

## Lostwithiel Town Council

A Meeting of the Town Council was held in the Guildhall on Tuesday 4 February 2014 at 7pm.

Councillors present

Mayor Mrs Parsons

Deputy Mayor Mrs Jarrett,

Councillor Abbiss, Councillor Gillett,

Councillor Hensman, Councillor Hughes,

Councillor May, Honoured Burgess Peareth,

Councillor Robson, Councillor Mrs Ross,

Councillor Watkins & Councillor Mrs Wilkinson

In attendance

Cornwall Councillor Bay

Town Clerk Mrs Harris

Two members of the public were in attendance

### 634/13 PUBLIC PARTICIPATION

The Council was addressed regarding the Quay Street wall from 1 Park Road to the telegraph pole.

### 635/13 APOLOGIES

Apologies for absence were received and accepted from the following Councillors:- Councillor Brewer, Councillor Jewels and Honoured Burgess Jones. Councillor Robson had previously advised that he may be late to the meeting.

### 636/13 DECLARATIONS OF INTEREST

Mayor Mrs Parsons & Councillor Mrs Ross declared registerable interests in agenda item 15 regarding Lostwithiel Social Club.

Councillor May declared a non registerable interest in agenda item 24 Accounts & Finance.

Honoured Burgess Peareth, Councillor Mrs Ross and Councillor Watkins declared non registerable interests in agenda item 30 DAS.

### 637/13 POLICE REPORT

None.

### 638/13 CORNWALL COUNCILLOR REPORT

Cornwall Councillor Bay advised the Council that at the last meeting the Council discussed the provision of a street light at Kolar Meadow. Cornwall Councillor Bay regretted to advise that Cornwall Council Highways have advised that there is currently no money available for a street light.

Cornwall Councillor Bay also advised that the planning application for Mill Cottage received the consideration of Cornwall Council's East Planning Committee on Monday 3 February and was approved.

Cornwall Councillor Bay also mentioned the high tides and serious weather warnings in place for the next 4-5 days.

#### 639/13 MAYOR'S REPORT

Mayor Mrs Parsons advised that the Council has received a thank you card from Mrs Kerdiles and an invitation from Lostwithiel Brownies to participate in their Centenary celebrations at St Bartholomew's on Saturday 22 February at 3pm.

#### 640/13 COMMUNITY RESILIENCE REPORT

Councillor Mrs Ross advised the Council that there are now nine trained Flood wardens and the Personal Protective Equipment has now been measured and swapped where appropriate. Flood alerts have been received within the last few days.

#### 641/13 MINUTES

The minutes of the meeting of 28 January 2014 were accepted, approved and duly signed by Mayor Mrs Parsons. Proposed Councillor Hughes seconded Councillor Mrs Ross. This proposal received the support of the Council.

#### 642/13 DIABETIC RETINAL SCREENING

It was proposed by Honoured Burgess Peareth and seconded by Councillor Mrs Wilkinson that Royal Cornwall Hospital Triliske is given permission to site a screening unit in the Cattle Market car park from 13-21 March 2014. This proposal received the support of the Council.

#### 643/13 CORNWALL COUNCIL LICENSING APPLICATION LI13-000009314

It was proposed by Councillor Watkins and seconded by Councillor Mrs Wilkinson that Lostwithiel Town Council has no comments to lodge regarding this application. This proposal received the support of the Council.

#### 644/13 CORNWALL COUNCIL WEED TREATMENT

The Council considered the response received from Cornwall Council. It was proposed by Councillor Gillett and seconded by Councillor Hughes that Lostwithiel Town Council notes the response received, monitors the weed growth and reviews if necessary. This proposal received the support of the Council.

#### 645/13 LOSTWITHIEL FORUM'S MEDIEVAL BRIDGE REPORT

It was proposed by Deputy Mayor Mrs Jarrett and seconded by Councillor Mrs Wilkinson that Lostwithiel Town Council writes a letter to support Lostwithiel Forum's grant application to preserve the historic signage on the bridge. This proposal received the support of the Council.

#### 646/13 LOSTWITHIEL TOWN COUNCIL – Election of Mayor & Deputy Mayor

The clerk advised Council that this agenda item had prompted a flurry of Councillor phone calls. The clerk therefore clarified the following:-

The only statutory requirements for the election of Mayor are:-

- i) that it is the first item of business on the agenda of the Annual Meeting of the Council which must be held in May.
- ii) that the person must be elected annually i.e. each term of office is limited to 12 months although there is no limit on the number of consecutive terms which can be served.

