



Lostwithiel Town Council Meeting Tuesday 02 September 2025

Cornwall Councillor Report

None.

Meeting Minutes

A Meeting of Lostwithiel Town Council was held in Lostwithiel Guildhall on Tuesday 02 September 2025 at 7pm.

Councillors Present

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

In attendance

Five members of the public were in attendance.

Town Clerk Sandra Harris was in attendance.

134/25 Apologies of Absence

None.

135/25 Declarations of interest

Councillors Guiterman & Nineham declared non-registerable interests in the Town Team agenda items 12, 17 & 18.

Councillors Guiterman & Nineham also declared pecuniary interests in agenda item 24.

136/25 Public Participation

The Council was addressed regarding Planning Applications **PA25/05560** & **PA25/05681**, perceived tree surgeon damage to a tree on Quay Street and the trees at Meadowbrook.

137/25 Meeting Minutes 05 August 2025

The meeting minutes dated 16 July 25 had to be amended under Minute reference **124/25** as they incorrectly recorded 8 votes instead of 7 votes. A further amendment was required under minute reference **127/25** to replace 'sings' with 'signs'. After the minutes had been amended in ink and initialled by Mayor Berryman it was **resolved** that the amended minutes of the Council Meeting held on 05 August 2025 are accepted, approved and duly signed by Mayor Berryman.

Proposer: DM Rawlings

Seconded: Cllr Guiterman

Vote – 8 votes in favour.

138/25 Neighbourhood Plan Steering Group minutes

The Neighbourhood Plan Steering Group minutes dated 19 March, 16 April, 07 May, 21 May, 18 June, 15 July & 06 August were noted by Council.

139/25 Neighbourhood Plan Steering Group membership

It was **resolved** to approve Sally Atkins & Brian Davis as members of the Lostwithiel Town Council's Neighbourhood Plan Steering Group.

Proposer: Cllr McClarin

Seconded: Cllr Guiterman

Vote – 8 votes in favour.

140/25 Mayor's report

The Mayor advised that the two Open Days held in the Guildhall & Edgumbe House respectively were well received by the public.

Mayor Berryman asked that the minutes record grateful thanks to the Neighbourhood Plan Steering Group for their attendance and valued support on both days.

Mayor Berryman had 5 people attend the August Mayor's surgery, topics raised included the Wednesday Biffa collections, increasing library

opening hours, and car parking.

Mayor Berryman also advised that he had recently represented Lostwithiel Town Council at the funeral of Mr Ralph Broad a former Town Clerk.

141/25 Councillor Reports

DM Rawlings reported to Council on the recent meeting with a representative of the Environment Agency regarding their plans to do some investigative inspection work on the Flood defence walls. This will involve removal of some stones to assess the internal condition and structure of the wall. DM Rawlings and Cllr Henderson asked the EA at the meeting that the vegetation growth on the river side of the Parade wall and the vegetation growing in the silt at the bridge is brought to the attention of the EA's asset management team.

Cllr Guiterman reported that LEAF had recently taken photographs showing over 100 people bathing in the water next to the bridge.

Cllr Guiterman also advised that he attended the site meeting arranged with Lanlivery Parish Council at Pelyn Tor woods. From the conversation at the site meeting Cllr Guiterman was under the impression that the views of Lanlivery Parish Council are similar to the response already submitted by Lostwithiel Town Council.

142/25 Planning Applications

a)

PA25/04659

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

It was **resolved** to endorse the recommendations from South West Water and support this application.

Proposer: Cllr Henderson

Seconder: Cllr Nineham

Vote – 8 votes in favour.

PA25/05488

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

It was **resolved** to support this retrospective application.

Proposer: Cllr Henderson

Seconded: Cllr Nineham

Vote – 7 votes in favour, 1 against.

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)

It was **resolved** to support this permission in principle application.

Proposer: Cllr Guiterman

Seconded: Cllr Henderson

Vote – 8 votes in favour.

PA25/05681

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

It was **resolved** to support this permission in principle application.

Proposer: DM Rawlings

Seconded: Cllr Guiterman

Vote – 8 votes in favour.

b)

PA25/06324

Land at Rose Hill, Rose Hill Lostwithiel
Non-material amendment in relation to
decision notice PA23/09754 dated
26/06/24 namely 1) reducing windows
openings on South West elevation.

