



**Lostwithiel Town Council Meeting
will be held
on
Tuesday 05 December 2023
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 a presentation from Luci Isaacson BEM MSc FRGS
Director Climate Vision
- 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 07 November 2023.

5. To note the minutes of the Staffing Committee meeting held on 24 October 2023.

6. Planning applications-

a) **PA23/08761**

Land off Couchwell Lane

Lostwithiel

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

PA23/09032

Copperbarn

Millham Farm

Lostwithiel

Agricultural barn

PA23/09248

9 Church Lane

Lostwithiel

Application for tree works in a Conservation Area: Removal of Western Red Cedar

As this application is for works to trees in a Conservation Area, it will be decided under delegated authority. There is no need for Lostwithiel Town Council to submit any comments to the local planning authority.

PA23/09375

6 Carbes Lane

Lostwithiel

Works to trees in a Conservation Area: works include T1 Sycamore reduce crown by 3 metres to a height of 8 metres.

As this application is for works to trees in a Conservation Area, it will be decided under delegated authority. There is no need for Lostwithiel Town Council to submit any comments to the local planning authority.

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

7. Lostwithiel Town Council Town Team Committee – to note the request from the Town Team Committee that it has decided, due to the availability of Cornwall Council Town Accelerator Funding, that it will not meet as a Committee of Lostwithiel Town Council and wishes to revert to an independent organisation – Lostwithiel Town Team.
8. Council’s Cornwall Council Community Capacity Fund application – to receive an update.
9. Lostwithiel Town Council Safeguarding Policy – to consider approval of the revised policy as drafted. (Request received from CC Community Capacity Fund Good Delivery Facilitation Officer to check the policy is up to date)
10. Heritage Buildings working party – to consider the report received and to decide if the Council wishes to proceed and if so to outline the parameters for the group going forward.
11. Lostwithiel Town Council Tree inspection – to review the report and consider approval of report recommendations namely putting the works identified out to tender and authorising climbing & aerial inspections where recommended.
12. Council Policy Review – to review the following documents: -

Anti-Fraud, Bribery, Theft & Corruption Policy
Statement of Internal Control
Investment Strategy
Reserves Policy
Risk Management

13. Parkinson Partnership – to consider the advice provided and the recommendation to opt to tax Edgcumbe & Taprell House.
14. Rural Services Network – to consider the correspondence received offering free membership for six months. (Annual membership fee is circa £97-£133 depending on population size.)
15. Lostwithiel Town Council 2024-2025 Budget – to further consider the draft 2024-2025 budget in the context of the 3-year budget projections, the Council’s Reserves Policy, the list of Earmarked and General Reserves.
16. Accounts & Finance
 - a) To approve payment of the monthly cheques, bank standing orders & direct debits.

Date	Cheque Ref	Payee Name	Amount Paid	Transaction Detail
05/12/23	102046	Scott & Co	£13,544.50	Professional fees
05/12/23	102047-102052 & 1 x Standing Order	Salary related expenses including replacement for cheque 102034	£9,873.15	Salary related expenses including replacement for cheque 102034
05/12/23	Direct Debit	Biffa	£68.88	Cemetery bin December
05/12/23	102053	Brothers Cleaning	£185.00	Jet wash War memorial
05/12/23	102054	Clarity Copiers	£47.03	Copy charges

		Ltd		
05/12/23	102055	Cornwall ALC Ltd	£72.00	Addressing conflict training
05/12/23	102056	Cormac	£353.50	Sexton services
05/12/23	102057	Corserv Facilities Ltd	£1,276.37	Library cleaning & toilet cleaning
05/12/23	102058	EDF Energy Customers Ltd	£271.48	Electric
05/12/23	102059	D Guiterman	£264.96	Allotment water fittings
05/12/23	102060	Land & Heritage	£3,000.00	Tree safety survey
05/12/23	102061	Dave Maclennan	£760.48	Electric works library & kitchen
05/12/23	102062	N Power	£104.92	Public toilet electric
05/12/23	102063	Parkinson Partnership LLP	£900.00	VAT advice on renovation works
05/12/23	102064	Restormel Property Services	£3,850.80	Works to kitchenette area
05/12/23	102065	Source for Business	£41.04	Water for public toilet
05/12/23	102066	SWPSI Ltd	£2,362.82	Play area replace pirouette bearings, fit 2 x King George V play area gates, zip wire brake spring & worn shackles on basket swing
05/12/23	102067	Torch Fire Protection	£151.14	Annual maintenance fire

				extinguishers & blanket
05/12/23	102068	S Harris	£367.28	Toilet brushes, liquid soap, stationery, stamps, mayor making stationery & napkins, lbc adapters, first aid kit, accident book, road flares & safety gloves
		Total	£37,495.35	

b) To consider approval of the quote received to change the orientation of one fire door and fit a dorlock to the other fire door.

17. National Joint Council for Local Government Services pay agreement applicable from 01 April 23 – 31 March 24 – to decide if Lostwithiel Town Council wishes to implement the revised pay scales and backdate implementation to 01 April for current and ex-employees.
18. Councillor Co-option – to note that no applications were received by the closing date of Tuesday 31 October for the current vacancies and to consider readvertising.

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.

19. Lostwithiel Community Centre – to consider correspondence received.
20. General maintenance tender – to consider approval of the tender as drafted.
21. Litter picking tender – to consider approval of the tender as drafted.
22. Grass cutting & Hedge maintenance tender – to consider approval of the tender as drafted.
23. Trees – to consider approval of the tender as drafted.
24. Section 106 monies – to consider approval of the tender for children’s gym equipment.

S Harris

Mrs S Harris

Town Clerk

28 November 2023