Apart from these two requirements it is the Council's own Standing Orders and procedures which shape the way in which the nomination/election process is carried out. There is no provision for any special arrangements in the Council's Standing Orders and the clerk has been unable to find a Lostwithiel Town Council written policy. The clerk suggested that the Council may wish to consider the following options:-

- i) Do you wish to hold a nomination process tonight for the preferred candidate to stand for election at the Annual Meeting or
- ii) Do you wish to receive nominations and hold elections for the Mayor/Deputy Mayor at the Annual Meeting

Then the Council must decide whether it wishes to do this by written nominations or by verbal nomination, show of hands or written ballot.

It was proposed by Councillor Hughes and seconded by Honoured Burgess Peareth that the clerk is instructed to circulate this information to all Councillors and to defer the agenda item to next month's meeting. This proposal received the support of the Council.

647/13            LOSTWITHIEL TOWN COUNCIL – Councillor Milne's resignation  
 Mayor Mrs Parsons read to Council Councillor Milne's letter of resignation and email. Councillor Watkins advised Council that Councillor Milne's contribution to the monitoring of the finances of the Land & Parks Committee will be sorely missed. Mayor Mrs Parsons advised the Council that she will write to Councillor Milne to express the Council's gratitude for his contribution to the work of the Council.

648/13            LOSTWITHIEL PUBLIC TOILETS  
 Mayor Mrs Parsons advised the Council that the Deputy Mayor and herself met with four representatives of Lostwithiel Community Centre to discuss the centre opening for some extra hours to provide a public toilet facility to Lostwithiel. The Community Centre is prepared to offer an additional 19 hours per week. However, it was highlighted to Council by Deputy Mayor Mrs Jarrett that Lostwithiel Social Club are already open for a number of these hours.  
 Mayor Mrs Parsons and Councillor Mrs Ross declared registerable interests in Lostwithiel Social Club and left the meeting. This agenda item was then chaired by Deputy Mayor Mrs Jarrett.  
 During an informal conversation with Lostwithiel Social Club it was highlighted that members of the public are using their toilets as a public toilet facility.  
 It was proposed by Councillor Gillett and seconded by Councillor Hughes that Lostwithiel Town Council asks Lostwithiel Community Centre if it would consider opening the centre on Saturdays between the hours of 10am and 2pm for an initial period of 3 months and asking Lostwithiel Social Club if it would consider allowing members of the public to access their toilet facilities during their current opening hours for an initial period of 3 months for a contribution of £30 and £20 per week respectively. This proposal received the support of the Council.

Councillor Gillett highlighted that the Council may wish to consider a rolling one month agreement after this initial period and that the Cornwall Council toilet will need a sign to indicate where toilets are available and the times of the availability.

Mayor Mrs Parsons and Councillor Mrs Ross rejoined the meeting and Mayor Mrs Parsons resumed chairmanship.

Councillor Robson joined the meeting.

#### 649/13 LOSTWITHIEL PUBLIC TOILETS

Mayor Mrs Parsons advised the meeting that the working party's recommendations for the meeting with Cornwall Council are as follows:-

1. Lostwithiel Town Council wants toilet provision in Lostwithiel, but those toilets must be fit for purpose.

Cornwall Council has allowed our toilets to become neglected and not fit for purpose.

Lostwithiel Town Council wants to work with Cornwall Council to provide toilet provision because.....all the reasons (to be taken from Mayor's previous presentation regarding toilets). However Lostwithiel Town Council does not want to take on a facility that will be a massive financial burden on the community.

2 Does Cornwall Council have any money available to make the current toilets in Lostwithiel fit for purpose and to a high standard, so that Lostwithiel Town Council could then take over the running of the facility?

3 If not would Cornwall Council be able to facilitate removing the current building and replacing it with a single unisex eco facility?

4 If the site itself is a problem, would Cornwall Council consider replacing the facility with an eco toilet on another site that Lostwithiel Town Council could possibly provide?

5 If none of these are an option would Cornwall Council knock down the toilet, put drains in order that Lostwithiel Town Council could put a new toilet on the site

It was proposed by Councillor Watkins and seconded by Deputy Mayor Mrs Jarrett that the working party recommendations are accepted by full Council with the exception of item 5 which should be amended to read.....in order that Lostwithiel Town Council could look into the possibility of putting a new toilet on site. This proposal received the support of the Council.

The clerk suggested the following agenda for the meeting:-

Welcome to Lostwithiel by Mayor Mrs Parsons

Cornwall Councillor Bay addresses the meeting

Mayor Mrs Parsons presents the working party's objectives approved by full Council

Cornwall Council's response

Opportunity for questions

Timetable for meeting objectives

Meeting closed with summary of the objectives

This agenda was accepted without amendment by Council.

