



## **Lostwithiel Town Council Meeting Tuesday 10 March 2026**

### **Cornwall Councillor Report**

A written report was received from CC Preece which covered Storm Goretti, potholes, a meeting with the Deputy Mayor, attendance at the Lostwithiel Town Council Flood Warden training, Community Chest Fund, CIL Funding, Cornwall Council budget and the current Designated Bathing Area consultation.

### **Meeting Minutes**

A Meeting of Lostwithiel Town Council was held in Lostwithiel Guildhall on Tuesday 10 March 2026 at 6.30pm.

### **Councillors Present**

Mayor Berryman, Deputy Mayor Rawlings, Councillor Anders, Councillor Ankowski, Councillor Eastham, Councillor Guiterman, Councillor Henderson, Councillor Lindsay-Gale, Councillor Lowe, Councillor McClarin, Councillor Nineham, Councillor Santo Warner & Councillor Surgey.

### **In attendance**

Six members of the public were in attendance  
Town Clerk Sandra Harris was in attendance

### **324/25 Apologies of Absence**

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

**325/25      Declarations of interest**

Cllr Henderson declared a non-registerable interest in agenda item 20 Tourism Summit.

Cllr Eastham declared a pecuniary interest in agenda item 26 Community Centre Lease.

**326/25      Public Participation**

Members of the public addressed the Council regarding the need for a bus shelter at Cott Road for school and service bus users. Key points included:

- Approximately 30 children regularly wait for buses to Bodmin, Fowey, Callywith College, St Austell and Polruan.
- Children are exposed to rain and strong winds.
- A shelter could incorporate cycle racks to support sustainable travel.
- Plymouth City Council has surplus temporary shelters suitable for reuse.

**327/25      Meeting Minutes 03 February 2026**

It was **resolved** that the minutes of the Council Meeting held on 03 February 2026 needed amendment under minute reference **320/25** as the Clerk had incorrectly recorded 15 votes in favour and it was 14 votes in favour. Mayor Berryman amended and initialled the minutes in ink and it was **resolved** that the amended minutes are accepted, approved and duly signed by Mayor Berryman.

**Proposer:** Cllr Eastham

**Seconded:** Cllr McClarin

**Vote:** 11 in favour, 2 against

**328/25      Neighbourhood Plan Steering Group minutes**

The Neighbourhood Plan Steering Group minutes of 21 January 2026 and 05 February 2026 were noted.

**329/25      CLUP Meeting Minutes**

The CLUP Committee minutes of 10 December 2025 were noted.

**330/25      Mayor's report**

Deputy Mayor Rawlings requested that feedback on the recent Councillor training is forwarded to the office as soon as possible.

Mayor Berryman advised that he is considering changing the venue of his Mayor Surgeries to either outside the Co-op or in the library on Saturday mornings monthly.

### 331/25 Councillor Reports

Cllr Henderson reported on flood warden training and that nine new volunteers have stepped forward. Cllr Henderson further advised that a live flood event training session is scheduled for 24 March.

In accordance with Standing Order 1a) Mayor Berryman changed the order of the items on the agenda. The minutes record the order of discussion at the meeting.

### 332/25 Cott Road Bus Stop

It was **resolved** in light of the correspondence received and the presentations in the public participation section of the meeting to support in principle the provision of a bus shelter at Cott Road. The Clerk was instructed to prepare options with supporting financials for the next council meeting.

**Proposer:** Mayor Berryman

**Seconded:** Cllr Guiterman

**Vote:** 13 in favour

### 333/25 Planning applications

a)

**PA25/06001**

Terras Hill Retaining wall South east of 2 Mount Pleasant Place Lostwithiel  
Soil nailing reinforcement to retaining boundary wall.

It was **resolved** to support this application on the basis that the recommendations from Cornwall Council Forestry are conditions of the planning consent.

**Proposer:** Cllr Henderson

**Seconded:** Cllr Guiterman

**Vote:** 13 in favour

**PA26/00553**

Land to East of Terras Hill Lostwithiel  
Permission in principle for proposed development of up to 9 dwellings (minimum 1, maximum 9)

It was **resolved** not to support this application. The site access is inadequate for the number of houses, it is development in open country side, the development would be very visible and would interrupt the panoramic green ring around Lostwithiel just below the skyline which is highly valued by residents in a recent NPS survey. Furthermore there is potential for loss of trees and Cornish hedgerows.