It was **resolved** to support this non-material amendment to reduce the
size of the windows on the South West elevation.

Proposer: Cllr Guiterman

Seconded: Cllr Henderson

Vote – 8 votes in favour.

143/25 Cornwall Council consultation – review of existing dog bans on beaches

It was **resolved** not to submit a response to the Cornwall Council consultation regarding dog bans on beaches.

Proposer: Mayor Berryman **Seconded:** Cllr Guiterman

Vote – 8 votes in favour

144/25 Tree Preservation Orders – Meadowbrook House

It was **resolved** to act on the comments made by a member of Cornwall Council's Central Planning Committee and based on the professional opinion of Cornwall Council's Forestry Team to submit TPO applications to Cornwall Council for the following trees within the environs of Meadowbrook House:-

T1138 Cooper Beech

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

Vote – 8 votes in favour

G9 Oak Trees

Proposer: Mayor Berryman **Seconded:** Cllr Nineham

Vote – 8 votes in favour

T1136 Yew

Proposer: Cllr McClarin **Seconded:** Cllr Nineham

Vote – 8 votes in favour.

145/25 Town Team Town Trail project update

Cllrs Guiterman & Nineham having previously declared non-registerable interest left the meeting room.

Bike rack

It was **resolved** to instruct the clerk to check that the Community Centre Trustees are aware that they are responsible for maintenance and insurance of the bike rack. Once written confirmation has been received the clerk is instructed to place an order on behalf of the Town Team with Barriers Direct for 4 x Frankton Popular cycle stands and 4 sets of galvanised bolts.

Proposer: Cllr Eastham

Seconded: Cllr McClarin

Vote – 6 votes in favour

Project financials

The spreadsheet received the consideration of Council.

It was **resolved** to instruct the clerk to ask the Town Team to ask Cornwall Council to confirm in writing that the Town Council can retain the monies for the Greenspace Designs Ltd benches (circa £5,400.00) so that payment can be made on receipt of the benches. It was further **resolved** to ask the Town Team to ask Bodmin Revival to issue an invoice for the £480.00.

Proposer: Cllr Henderson

Seconded: Cllr McClarin

Vote – 6 votes in favour

Councillor Guiterman & Nineham rejoined the meeting.

146/25 Neighbourhood Priority Statement – baseline survey data

The responses received were noted by Council.

147/25 Earl of Chatham – premises licence complaint

Mayor Berryman advised the meeting that he and Cllr Henderson attended a meeting at the Earl of Chatham with the landlords, a representative from the Brewery and Cornwall Council Environment Officer.

It was **resolved** to informally monitor noise levels going forward and instruct the clerk to contact the member of the public who made the complaint to advise them of the action taken and to ask if going forward they would please consider, at the request of the Cornwall Council officer present at the meeting, reporting directly to Cornwall Council's Environmental Health team.

Proposer: Cllr Guiterman

Seconded: Cllr Nineham

Vote – 8 votes in favour

148/25 Lostwithiel Art Salon

Application withdrawn

149/25 Lostwithiel Rotary benches

It was **resolved** to instruct the clerk to thank Lostwithiel Rotary for the

offer and accept the donation of two benches for the Parade. The clerk was further instructed to ask if it would be possible for a couple of Council representatives to meet with Rotarians at the Parade to discuss proposed locations.

(Council representatives to bring the proposed locations back to Council for agreement).

Proposer: Cllr Eastham

Seconded: Cllr McClarin

Vote – 8 votes in favour.

It was noted that with effect from the New Year responsibility for maintenance of the area will revert to the Town Council.

150/25 Town Trail Community Centre bike racks

Not considered – duplicate agenda item.

151/25 Lostwithiel Town Team – old website

Councillors Guiterman & Nineham having previously declared non-registerable interests left the meeting room.

It was **resolved** to agree to 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 website as requested by the Town Team. It was further resolved to suggest to the Town Team that they may wish to consider asking Cornwall Council if some of the monies to be returned could be used to further extend website hosting.

Proposer: Cllr Eastham

Seconded: Cllr McClarin

Vote – 6 votes in favour

Councillor Guiterman & Nineham rejoined the meeting.

