



**Lostwithiel Town Council Extraordinary Meeting  
will be held  
on  
Tuesday 16 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.

## 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 02 December 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 26 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)
    - PA25/06331** Downend Garage Two trees Road Downend  
Lostwithiel  
Proposed MOT bay
    - PA25/08243** 1 Coffa Bridge Close, Lostwithiel  
Retrospective change of use of garage to  
business use (use Class E(d)) and retention of  
double car port.
    - PA25/08784** 11 River Fowey Retreat Cott Road Lostwithiel  
Proposed Double Garage, Utility, cloaks and  
workshop domestic extension.
    - PA25/09041** Lostwithiel Community Centre Pleyber Christ  
Way Lostwithiel  
Works to tree within a conservation area T1  
Beech – Crown reduce height by 2-3m and  
sides to shape 1-2m no cuts larger than  
100mm. Crown lift to 5.2m for clearance. T2  
Maple – Crown reduce height by 3-4m and  
sides to shape 2-3m. T3 Birch – Crown reduce  
by 1.5m height and 0.5-1m spread to shape  
and clear lamp post. T4 – Birch – Crown  
reduce by 1.5m height and 0.5-1m spread to  
shape. T5 Birch – Crown reduce height by 3m  
in height and 0.5-1m spread. T6 – Turkey oak –  
Crown reduce height by 2-3m and sides to  
shape 1-2m. Remove major deadwood.  
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.

**PA25/09101**

King Georges Field Pleyber Christ Way  
Lostwithiel

Works to trees in a Conservation Area G005 Lawson cypress, selective crown raising of the western side of the group to provide a minimum of 2.5m clearance over the adjacent desire line. G006 small-leaved lime, crown raising to min 2.5m vertical clearance under the canopies. T023 Lawson Cypress, to be removed. T024 Lawson Cypress dismantle the eastern stem to 4m in height and retain the remaining structure for ecological value. As this application is for works to trees in a Conservation Area, it will be decided under delegated authority.

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

9. Cornwall Council - Council Priorities 2026-2030 – to consider if Lostwithiel Town Council wishes to submit a response to this consultation.

10. Cornwall Council Infra25-240 – Bus Transport Improvement Plan – East – to consider if Lostwithiel Town Council wishes to submit a response to this consultation.

11. Community Highways Improvement Programme – to note the correspondence received from Cornwall Councillor Dan Rogerson Cabinet Member for Transport, to agree a replacement transport scheme for submission to the CAP and to note correspondence received regarding possible grants for bus shelters.

12. Old Duchy Motors site – to consider the suggestion put forward by a member of the public via Cllr Guiterman that Lostwithiel Town Council considers purchasing this site to provide essential infrastructure (electric charging points) for the community.

13. Representation on External Bodies policy – to consider approval of the policy as drafted
14. Social Media and Electronic Communication Policy – to consider approval of the policy as drafted
15. Council Policy Review – to review the following documents :-
  - Anti-Fraud, Bribery, Theft & Corruption Policy
  - Statement of Internal Control
  - Investment Strategy
  - Reserves Policy
  - Risk Management
16. Local Council Award Scheme – to consider the information provided and to decide if Lostwithiel Town Council wishes to apply for Silver Accreditation.
17. Charles Arnold Baker 14<sup>th</sup> Edition – to authorise the purchase of this book at a cost of £144 (SLCC Member price)
18. Coulson Park bin – to consider the prices received to replace the bin adjacent to the play area.
19. Accounts & Finance

a) To approve the list of payments as drafted.

Date	Cheque Ref	Payee Name	Amount Paid	Transaction Detail
16/12/25	Online payment	A1 Tree & Grounds Ltd	£960.00	Removal of deadwood from Large Lime in Quay Street
16/12/25	Online payment	John Berryman	£19.97	Biodegradable cups, plates & napkins
16/12/25	Online payment	Cornwall Council	£1,209.26	Annual rent Cattle Market car park
16/12/25	Online payment	Parc Signs	£627.00	Update Mayors Board in Guildhall
		Total	£2,816.23	

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 .

20. Cornwall Council Cattle Market car park – to consider and agree a response to any further updates which may have been received from Cornwall Council.

21. HM Land Registry – to consider the Council's registrations

*J Berryman*

Councillor John Berryman

Mayor Of Lostwithiel

10 December 2025