#### 650/13 CHARITABLE/COMMERCIAL USE OF TOWN COUNCIL LAND

It was proposed by Councillor Hensman and seconded by Councillor May that the wording of item 11 is changed from 'the use of sound amplification systems is not permitted' to 'the use of sound amplification systems is not permitted without the prior written consent of the Town Council.' This proposal received the support of the Council.

### 651/13 LOSTWITHIEL NEIGHBOURHOOD DEVELOPMENT PLAN

It was proposed by Councillor Mrs Ross and seconded by Councillor Robson that Lostwithiel Town Council accepts the recommendation from the Planning Committee that Lostwithiel Town Council joins the Castle d'Or Neighbourhood Development Plan group which currently consists of Fowey Town Council, Tywardreath Parish Council, St Sampson (Golant) Parish Council and Lanlivery Parish Council. This proposal received the support of the Council.

Councillor Robson advised the Council that at the recent Community Network Meeting the Castledore group gave a brief verbal update on their progress to date and St Blazey extended an invitation to any interested parties to attend one of their Neighbourhood Plan meetings. It was decided that the Planning Committee should consider appointing Town Councillor representation to the Castledore group.

### 652/13 LOSTWITHIEL TOWN COUNCIL TOWN PLAN WORKING PARTY

The Council accepted Deputy Mayor Mrs Jarrett's resignation from the working party.

### 653/13 LOSTWITHIEL CEMETERY

It was proposed by Councillor Watkins and seconded by Deputy Mayor Mrs Jarrett that the Council authorises the implementation of the recommendations from the Land & Parks Committee under minute reference 628/13 regarding the Cemetery annual review. Namely Proposed amendment to forms

1. On the 'Application for a Grant of the Exclusive Right to Burial' and the 'Grant of Exclusive Right to Burial' forms add boxes to identify more clearly whether the application is for a conventional burial or for cremated remains.
2. On the 'Cemetery Inspection Report' add a box that identifies when a Grant of Exclusive Right to Burial applies and who owns the Grant.

#### Reserved Plots in the Garden of Remembrance

That the Council allows reservation of specific plots in the Garden of Remembrance

#### Prepayment

That the Council does not allow prepayment of burial fees.

#### Burial of cremated remains in a conventional grave

The Council allows, subject to sufficient depth being available, the burial of cremated remains in a grave above two coffins.

#### Consecrated ground

1. Amend all paperwork to recognise that some areas of the cemetery have been consecrated
2. Continue to allow any burial in the limited number of remaining grave spaces in areas 1, 2 & 3.
3. Decline to allow any other areas of the cemetery to be consecrated in order to comply with the 1977 Local Authorities Cemetery Order.
4. Continue the existing policy to not reserve any particular area for specific faiths or religions.

#### BRAMM Scheme

The Council needs to contact all Funeral Directors and Memorial stonemasons in the immediate area to advise them of the Council's intention to join the British Register of Accredited Monumental Masons scheme with effect from 1 January 2015.

### Gravestone inspection schedule

The Council has previously agreed that all memorial stones in the Cemetery will be inspected at least every three years. The following schedule is recommended:-

2014 Jan – March	Inspection Area One
2014 Jun – Sept	Inspection Area Two & Area Three
2014 Sept – Dec	Inspection Area Four and Garden of Remembrance
2015	Repeat Area One
2016	Repeat Areas Two & Three
2017	Repeat Areas Four and Garden of Remembrance

This allows a complete inspection this year and ensures that the Council meets the three year requirement in future and spreads the costs. In the early stages it will allow time to assess the necessary actions resulting from each area inspection.

### Records

The Council should consider more suitable storage for the Cemetery records e.g. lockable steel cabinets.

### Fees

The Council considers amending the following:-

Interment of a person of 16 years or over in a grave at least 2.3 metres deep	£250
(The Funeral Directors to be responsible for paying and arranging the digging of the grave)	
Interment of a person over 2.3 metres deep, per extra metre	Delete line
Interment of a child up to 16 years of age in a grave at least 2.3 metres deep	£100
Reopening of a grave for a second interment	£100
Interment of cremated remains in an existing grave	£100
Interment of cremated remains in the garden of remembrance	£150
Reopening for a second interment in the garden of remembrance	£100