152/25 LEAF – Designated Bathing Water status

The Council discussed LEAF's application at length in light of the response from Council insurers that following a detailed review they would be unable to add this activity to the Council's insurance policy.

It was **resolved** to instruct the clerk to reply to LEAF advising that Lostwithiel Town Council supports in principle regular testing of the water for bathing quality but cannot accept as landowner any additional

responsibilities that designation of the area as a designated bathing water area would require.

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

Vote – 5 votes in favour, 1 abstention, 2 votes against.

Councillor McClarin requested a recorded vote.

Councillors in favour were:- Mayor Berryman, DM Rawlings,
Cllr Anders, Cllr Guiterman & Cllr Henderson

Councillors abstaining : Councillor Eastham

Councillors against:-Councillor McClarin & Councillor Nineham

153/25 Tozers Council Advice Service

It was **resolved** to renew the Council's annual subscription at a cost of £1,500 plus VAT.

Proposer: Mayor Berryman **Seconded:** Cllr Eastham

Vote – 8 votes in favour.

154/25 Lostwithiel Town Council – Strategic Plan

The list of objectives put forward by Council Members were as follows:-

Sustainable transport/ increase parking capacity

Community support/guidance regarding planning issues

Support for young adults

Upgrading bus stops

Shared infrastructure for town events

Shire Hall Moor – Local Nature Reserve status

Reclaim/prevent further erosion of bank by the Town bridge to prevent further loss of amenity area

Remedy the drainage at King George V playing field

Disability ramp from the bank down to the picnic/gravel area

Improve town signage

Increase liaising/communication with Town organisations & residents

Devolution of Cattle Market car park

Maximise income revenues

Research grants for further renovations to Edgcumbe House

Complete all known defects/outstanding works which are the responsibility of Lostwithiel Town Council

Keep all allotments ready for use

Have robust completed Neighbourhood Plan in place

Develop short, medium & long term plans for flood prevention

Enable the recommendations of the PJA report

Drive an initiative to reduce speed limits across the town

Implement a town traffic management plan.

It was agreed, as suggested by Mayor Berryman, that the clerk is instructed to circulate this list to all Council Members asking them to select their top five priorities.

155/25 National Joint Council for Local Government Services pay agreement 01 April 25 – 31 March 26

It was **resolved** to implement the revised pay scales and backdate implementation to 01 April 2025 for staff employed on the NJC LGS pay scales.

Proposer: DM Rawlings

Seconder: Cllr Guiterman

Vote – 8 votes in favour.

156/25 TV Licensing

It was **resolved** to retrospectively approve the purchase of two TV licenses at a cost of £349.00.

Proposer: Cllr Nineham

Seconder: Cllr Eastham

Vote – 8 votes in favour.

157/25 Accounts & Finance

Councillors Guiterman & Nineham having previously declared pecuniary interests left the meeting room.

a) To approve the list of payments as drafted.

b) Date	Cheque Ref	Payee Name	Amount Paid	Transaction Detail
02/09/25	Online payment	Biffa	£69.98	Cemetery bin
02/09/25	Online payment	A1 Tree & Grounds Ltd	£7,020.00	Quarterly grounds work charges

02/09/25	Online payment	APS Construction Services Ltd	£3,826.50	Third quarter charge cleaning & July maintenance works
02/09/25	Online payment	J Berryman	£23.68	Mayors Allowance – Open day expenses
02/09/25	Online payments & one Standing Order	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	£194.66	Electric
02/09/25	Online payment	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	Parc Signs	£267.70	Furniture plaques & bike rack sign
02/09/25	Online payment	D Guiterman	£14.49	Chalk paint
02/09/25	Online	Westcare	£268.63	Stationery

	payment	Supply Zone	£919.90	Display boards & storage cupboard
02/09/25	Online payment	Westernweb	£180.00	Renewal cloud email account for lostwithielcouncillors.org.uk
		Total	£24,360.43	

It was **resolved** to approve the list as circulated.

Proposer: Mayor Berryman **Second:** DM Rawlings

Vote – 6 votes in favour.

Councillors Guiterman & Nineham rejoined the meeting.

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: Mayor Berryman **Second:** Cllr Henderson

Vote – 8 votes in favour.

The meeting closed at 22.05pm

Chairman

Date