



**Lostwithiel Town Council Meeting  
will be held  
on  
Tuesday 03 February 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
- Presentation from Angela Warwick regarding proposed development at Land to the rear of Pendour Park, Lostwithiel

## 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 22 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 07 January 2026.
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)  
**PA26/00064**  
Carriage Works Dental  
The Old Carriage Works  
Brunel Quays  
Great Western Village  
Lostwithiel  
Listed Building Consent for a proposed air conditioning unit and installation of two stainless steel grills
9. Cornwall Council (Off Street Parking Places) Order 2026 – to decide if Lostwithiel TC wishes to submit a response to this consultation.
10. Cornwall Council Community Highways Improvement Programme – to note, following feedback from Cornwall Council Highways, that the Council can only nominate either the dropped kerbs or the pedestrian refuges and to decide which scheme to submit.
11. Cornwall Council Tourism Summit – to consider retrospectively authorising a delegate fee of £25 for Cllr Henderson to attend the Tourism Summit held at the Eden Project on Tuesday 27 January 2026.
12. Ukrainian flag – to consider the request received to fly the Ukrainian flag and the cost to purchase circa £80 plus VAT.

13. Lostwithiel Town Council – to consider if, as suggested in the draft Strategic Plan, the Council wishes to introduce a new Planning & a new Finance Committee.
14. Lostwithiel Town Council Strategic Plan – to consider the recommendations of the working party and to decide If Council wishes to approve the revised version of the document.
15. Lostwithiel Town Council Staffing Committee – to consider, in light of Cllr Anders already being on the Staffing Committee, resolving to appoint a further Councillor to the Staffing Committee.
16. Cornwall Council – Community Chest – to discuss if Lostwithiel Town Council wishes to make an application noting that the closing date for the receipt of completed applications is 13 February 2026.
17. SLCC Regional Training Seminar – to consider the request from the Town Clerk to attend the Devolution, Governance and Growth: Tools for the next era of Local Councils Regional Training Seminar at Taunton on 03 June 2026 at a cost of £85 plus VAT plus mileage/train fare.
18. Biodiversity for Town, Parish & Community Councils – to consider the request received from the Town Clerk to attend the course to be held in Truro in April at a cost of £495 plus VAT.
19. LEAF – to consider the Second Island Biodiversity Proposal received and to decide if, in principle, the Town Council wishes to agree to LEAF moving forward to a feasibility study.
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. Accounts & Finance

a) To approve the list of payments as drafted.

Date	Cheque Ref	Payee Name	Amount Paid	Transaction Detail
03/02/26	Online payment	Biffa	£74.40	Cemetery bin
03/02/26	Online payment	Evac Chair	£132.00	Maintenance renewal
03/02/26	Online payment	NPower	£87.43	Toilet electric
03/02/25	Online payments & Standing Orders	Salary related expenses	£8,111.72	Salary related expenses
03/02/26	Online payment	SWPSI Ltd	£119.99	Play area inspection fees
03/02/26	Online payment	VOIP	£11.99	Phone line
03/02/26	Zen Internet	Zen Internet	£69.60	Broadband x 2
		Total	£8,607.13	

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.

24. Community Centre Lease – to consider the advice from the Council's Solicitor and to decide if the Council wishes to re-execute the Community Centre lease.

25. Bequest to Lostwithiel - to consider the information received and to decide if Lostwithiel Town Council wishes to nominate a Councillor to serve on the Committee/Board of Trustees.

*S Harris*

Sandra Harris

Town clerk

29 January 2026