



## **Lostwithiel Town Council Meeting Tuesday 16 December 2025**

### **Meeting Minutes**

An Extraordinary Meeting of Lostwithiel Town Council was held in Lostwithiel Library on Tuesday 16 December 2025 at 7pm.

### **Councillors Present**

Mayor Berryman, Deputy Mayor Rawlings, Councillor Anders, Councillor Ankowski, Councillor Eastham, Councillor Guiterman, Councillor Henderson, Councillor Lowe, Councillor McClarin, Councillor Santo Warner, Councillor Surgey & Councillor Thomas.

### **In attendance**

Two members of the public were in attendance.

Town Clerk Sandra Harris was in attendance.

### **242/25 Apologies of Absence**

Apologies were received and accepted from Councillor Ashwin, Councillor Nineham and Councillor Prior-Richards.

### **243/25 Declarations of interest**

Deputy Mayor Rawlings declared a non-registerable interest in agenda item 8 Planning application PA25/08243.

Councillor Ankowski declared a non-registerable interest in agenda item 8 Planning application PA25/09041.

Councillor Ankowski, Councillor Eastham, Councillor Surgey and Councillor Thomas declared non-registerable interests in agenda item 21 HM Land Registry.

## 244/25 Public Participation

A member of the public addressed the meeting regarding PA25/09041.

## 245/25 Meeting Minutes 02 December 2025

It was **resolved** that the minutes of the Council Meeting held on 02 December 2025 are accepted, approved and duly signed by Mayor Berryman.

**Proposer:** Councillor Guiterman      **Seconded:** Deputy Mayor Rawlings  
Vote – 11 votes in favour, 1 abstention

## 246/25 Neighbourhood Plan Steering Group minutes

The Neighbourhood Plan Steering Group minutes dated 26 November 2025 were noted by Council.

## 247/25 Mayor's report

Mayor Berryman advised Council that Christmas cards have been sent to town organisations Past Mayors and other Town and Parish Councils. The Mayor's reception on Dickensian evening was attended by 60 – 80 people and two members of the public enquired about hiring the hot desk room.

## 248/25 Councillor Reports

Councillor Henderson reported on the Community Area Partnership meeting which set out Cornwall Council goals and advised that Cornwall Council needs to make savings of in excess of 45 million pounds.

## 249/25 Planning Applications

a)

**PA25/06331**

Downend Garage, Two trees Road, Downend  
Lostwithiel  
Proposed MOT bay

It was **resolved** to support this application, with the proviso that the Council wishes to endorse the request made by Cornwall Council's Public Protection Contaminated Land Team for the phase 2 site investigation report.

**Proposer:** Mayor Berryman      **Seconded:** Deputy Mayor Rawlings  
Vote – 12 votes in favour.

Deputy Mayor Rawlings left the meeting room.

**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.

It was **resolved** not to support this retrospective application. The Town Council considers that this application is not in accordance with the Cornwall Local Plan, sections 5, 12, 13 & 27. It is also not in accordance with the Lostwithiel Neighbourhood Plan policies BE2 & BE3.

**Proposer:** Councillor Guiterman

**Seconded:** Councillor Henderson

Vote – 11 votes in favour.

Deputy Mayor Rawlings rejoined the meeting.

**PA25/08784**

11 River Fowey Retreat Cott Road Lostwithiel  
Proposed Double Garage, Utility, cloaks and workshop domestic extension.

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

**Proposer:** Councillor Henderson

**Seconded:** Councillor Guiterman

Vote – 12 votes in favour.

Councillor Ankowski having declared a non-registerable interest left the meeting room.

**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.

The Council noted that this application will be decided under delegated authority.

Cllr Ankowski rejoined the meeting.

**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.

Lostwithiel Town Council noted that this application will be decided under delegated authority.

b) The clerk asked Councillors to please reply to the office with their individual responses to the Local Council 5 day protocol email regarding **PA25/08151** Pelyn Tor Woodlands – Conversion of former toilet block into annexe.

## **250/25 Cornwall Council – Council Priorities 2026 – 2030**

It was **resolved** not to submit a Council response to the consultation and to suggest that Councillors may wish to respond in a personal capacity.