**Proposer:** Cllr Guiterman

**Seconded:** Cllr Henderson

**Vote:** 13 in favour

**PA26/00844**

Newham Park, Newham Lane Lostwithiel  
Construction of dwelling in lieu approved barn  
conversion Class Q (amended design) with  
variation of condition 2 in respect of decision  
PA23/04889 dated 04.10.23

It was **resolved** that Lostwithiel Town Council remains concerned that the external lighting will have an adverse impact on established wildlife and notes that the biodiversity credentials of the building have been reduced with the removal of the green roof.

**Proposer:** Cllr Henderson

**Seconded:** Cllr Guiterman

**Vote:** 13 in favour

b) None

c) Proposed development off Pendour Park Public Consultation

It was decided to offer the following observations:-

Concern regarding water run-off,

Concern regarding overlooking as many of the Pendour Park houses have a reverse design with living accommodation on the first floor.

Concern over parking requirements (13 parking spaces to be in accordance with the Lostwithiel Neighbourhood Plan)

Has consideration been given to how/where access will be to the remaining agricultural land and run off from the agricultural land?

Has consideration been given to nature corridors and protection of the green panoramic vista under the skyline?

Has consideration been given to widening the access gateway to improve visibility and safety?

Has consideration been given to the existing parking congestion at Barn Park?

### **334/25 Cornwall Council Chief Planning Officer Advice Note on Homes for All – Guidance for Inclusive Housing Delivery and Build-to Rent Discussion paper -**

It was **resolved** not to respond to the Chief Planning Officer Advice Note on Homes for All and to submit the following comments relating to the Build to Rent discussion paper. Lostwithiel Town Council considers that Cornwall Council should be supporting initiatives that enable renters to get on the

housing ladder. Furthermore the Town Council is of the opinion that investment in significant blocks of rental housing by large investment companies will restrict natural movement, people will become static. The model will exacerbate the restrictions currently experienced in the housing market in Cornwall particularly given that the average wage here is much less than the rest of the country. It does little to improve the security of renters.

**Proposer:** Cllr Nineham

**Seconded:** Cllr Surgey

**Vote:** 13 in favour

### **335/25 Cornwall Council Land known as Bartholomew's Meadow Lostwithiel**

Council noted the S106 contribution available for King George V Playing Field.

### **336/25 Cornwall Council Local Maintenance Partnership Invitation 2026-27**

It was **resolved** not to join the Cornwall Council Local Maintenance Partnership 2026-2027 scheme.

**Proposer:** Cllr Guiterman

**Seconded:** DM Rawlings

**Vote:** 13 in favour

### **337/25 External Audit year end March 2025 – External Auditor report 2024/25**

It was **resolved** to note the report received from External Auditors BDO namely:-

*'On the basis of our review of Sections 1 & 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.'*

*'None'*

Other matters not affecting our opinion which we draw to the attention of the authority –

*'The AGAR was not accurately completed before submission for review. The AGAR was returned for box 9 to be amended and this has now been corrected. The smaller authority has taken advice and does not believe it is the sole trustee of the King George V Playing Field, Lostwithiel. However, the Charity Commission website currently records Lostwithiel Town Council as the sole trustee. The authority must therefore undertake a review of its position and, if appropriate, contact the Charity Commission to request that its records be*

*updated. ‘*

**Proposer:** Mayor Berryman

**Seconders:** Cllr McClarin

**Vote:** 13 in favour

**338/25      Lostwithiel Town Band – to consider the correspondence received regarding the possibility of siting a new band room circa 40’ x 30’ on Town Council owned land.**

It was **resolved** to review all land under the ownership of the Town Council to assess possible sites.

**Proposer:** Cllr Guiterman

**Seconders:** Cllr McClarin

**Vote:** 13 in favour

**339/25      The Parade Lostwithiel – mobile hotbox sauna**

It was **resolved** to decline the request due to concerns about commercial use of this public amenity space and the requirement to leave a vehicle trailer on the Parade.