### Grants for Exclusive Right to Burial and for the erection of monuments on existing graves

1. In the past the Council has sold reserved plots. The Council should regard this as a Grant of Exclusive Right to Burial and issue a Grant free of charge.
2. The Council has already accepted a fee and given permission for a memorial stone on a grave that has no Grant of Exclusive Right to Burial. The Burial Grant and the Memorial Grant should be issued free of charge
3. Grants which have previously been sold in perpetuity will be treated in accordance with the 1977 Local Authority Cemetery Order and will henceforth be considered to have a 100 year life only.
4. If a Grant of Exclusive Rights to Burial has been sold more than 20 years ago and no interment has taken place then it will be considered to have expired.
5. All reserved graves and graves for which a Grant of Exclusive Right of Burial has been sold and where no interment has taken place will be recorded and the Council will ensure that it has sufficient spaces left in the Cemetery to accommodate these possible burials in the future.

This proposal received the support of the Council.

## 654/13 SLCC CONFERENCE

It was proposed by Councillor Watkins and seconded by Councillor Gillett that the Council authorises the clerk's attendance at the Regional Conference. This proposal received the support of the Council.

## 655/13 DUCHY OF CORNWALL – SECOND ISLAND PARK

It was proposed by Councillor Watkins and seconded by Honoured Burgess Peareth that the clerk is instructed to advise that the Council does not have any comments or questions regarding the proposed works in Second Island. This proposal received the support of the Council.

## 656/13 ANNUAL PARISH MEETING

It was proposed by Councillor Watkins and seconded by Councillor Robson that the date of the Annual Parish Meeting will be Tuesday 22 April 2014 at 7pm in the Church Rooms Lostwithiel.

## 657/13 ACCOUNTS &amp; FINANCE

Councillor May having previously declared a non registerable interest left the meeting room. It was proposed by Councillor Watkins and seconded by Honoured Burgess Peareth that the actions of the clerk in relation to cheque number 100110 are endorsed. This proposal received the support of the Council.

It was proposed by Councillor Gillett and seconded by Honoured Burgess Peareth that the cheques presented totalling £4437.46 are authorised for payment. This proposal received the support of the Council.

Councillor May rejoined the meeting and Councillors Abbiss, Mrs Ross, Watkins and Honoured Burgess Peareth left the meeting.

## 658/13 HIGHWAYS

The clerk advised Council of the response received:-

The kerbing outside the Co-op, the paving bricks in Fore Street, the drain slats outside the Duchy Palace and the sign at Bosmaugan Cross have been forwarded to the Neighbourhood Steward who will take the necessary action.

The response received regarding the 20mph zone reads that in the current financial climate Cornwall Council can unfortunately see no realistic prospect of a 20mph limit being introduced in the immediately foreseeable future. Should the Town Council wish to fund a potential scheme at an estimated cost of at least £10,000 then this is an option available.

The Council noted the response received and the clerk was instructed to report the following issues to Cornwall Council:-

The half barrier in Monmouth Lane in North Street the bottom rail has popped out of it's socket.

Is it possible to install a dropped kerb outside the Church for wheelchair and pushchair users?

It was proposed by Councillor Hughes and seconded by Councillor May that the clerk is instructed to write to thank Cornwall Council for the works on Quay Street and the Parade.

This proposal received the support of the Council.

Councillor Robson advised that it was discussed at the Network meeting that Cornwall Council wish to implement a 20mph scheme in Fowey and Fowey does not want the scheme

introduced. It was therefore suggested that Cornwall Councillor Bay may wish to contact Fowey's Cornwall Councillor to ascertain if the money can be swapped.

#### 659/13 OUTSIDE BODIES

Mayor Mrs Parsons reported on the recent Lost in Play meeting. The group are considering a £90,000 investment in the regeneration of the King George V play area and would like to request that all Section 106 monies are directed to this project.

Councillor Robson attended the Community Network Meeting

Councillor Hughes attended the Lostfest meeting and advised that the Council will shortly be receiving a request to put children's entertainment equipment on King George V during Lostfest.

#### 660/13 CORRESPONDENCE

Arthritis Research UK	Request for financial support
British Telecom	my donate
Cornwall AONB	Delivery Plan 2011-16 & calendars
Councillor Milne	Letter of resignation
Lostwithiel resident	Letter of thanks for Council's support regarding lighting at Kolar Meadow

#### 661/13 NOTICES

Public Toilets	Meeting with Cornwall Council Wednesday 5 February 2.30pm
Methodist Chapel	Celebrating 21 years in Taprell House Sunday 9 February 11am

#### 662/13 ITEMS FOR NEXT AGENDA

Libraries & Mobile one stop shops  
DAB radio signal

The meeting closed at 20.30pm

Chairman

Date