwithiel Community Centre – to consider approval of the schedule of payments received and to authorise issue of the cheque dated 02 April 2024.
23. Cornwall Community Flood Forum – to authorise the Flood Co-ordinators supported by the Town Clerk to submit a bid for equipment funding to CCFF.
24. Lostwithiel Mayor Making 2024 – to receive an update on arrangements.
25. Accounts & Finance
 - a) To approve payment of the monthly cheques, bank standing orders & direct debits.

Date	Cheque Ref	Payee Name	Amount Paid	Transaction Detail
04/06/24	300003	James Morrison	£55.00	Allotment deposit and key refund
04/06/24	Online payment	APS Construction Services Ltd	£3817.24	May Maintenance works and June inspection fee
04/06/24	DD	Biffa	£78.60	Cemetery bin
04/06/24	Online payment	Clarity Copiers Ltd	£84.65	Copy charges

04/06/24	Online payment	Cormac	£162.00	Grave top up
04/06/24	Online payment	Cornwall ALC Limited	£33.60	Staff e-learning
04/06/24	Online payment	Cornwall Supplies Cleaning	£316.99	New vacuum cleaner and cleaning products
04/06/24	Online payment	EDF Energy	£197.92	Electric
04/06/24	Online payment	Hudson Accounting Ltd	£350.00	Internal audit fee
04/06/24	Online payment	Npower	£75.84	Electric – public toilet
04/06/24	Online payment	RoSPA	£561.60	Annual play area inspections
04/06/24	Online payment	Source for Business	£70.78	Public toilet water charges
04/06/24	300004	Lostwithiel Community Centre	£1,250.00	Sixth monthly payment see minute 180/23
04/06/24	Online payments and 1 x Standing Order	Salary related expenses	£7,422.64	Salary related expenses
04/06/24	Online payment	VAT	£266.96	VAT liability assessment
07/05/24	Direct Debit	Zen	£34.80	Phone and broadband
		Total	£14,778.62	

b) To authorise the refund of the £200 damage deposit to Lostfest.

c) To authorise the payment of the annual secondary pension contribution of £800.

- d) To note that HSBC have been unable to action the account closure request and to authorise the completion and return of their account closure form.

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.

26. Lostwithiel Community Centre – to consider correspondence received from Hawkins Charity Consultancy including the request for the Council to continue financial support for a further six month period.

S Harris

Mrs S Harris

Town Clerk

29 May 2024