



## **Lostwithiel Town Council Extraordinary Meeting Wednesday 25 March 2026**

### **Meeting Minutes**

An Extraordinary Meeting of Lostwithiel Town Council was held in Lostwithiel Guildhall on Wednesday 25 March 2026 at 6.30pm.

### **Councillors Present**

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

### **In attendance**

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

### **350/25 Apologies of Absence**

Apologies were received and accepted from Councillor Ashwin, Councillor Eastham and Councillor Lowe.

### **351/25 Declarations of Interest**

None.

### **352/25 Public Participation**

The Council was addressed regarding planning application PA26/00916 by the applicant, the applicant's agent and a member of the public.

The Council was also addressed by Situ8 regarding planning application PA25/08297.

**353/25 Meeting Minutes 10 March 2026**

The meeting minutes 10 March 2026 were amended under minute reference number 334/25 the word 'renting' amended to 'rental' and the word 'insecurity' amended to 'security.'

Under minute 333/25 Cllr Guiterman had been incorrectly recorded as DM Guiterman.

Under minute reference 336/25 DM Rawlings had been incorrectly recorded as Councillor Rawlings.

Under minute reference 341/25, 346/25 & 347/25 Mayor Berryman had been incorrectly recorded as Councillor Berryman.

After the necessary amendments had been made in ink and initialled by Mayor Berryman it was **resolved** that the minutes of the Extraordinary Council Meeting held on 10 March 2026 are accepted, approved and duly signed by Mayor Berryman.

**Proposer:** Cllr Guiterman

**Seconder:** Cllr Henderson

**Vote:** 12 in favour, 1 abstention

**354/25 Neighbourhood Plan Steering Group minutes**

The Neighbourhood Plan Steering Group minutes of 18 February 2026 were noted by Council.

**355/25 CLUP Meeting Minutes**

The CLUP Committee minutes of 26 February 2026 were noted by Council.

**356/25 Planning applications**

a)

**PA25/08297**

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

It was **resolved** to support this application subject to the LPA adding the planning condition suggested by the applicant 'The annexe hereby permitted shall only be occupied by members of the family/non-paying guests and paying guests ancillary to the use of the existing dwelling known as Copperbarn and shall not be used at any time as a separate residential unit of accommodation' and a further condition that the annexe cannot be used as a holiday let i.e. the annexe provides a home.

**Proposer:** Cllr Henderson

**Seconded:** Cllr McClarin

**Vote:** 13 in favour

**PA26/00916**

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

It was **resolved** not to raise any objection to this Permission in Principle application.

**Proposer** Mayor Berryman      **Seconded** Cllr Guiterman

**Vote:** 6 votes in favour 7 against

This motion was defeated.

It was **resolved** to not support this Permission In Principle application. The Council considers the location is not suitable for increased traffic movements and that some of the information in the planning supporting statement pertaining to the NPPF is potentially misleading. On balance the Council is of the opinion that the application will cause more harm than good.

**Proposer:** Cllr Nineham      **Seconded:** Cllr Surgey

**Vote:** 7 votes in favour 6 Against

Councillor Henderson requested a recorded vote.

Councillors voting in favour of the proposal were:- Cllr Anders,  
Cllr Lindsay-Gale, Cllr McClarin, Cllr Nineham, Cllr Santo-Warner, Cllr Surgey &  
Cllr Thomas

Councillors voting against the proposal were:- Mayor Berryman, DM Rawlings,  
Cllr Ankowski, Cllr Guiterman, Cllr Henderson & Cllr Prior-Richards.

b) None

### **357/25 Cornwall Council 20 mph rollout**

It was noted that Mayor Berryman and Councillor Nineham intend to attend the Teams meeting on 22 April 2026.

### **358/25 Cornwall Council Address Management – Road Signs for Quay Street & Park Road**

It was **resolved** to notify Cornwall Council that the Town Council acknowledges the project timeframe and that the signs will be provided by Cornwall Council.

**Proposer:** Mayor Berryman

**Seconded:** DM Rawlings

**Vote:** 13 in favour

### **359/25 Annual Parish Meeting**

It was **resolved** to hold the Annual Parish Meeting in the same format as previously on 19 May. The Council's preference for location would be the Church Rooms and if they are not available then the Community Centre.

**Proposer:** Cllr Guiterman

**Seconder:** Cllr Prior-Richards

**Vote:** 13 in favour

### **360/25 Post Storm Tree Report**

It was **resolved** to implement the recommendations of the report and to instruct the clerk to ask the current tree works contractor to add these works to the existing tree contract.

**Proposer:** DM Rawlings

**Seconder:** Cllr Surgey

**Vote:** 13 in favour

### **361/25 Lostwithiel Town Council proposed Committee Structure**

It was **resolved** to implement a committee structure after the May Annual Meeting.

**Proposer:** Mayor Berryman

**Seconder:** Cllr Henderson

**Vote:** 13 in favour

### **362/25 CLUP Committee - Committee title**

It was **resolved** to change the name of this Committee to Municipal Listed Buildings Committee.

**Proposer:** Cllr Santo-Warner

**Seconder:** Cllr McClarin

**Vote:** 13 in favour

### **363/25 CLUP Committee Terms of Reference**

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

**Proposer:** DM Rawlings

**Seconder:** Cllr Henderson

**Vote:** 13 in favour

### **364/25 CLUP Committee – vacancy**

It was **resolved** to appoint Councillor McClarin to fill the current Committee vacancy.

**Proposer:** Cllr Nineham

**Seconder:** Mayor Berryman

**Vote:** 12 in favour    1 abstention

**365/25 CLUP Committee – Poynton Bradbury recommendation**

It was **resolved** to appoint Poynton Bradbury to progress the preferred option that was approved under the study completed in February 2025 at a cost of £2,500 plus £500 for attendance at a Council Meeting.

**Proposer:** DM Rawlings

**Seconder:** Mayor Berryman

**Vote:** 13 in favour

**366/25 CLUP Committee – 6 month moratorium on further licences**

It was **resolved** to agree the recommendation from the CLUP Committee that there is a six month moratorium on the issue of any further room licences.

**Proposer:** DM Rawlings

**Seconder:** Mayor Berryman

**Vote:** 13 in favour

**367/25 Lostwithiel Town Council – Scheme of Delegation**

It was **resolved** to approve the policy as drafted subject to an amendment under 3.2b to more accurately reflect the preparation of the recruitment pack and 3.2q to include Hire of Town Council land.

**Proposer:** Cllr Guiterman

**Seconder:** Cllr Thomas

**Vote:** 13 in favour

**368/25 Accounts & Finance**

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	G Trott	£660.00	Post storm tree walkover

	payment			survey
25/03/26	Online payment	Cornish Industrial Supplies	£341.85	PPE over trousers and wellingtons
25/03/26	Online payment	Notice board Company (UK) Ltd	£1,540.78	New Guildhall noticeboard
25/03/26	Online payment	NPower	£7,026.23	Electric Sept 25 – Feb26
			£14,047.20	

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 for payment within the current financial year.

**Proposer:** Mayor Berryman

**Seconder:** DM Rawlings

**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:** Cllr Guiterman

**Seconder:** Cllr Henderson

**Vote:** 13 in favour

The meeting closed at 20.37

Chairman

Date