**Proposer:** Cllr Henderson

**Seconders:** Cllr Guiterman

**Vote:** 13 in favour

**339/25      Lostwithiel Town Council – new policies:-**

Biodiversity Policy

It was **resolved** to adopt the policy as drafted with the addition of the sentence ‘A biodiverse environment is more robust in the face of change.’

**Proposer:** Cllr Guiterman

**Seconders:** Cllr Lowe

**Vote:** 13 in favour

Complaints Procedure

It was **resolved** to adopt the policy as drafted including Appendix A Policy on unreasonable, persistent or vexatious Complainants & Appendix B Members Do’s & Don’ts.

**Proposer:** Mayor Berryman

**Seconders:** Cllr Henderson

**Vote:** 13 in favour

Community Engagement Policy

It was **resolved** to adopt the policy as drafted subject to the following amendments:-

Page 3 section 3 Town Council office: revised opening hours Monday – Friday to be agreed by the Staffing Committee, Mayor’s Surgeries to include ‘and or other locations.’

Page 4 the bullet point to be re-written to read 'Submit formal written representations to be included as agenda items subject to approval by the Town Clerk after reference to the Mayor.'

**Proposer:** DM Rawlings

**Seconded:** Cllr Nineham

**Vote:** 13 in favour

Combined FOI/EIR/Publication Scheme Policy

It was **resolved** to adopt the policy as drafted subject to 'ICO' on page 4 being amended to read 'Information Commissioners Office'

**Proposer:** Mayor Berryman

**Seconded:** Cllr Guiterman

**Vote:** 13 in favour

Training Statement of Intent Policy

It was **resolved** to adopt the policy as drafted.

**Proposer:** Cllr Henderson

**Seconded:** Cllr McClarin

**Vote:** 13 in favour

### **341/25      Lostwithiel Town Council – Staffing Committee revised Terms of Reference**

It was **resolved** to approve the revised Staffing Committee Terms of Reference as drafted.

**Proposer:** Cllr McClarin

**Seconded:** Mayor Berryman

**Vote:** 13 in favour

### **342/25      Lostwithiel Town Council – Planning Committee & Finance Committee Terms of Reference**

Planning Committee:

It was **resolved** to approve the new Planning Committee Terms of Reference subject to the following amendments:-

Page 3 – change 'The Committee is' to 'The Committee has'

Amend first bullet point to read 'Submit representations to the Local Planning Authority on all planning related matters'

Add a bullet point to section 6 to read 'Directly affects Town Council land on a corporate interest basis not just planning'

Page 4 amend bullet point 2 to include 'contact Cornwall Council Planning Officers.'

Page 7 add bullet point 'Any application deemed by the Committee to require consideration by Full Council.'

**Proposer:** Cllr Guiterman

**Seconded:** Cllr Henderson

**Vote:** 13 in favour

### Finance Committee:

It was **resolved** to approve the new Finance Committee Terms of Reference subject to the bullet point on page 5 being amended to read Fire alarm & extinguisher servicing.

**Proposer:** DM Rawlings

**Seconded:** Cllr Nineham

**Vote:** 13 in favour

### 343/25 Tree resistograph report

It was **resolved** to note and observe the recommendations in the Resistograph report. The Clerk was instructed to seek clarification on the tree numbering discrepancies.

**Proposer:** Cllr Guiterman

**Seconded:** Cllr Surgey

**Vote:** 13 in favour

### 344/25 Cornwall Council Tourism Summit - £25 attendance fee

Cllr Henderson addressed the meeting and then left the meeting room.

It was **resolved** to retrospectively approve payment of the £25 attendance fee.

**Proposer:** Cllr Guiterman

**Seconded:** Cllr McClarin

**Vote:** 11 in favour, 1 against

Cllr Henderson rejoined the meeting.

### 345/25 Zurich - Annual insurance premium

It was **resolved** to pay the annual premium of £5,299.36.

**Proposer:** Cllr Nineham

**Seconded:** Cllr Guiterman

**Vote:** 13 in favour

### 346/25 SLCC Annual Membership

It was **resolved** to pay the Town Clerk's annual membership fee of £439.00.