**Proposer:** Mayor Berryman **Seconded:** Deputy Mayor Rawlings

Vote – 12 votes in favour

## **251/25 Cornwall Council Infra25-240 – Bus Transport Improvement Plan – East**

It was **resolved** to fully support the introduction of a marked bus stop at Cott Road.

**Proposer:** Mayor Berryman **Seconded:** Councillor McClarin

Vote – 13 votes in favour

## **252/25 Community Highways Improvement Programme**

Given the project extension it was decided to defer consideration of a project to submit to the CAP for the Community Highways Improvement Programme until the February 2026 Council meeting.

It was **resolved** not to submit a bus shelter grant application until a

definitive location can be decided.

**Proposer:** Mayor Berryman

**Seconded:** Deputy Mayor Rawlings

Vote – 12 votes in favour

### **253/25 Old Duchy Motors Site**

Having carefully considered the proposal, the Council decided not to investigate the suggestion any further.

**Proposer:** Mayor Berryman

**Seconded:** Councillor Henderson

Vote – 12 votes in favour

### **254/25 Representatives on External Bodies policy**

It was **resolved** to approve this policy with agreed amendments under Role part 4 and Limitations part 1.

**Proposer:** Mayor Berryman

**Seconded:** Councillor Guiterman

Vote – 12 votes in favour

### **255/25 Social Media and Electronic Communication Policy**

It was **resolved** to approve this policy as drafted with the exception of page 4 where Council Members considered the General Principles should be listed.

**Proposer:** Councillor Henderson

**Seconded:** Councillor Guiterman

Vote – 12 votes in favour

### **256/25 Council Policy Review**

#### **Anti-Fraud, Bribery, Theft & Corruption Policy**

It was **resolved** to approve this policy as drafted.

**Proposer:** Councillor Henderson

**Seconded:** Mayor Berryman

Vote – 12 votes in favour

#### **Statement of Internal Control Policy**

It was **resolved** to approve this policy as drafted.

**Proposer:** Councillor Guiterman

**Seconded:** Mayor Surgey

Vote – 12 votes in favour

#### **Investment Strategy**

It was **resolved** to approve this policy as drafted.

**Proposer:** Mayor Berryman

**Seconded:** Deputy Mayor Rawlings

Vote – 12 votes in favour

#### **Reserves Policy**

It was **resolved** to approve this policy as drafted.

**Proposer:** Deputy Mayor Rawlings      **Seconded:** Councillor Henderson  
Vote – 12 votes in favour

### **Risk Management**

It was **resolved** to approve this policy as drafted.

**Proposer:** Mayor Berryman      **Seconded:** Councillor Eastham  
Vote – 12 votes in favour

### **257/25 Local Council Award Scheme**

It was **resolved** to apply for Silver Accreditation.

**Proposer:** Deputy Mayor Rawlings      **Seconded:** Councillor Guiterman  
Vote – 12 votes in favour

### **258/25 Charles Arnold Baker 14<sup>th</sup> Edition**

It was **resolved** to authorise the purchase this book at a cost of £144 (SLCC Member Price)

**Proposer:** Councillor Guiterman      **Seconded:** Mayor Berryman  
Vote – 12 votes in favour

### **259/25 Coulson Park bin**

It was **resolved** to remove the damaged bin in Coulson Park and not to replace it at the present time.

**Proposer:** Councillor Guiterman      **Seconded:** Councillor Ankowski  
Vote – 13 votes in favour

Mayor Berryman declared a pecuniary interest and left the meeting room.  
Deputy Mayor Rawlings chaired the agenda item.

### **260/25 Accounts & Finance**

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	Parc Signs	£627.00	Update Mayors Board in

	payment			Guildhall
		Total	£2,816.23	

It was **resolved** to approve the four payments.

**Proposer:** Deputy Mayor Rawlings      **Seconded:** Councillor Henderson

Vote – 11 votes in favour.

Mayor Berryman rejoined the meeting and resumed as chair.

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:** Councillor Eastham

**Seconded:** Councillor Surgey

Vote – 12 votes in favour.

**Proposer:** Mayor Berryman

**Seconded:** Cllr McClarin

Vote – 8 votes in favour

The meeting closed at 21.49pm

Chairman

Date