



**Lostwithiel Town Council Meeting
will be held
on
Tuesday 02 December 2025
at
Lostwithiel Library 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
- To receive a presentation from Mr Jon Sleep regarding planning

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 11 November 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 29 October & 12 November 25.
6. 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).
7. 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)
8. Planning Applications
 - a)

PA25/07736	8 Quay Street, Lostwithiel Listed Building Consent for replacement of ground floor window
PA25/08151	Pelyn Tor Woodlands Lostwithiel Conversion of former toilet block to annexe
PA25/08632	Bridge House The Parade Lostwithiel Works to tree within a conservation area As this application is for works to trees in a Conservation Area, it will be decided under delegated authority. There is no need for the Town Council to submit any comments to Cornwall Council the Local Planning Authority.
 - b) To consider any planning applications received since the publication of the agenda.
9. Cornwall Council Local Plan Call for Sites update – to note the correspondence received.
10. Elliott Exhibition Foundation – to receive an update from Cllr Henderson and to note that the Annual Meeting will be held on either Thursday 08 January or Tuesday 20 January – (daytime)
11. Tree Inspection Report & Risk Management Plan & Strategy – to note the content of the report and to consider authorising the recommendation therein. (Tree Surgery tender will be discussed under agenda item 24 in

Closed Session) and to provide feedback on the first draft of the Management Plan & Strategy.

12. RLSS Risk Assessment & Water Safety Management Plan – to note the content of the document, discuss the recommendations and authorise any associated expenditure.
13. Lostwithiel Library – to receive an update from Cllr McClarin
14. Lostwithiel Business Group Dickensian evening – to consider the request received to site Santa's Grotto in the Mayors Parlour.
15. Lostwithiel Business Group Dickensian grant application – to consider the application received for £1,550 to cover the costs of the Christmas trees and presents.
16. Lostwithiel Town Band – to consider the request received to use the small storage room adjacent to the library to store instruments and if approved to agree a fee for the room.
17. Representation on External Bodies policy – to consider approval of the policy as drafted
18. Social Media and Electronic Communication Policy– to consider approval of the policy as drafted
19. Council Policy Review – to review and approve the following documents :-
 - Anti-Fraud, Bribery, Theft & Corruption Policy
 - Statement of Internal Control
 - Investment Strategy
 - Reserves Policy
 - Risk Management
20. Local Council Award Scheme – to consider the information provided and to decide if Lostwithiel Town Council wishes to apply for Silver Accreditation.

- 21 Charles Arnold Baker 14th Edition – to authorise the purchase of this book at a cost of £144 (SLCC Member price)
22. Coulson Park bin – to consider the prices received to replace the bin adjacent to the play area.
23. King George V play area – to consider the price received £2,200 plus VAT to replace the scramble net and pull up rope.
24. Accounts & Finance

a)To approve the list of payments as drafted.

Date	Cheque Ref	Payee Name	Amount Paid	Transaction Detail
02/12/25	Online payment	Biffa	£87.48	Cemetery bin
02/12/25	Online payment	APS Construction Services Ltd	£2,482.50	Fourth quarter charge cleaning
02/12/25	Online payment	Brothers Cleaning SW	£198.00	Memorial cleaning
02/12/25	Online payment	Cornwall Supplies Cleaning	£190.02	Vacuum cleaner, toilet rolls & cleaning materials
02/12/25	Online payment	Cornwall Council	£7,845.55	By election recharges
02/12/25	Online payment	Greenspace Designs Ltd	£6,780.00	Town Team view point bench & all ability picnic table
02/12/25	Online payment	NPower	£85.61	Toilet electric
02/12/25	Online payments & Standing Orders	Salary related expenses	£8,111.72	Salary related expenses
02/12/25	Zen Internet	Zen Internet	£69.60	Broadband x 2

		Total	£25,850.48	
--	--	-------	------------	--

25. Councillor Co-option – to receive the written application for the office of Town Councillor vacancy and to consider co-option to fill this vacancy.

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 .

26. Tree surgery works tender – to consider approval of the tender documents as drafted.
27. Balfour Beatty – to consider correspondence received.
28. Cornwall Council Cattle Market car park – to consider and agree a response to any further updates which may have been received from Cornwall Council.

S Harris

Sandra Harris

Town clerk

26 November 2025