**Proposer:** Cllr Guiterman

**Seconded:** Mayor Berryman

**Vote:** 13 in favour

### 347/25 Accounts & Finance

| Date     | Cheque Ref     | Payee Name            | Amount Paid | Transaction Detail |
|----------|----------------|-----------------------|-------------|--------------------|
| 10/03/26 | Online payment | Biffa                 | £93.00      | Cemetery bin       |
| 10/03/26 | Online payment | A1 Tree & Grounds Ltd | £4,332.00   | Grass cutting      |



|          |                                   |                               |           |                                               |
|----------|-----------------------------------|-------------------------------|-----------|-----------------------------------------------|
| 10/03/26 | Corporate card payment            | Amazon                        | £144.99   | Wheelchair ramp                               |
| 10/03/26 | Online payment                    | APS Construction Services Ltd | £2,482.50 | Cleaning contract quarterly fee               |
| 10/03/26 | Online payment                    | APS Construction Services Ltd | £204.00   | Unblock guttering & testing of festoon lights |
| 10/03/26 | Online payment                    | APS Construction Services Ltd | £204.00   | Hire of fencing panels for Parade             |
| 10/03/26 | Online payment                    | Coastal Construction Ltd      | £6,867.00 | Snagging list complete – final payment        |
| 10/03/26 | Online payment                    | Cornwall Supplies Cleaning    | £11.38    | Toilet rolls                                  |
| 10/03/26 | Online payment                    | Cumbria Clock Company Ltd     | £264.00   | Annual clock maintenance                      |
| 10/03/26 | Online Payment                    | Duchy of Cornwall             | £540.00   | Second Island annual rent                     |
| 10/03/26 | Online payment                    | EDF Energy                    | £190.89   | Car park electric                             |
| 10/03/26 | Online payment                    | EDF Energy                    | £291.24   | Electric                                      |
| 10/03/26 | Online payment                    | NPower                        | £66.61    | Toilets electric                              |
| 10/03/25 | Online payments & Standing Orders | Salary related expenses       | £8,111.72 | Salary related expenses                       |
| 10/03/26 | Online payment                    | SWPSI Ltd                     | £119.99   | Play area inspection fees                     |
| 10/03/26 | Online payment                    | SLCC                          | £102.00   | Regional training Seminar                     |
| 10/03/26 | Online payment                    | SLCC                          | £439.00   | Annual Membership fee                         |
| 10/03/26 | Online payment                    | SLCC                          | £149.40   | Local Council Administration                  |

|          |                |                                  |            |                                                         |
|----------|----------------|----------------------------------|------------|---------------------------------------------------------|
| 10/03/26 | Online payment | SSE                              | £350.24    | Electric                                                |
| 10/03/26 | Online payment | SW Water                         | £24.03     | Toilets water                                           |
| 10/03/26 | Online payment | G Trott Tree Consultancy         | £750.00    | Resistograph survey                                     |
| 10/03/26 | Corp Card      | Visit Truro                      | £25.00     | Eden Project Tourism Summit                             |
| 10/03/26 | Online payment | VOIP                             | £11.99     | Phone line                                              |
| 10/03/26 | Online payment | Zen Internet                     | £69.60     | Broadband x 2                                           |
| 10/03/26 | Online payment | Zurich                           | £5,299.36  | Annual insurance premium (excluding riparian ownership) |
| 10/03/26 | Online payment | EDF                              | £359.29    | Car park electric                                       |
| 10/03/26 | Online payment | EDF                              | £147.93    | Guildhall electric                                      |
| 10/03/26 | Online payment | Anglian Sign Casting             | £842.83    | Bronze plaque for walkway                               |
| 10/03/26 | Online payment | Cornwall ALC                     | £329.40    | Councillor skills training                              |
| 10/03/26 | Online payment | Veora Construction & Landscaping | £2,414.65  | Cemetery fencing                                        |
| 10/03/26 | Online payment | Cornwall Council                 | £21,050.39 | Lostwithiel Town Team project underspend                |
|          |                | Total                            | £56,288.43 |                                                         |

It was **resolved** to approve the list of payments as drafted and the additional payment list tabled by the Town Clerk to facilitate payment of these further invoices due within the current financial year.

**Proposer:** Cllr Guiterman

**Seconder:** Mayor Berryman

**Vote: 13 in favour**

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:** Mayor Berryman

**Seconder:** Cllr McClarin

**Vote: 13 in favour**

The meeting closed at 21.30

Chairman

Date