



**Lostwithiel Town Council Meeting  
will be held  
on  
Tuesday 02 September 2025  
at  
The Guildhall Lostwithiel at 7pm**

Members of the Press & Public are invited to attend under the Public Bodies (Admission to Meetings) Act 1960. Under the Openness of Local Government Bodies Regulations 2014, any members of the public or press are allowed to take photographs, film and audio record the proceedings and report on all public sections of the meeting. Therefore, 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.

Under the Local Government Act 1972 Sch 12 10(2)(b), Council is unable to make any decision on matters not listed on the agenda.

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.  
(LGA 1972 Sch12 s40)
2. To receive from Council Members any Declarations of Interest  
(Localism Act 2011)
  - a) Pecuniary Interests – to receive Declarations of Pecuniary Interests as declared on the Register of Interests
  - b) Non-registerable Interests – to receive Declarations of Non-registerable Interests
  - c) Dispensations - to consider and report on any requests for dispensation in line with the Council's Code of Conduct
  - d) Gifts & Hospitality – to declare any gifts or hospitality in line with the Council's Code of Conduct
3. Public Participation – Time allowed for members of the public to address the Council on matters on the agenda. A question shall not require a response at the meeting nor start a debate on the question. The Mayor or meeting Chair may direct that a written or oral response be given – Maximum time allowed 15 minutes.  
(Public Bodies (admission to Meetings) Act 1960)

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. Meeting Minutes - to receive and resolve to adopt the minutes of the Council meeting held on 05 August 2025 having previously been circulated and taken as read.  
(LGA 1972 Sch 12 para 41)
5. Neighbourhood Plan Steering Group minutes – to note the minutes dated 19 March, 16 April, 07 May, 21 May, 18 June 15 July & 06 August.

6. Neighbourhood Plan Steering Group membership – to consider approving Sally Atkins and Brian Davis as members of Lostwithiel Town Council’s Neighbourhood Plan Steering Group.
7. Mayor’s report – to receive a verbal update from the Mayor on any meetings attended and any future dates for the diary. (For information only).
8. Councillor Reports – to receive reports/updates on any meetings attended by members as representatives of the Town Council and future dates for the diary (For information only)

9. Planning Applications

a)

**PA25/04659**

Delancey House Bodmin Hill Lostwithiel  
Proposed single garage demolition and a replacement double garage room for storage over

**PA25/05488**

Old Duchy Palace Quay Street Lostwithiel  
Listed Building Consent for reconstruction of western brickwork chimney (retrospective)

**PA25/05560**

Shenstone Field Cott Road Lostwithiel  
Application for permission in principle for the construction of up to 9 houses (minimum of 8, maximum of 9)

**PA25/05681**

Land west of Kelma Couchwell Lane Lostwithiel  
Application for permission in principle for up to two dwellings.

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

10. Cornwall Council consultation – Public Spaces Protection Order, Review of existing dog bans on beaches – to decide if Lostwithiel Town Council wishes to respond to this consultation and if so to formulate the Council’s response.

11. Tree Preservation orders – to consider the opinion expressed at Cornwall Council’s Planning Committee meeting and to decide if Lostwithiel Town Council wishes to ask Cornwall Council to register TPOs on trees within the environs of Meadowbrook House.

12. Town Team Town Trail project update – to further consider the bike rack and to receive an update on project financials.
13. Neighbourhood Priority Statement baseline survey – to note the responses received.
14. Earl of Chatham – premises licence complaint to receive an update from Mayor Berryman & Cllr Henderson, to consider the response received from the enquiry to Cornwall Council and to decide how the Council wishes to take this forward.
15. Lostwithiel Art Salon – to consider the application received for use of The Parade Lostwithiel on Saturday 13 September as part of the Lost in Art Town Tour.
16. Lostwithiel Rotary – to consider the request received for consent to install two further 1.2m picnic benches on the Parade. (size & style as previously - preferred location on the right as you enter alongside the pavement opposite the Memorial Garden) and to note that Lostwithiel Rotary wish to hand back maintenance of the Memorial Garden to the Town Council with effect from 01 January 2026.
17. Town Trail Community Centre bike racks – to receive an update.
18. Lostwithiel Town Team – to consider the request received to take down the old Town Team website <https://www.lostwithieltownteam.org.uk> and transfer the PJA & Hayhurst reports to the Town Council's website.
19. LEAF Designated Bathing Water Status application – to consider the correspondence received and to decide if Lostwithiel Town Council wishes to support the application.
20. Tozers Council Advice Service – to consider if Lostwithiel Town Council wishes to renew its annual subscription at a cost of £1,500.

21. Lostwithiel Town Council Strategic Plan – to put forward objectives for a 4 year strategic plan for the Council

22. National Joint Council for Local Government Services pay agreement applicable from 01 April 25 – 31 March 26 – to decide if Lostwithiel Town Council wishes to implement the revised pay scales and backdate implementation to 01 April for staff employed on the NJC LGS pay scales.

23. TV Licensing – to retrospectively approve the purchase of 2 TV licenses.

24. Accounts & Finance

a)To approve the list of payments as drafted.

Date	Cheque Ref	Payee Name	Amount Paid	Transaction Detail
02/09/25	Online payment	Biffa	£69.98	Cemetery bin
02/09/25	Online payment	APS Construction Services Ltd	£3,826.50	Third quarter charge cleaning & July maintenance works
02/09/25	Online payment	Cormac	£399.89	Ashes interment
02/09/25	Online payment	EDF	£146.08	Electric
02/09/25	Online payment	Npower	£66.42	Toilet electric
02/09/25	Online payment	Source for Business	£62.24	Guildhall water
02/09/25	Online payment	SSE Energy Solutions	£90.92	Electric
02/09/25	Online payments & one Standing Order	Salary related expenses	£7,863.30	Salary related expenses
02/09/25	Online payment	SWPSI Ltd	£119.99	Play area operational play inspections

02/09/25	Online payment	APS Construction Services Ltd	£2,880.00	Town Team installation rubbing posts, benches & nest boxes
02/09/25	Online payment	P Wisdom	£11.00	Town Team chocolates
02/09/25	Online payment	M Nineham	£25.97	Printing costs and balloons paper plates etc
02/09/25	Online payment	Westcare Supply Zone	£268.63 £919.90	Stationery Display boards & storage cupboard
		Total	£16,688.58	

To resolve 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 .

25. Tree works tender – to receive an update.

26. Tree inspection – to consider approval of the tender documents as drafted.

27. Jefferys Lostwithiel – to consider the information provided and the recommendation from the CLUP Committee.

28. CLUP Project Scott & Co correspondence – to consider correspondence received and the recommendation from the CLUP Committee.

*S Harris*

Sandra Harris

Town clerk

26 August 2025