



**Lostwithiel Town Council Extraordinary Meeting  
will be held  
on  
Tuesday 13 January 2026  
at  
Lostwithiel Guildhall at 6.30pm**

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 Carly Wicks regarding planning application 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

## **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 06 January 2026 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 10 December 25.
6. CLUP meeting minutes – to note the minutes dated 24 July 2025 & 04 December 2025.
7. 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).
8. 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)
9. Planning Applications
  - a)  
**PA25/09341** Castle, Milltown, Lostwithiel  
Listed Building Consent for proposed soft strip of property, to remove fire, flood and rot damaged material: propping up and making safe of currently unsafe dangerous building; facilitated in part by the de-construction, removal and re-construction and temporary storage of a section of the front (west elevation) wall to provide access into the property.
  - PA25/09435** Boslymon 12A Cott Road Lostwithiel  
Conversion of existing garage/outbuilding into a one-bedroom annexe/holiday let
  - PA25/09648** Brunel Quays Great Western Village Lostwithiel  
Works to trees within a Conservation Area (TCA) – T4-T6 – Reduce T5 Sycamore, T14/15/T36 – Remove. T33 – Reduce overhang, T44 – Full reshape to bring down to

roof pitch height, T45-T49 – Reduce side growth T53/54 – Reduce away from building. As the application is for works to trees in a Conservation Area, the application will be decided under delegated authority. There is no need for Lostwithiel TC to submit any comments to the Local Planning Authority.

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

10. Cornwall Council PSPO Renewal (Alcohol Consumption in Public Places) 2026 – to consider the information provided and to decide Lostwithiel Town Council's response.
11. Community Highways Improvement Programme – to agree a revised transport scheme for submission to the CAP.
12. Lostwithiel Town Council Strategic Plan – to consider approval of the document as drafted.
13. Cornwall Association of Local Councils Councillor Skills training – to consider approval of £450 plus Vat plus mileage for a bespoke Councillor skills training session on Tuesday 03 March 2026.
14. Lostwithiel Town Council Staffing Committee – to consider resolving to increase the Terms of Reference for the Staffing Committee to 6 Councillors and to appoint 2 further Councillors.
15. Lostwithiel Town Council trees – to consider the price received £625 plus VAT to undertake resistograph surveys of T019, T020 & T022 (ground based inspection only)
16. Lostwithiel Town Council Tree Management Plan – to consider the revisions provided.
17. Snow & Ice – to consider previous minutes, the supporting information provided to Council, most recent correspondence and the Council's policy.

18. Grit bins – to consider if the Town Council wishes to pay for all Lostwithiel grit bins to be refilled.
19. Lostwithiel Library - to note that book loan figures for November & December have increased by 97.5% & 66% respectively, to consider resolving to continue the Saturday morning opening for a further 3 months and to discuss Library provision in the context of the 25/26 Council budget.
20. Medieval Bridge – to consider, in light of the recent tree removal, the following:-
  - a) a suggestion from a Cormac Manager to Cllr Henderson that the Town Council approaches the Environment Agency to ask if they would consider putting a net further up the river to stop trees coming onto the bridge thus protecting against further damage.
  - b) the photos taken of the bridge post tree removal
21. Parade Christmas Tree – to consider if Lostwithiel Town Council wishes to assume responsibility for erecting and decorating a Christmas tree on the Parade each year
22. Parade Boules pitch – to consider the request received to improve the boules pitch on the Parade.
23. Council office – to consider, in light of the recent failure, updating the Council's backup system at a cost of £350 plus Vat and annual cloud storage fee of £60 plus Vat.
24. Accounts & Finance
  - a) To approve the list of payments as drafted.

Date	Cheque Ref	Payee Name	Amount Paid	Transaction Detail
13/01/26	Online payment	National Allotment Society	£84.00	Annual membership fee
13/01/26	Online	Biffa	£74.40	Cemetery bin

	payment			
13/01/26	Online payment	Cornwall ALC Ltd	£30.00	Code of Conduct training Cllr Lowe
13/01/26	Online payment	EDF	£668.83	Car park electric
13/01/26	Online payment	EDF	£229.23	Guildhall electric
13/01/26	Online payment	Legacy AV	£652.80	Guildhall hearing loop supply & install
13/01/26	Online payment	Greenspace Designs Ltd	£6,780.00	Town Team view point bench & all ability picnic table
13/01/26	Online payment	NPower	£108.82	Toilet electric
13/01/25	Online payments & Standing Orders	Salary related expenses	£8,111.72	Salary related expenses
13/01/26	Online payment	SW Hygiene	£162.21	Sanitary bin disposal unit & waste transfer note
13/01/26	Online payment	SWPSI Ltd	£199.98	Play area inspection fees
13/01/26	Online payment	Tozers LLP	£960.00	Solicitors fees for licence
13/01/26	Online payment	VOIP	£11.99	Phone line
13/01/26	Online payment	Westernweb	£78.40	Restore Coulson Room WIFI
13/01/26	Zen Internet	Zen Internet	£69.60	Broadband x 2
		Total	£18,221.98	

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 .

25. Tree works tender – to consider the tenders received and to appoint a contractor.

*J Berryman*

Councillor John Berryman

Mayor of Lostwithiel

07 January 2026