



**Lostwithiel Town Council Extraordinary Meeting
will be held
on
Wednesday 25 March 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.

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 10 March 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 18 February 2026.
6. CLUP meeting minutes – to note the minutes dated 26 February 2026.

7. Planning Applications

a)

PA25/08297

The Studio, Copperbarn, Millham Farm,
Lostwithiel
Change of use of annexe to allow paying
guests.

PA26/00916

Land South West of Gilbury Hill,
Castle Hill Lostwithiel
Permission in principle for proposed
residential development for 2
dwellinghouses (min of 2, max of 2) and a
commercial unit (Escape room).

- b) To consider any planning applications received since the publication of the agenda.
8. Cornwall Council 20 mph rollout – to note the information provided on the proposed Cornwall Wide Approach to 20mph roll out and to ensure that Lostwithiel Town Council has representation at the Teams Meeting on 22 April 2026.
9. Cornwall Council Address Management – to note the exchange of correspondence with Cornwall Council and their confirmation that they will provide road signs for Quay Street & Park Road. To further note that their anticipated timeframe to fulfilment is 1 year and to decide if given this timeframe Lostwithiel Town Council wishes to purchase and arrange the installation of new signs at an indicative cost of £400 per sign.
10. Annual Parish Meeting – to agree a date and format for the Annual Parish Meeting. (LGA 1972 (Schedule 12, Part III, Paragraph 14)
11. Post storm tree report – to note the content of the report and to resolve to implement the recommendations therein.
12. Lostwithiel Town Council proposed Committee Structure – to consider the draft timetable and to decide if the Council wishes to introduce a Committee format after the May Annual Meeting.

13. CLUP Committee - to consider the recommendation from the CLUP Committee that the Committee title is changed to Listed Buildings Committee given that the CLUP project has achieved sign off.
14. CLUP Committee – to consider approval of the revised Terms of Reference as drafted.
15. CLUP Committee – to consider resolving to appoint a Councillor to fill the current vacancy on the CLUP Committee.
16. CLUP Committee – to consider the recommendation from the CLUP Committee that Poynton Bradbury are appointed to progress the preferred option that was approved under the study completed Feb 25 at a cost of £2,500 plus £500 if Poynton Bradbury are required to attend a Council Meeting to present their findings.
17. CLUP Committee – to consider the recommendation from the CLUP Committee that there is a 6 month moratorium on the issue of any further room licences.
18. Lostwithiel Town Council – Scheme of Delegation – to consider approval of the new Scheme of Delegation policy which will incorporate and therefore replace the current Delegation to the Town Clerk policy.
19. Accounts & Finance
 - a) To approve the list of payments as drafted.

Date	Cheque Ref	Payee Name	Amount Paid	Transaction Detail
25/03/26	Online payment	BDO LLP	£1,638.00	External Audit Fee
25/03/26	Online payment	TClarke	£108.00	Site visit to disconnect CCTV in back room.
25/03/26	Online payment	Cormac	£2,529.94	Salt bin refills
25/03/26	Online payment	NPower	£69.79	Toilet electric

25/03/26	Online payment	Source for Business	£27.63	Public toilet water charges
25/03/26	Online payment	SSE	£104.98	Guildhall electric
25/03/26	Online payment	G Trott	£660.00	Post storm tree walkover survey
			£5,138.34	

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. Stannary Creative Spaces digital photography and marketing tender – to consider resolving to approve the issue of the tender document as drafted.

J Berryman

Councillor John Berryman

Mayor of Lostwithiel

18 March 2026