



**Lostwithiel Town Council Extraordinary Meeting
will be held
on
Tuesday 14 April 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 Extraordinary Council meeting held on 25 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 11 March 2026.
6. Staffing Committee – to note the minutes dated 18 March 2026.

7. Planning Applications

a)

PA25/09214

Land North East of 9 Mill Hill, Lostwithiel
Proposed dwelling

PA26/01603

Duchy Motors Park Road Lostwithiel
Proposed extension to existing
garage/workshop, raising of roof to
existing garage

PA26/02263

Land adjacent to Lynwood
Restormel Road, Lostwithiel
Application for Permission in Principle for
the construction of 1 dwelling (minimum
of 1, maximum of 1)

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

8. National Association of Local Councils & Cornwall Association of Local Councils – to consider annual renewal of the Council’s subscription at a cost of £208.01 & £824.86 respectively.
9. Cornwall Council Public Realm & re-introduction of weed treatment – to consider the correspondence received from Cornwall Council and to decide if Lostwithiel Town Council wishes to complete the opt-out form.
10. The Parade – to consider in accordance with minute reference 061/25 dated 03 June approval of an alternative spray suggested by the Council’s contractor for use on the Parade.
11. Boules pitch – to consider the report from the meeting with Lostwithiel Twinning Association and consider approval of the quote received to install a boules pitch on the Parade.
12. Lostwithiel Town Council AI policy – to consider approval of this new policy as drafted.

13. Library Saturday morning opening trial – to review the Cornwall Council book loans data for the period November 2025- March 2026 and to decide if the Council wishes to continue with Saturday morning library sessions.
14. Edgcumbe House – to agree the quotation provided to address the urgent remedial works necessary to the wall of Edgcumbe House adjacent to the Kings Arms to prevent further water ingress.
15. Cattle Market car park – to consider approval of the price received to repair the potholes.
16. Bus shelters – to consider approval of the price received to make repairs to the A390 bus shelters.
17. Cott Road bus stop/bus shelter – to consider the report provided and to decide on the size of the shelter and if the Council wishes to apply to Cornwall Council for a grant towards costs.
18. Shire Hall Moor – to consider the request from a member of the public that the bin lost in the recent floods is replaced and fixings made more secure to prevent any future bins floating down the River Fowey.
19. Lostwithiel Newsletter – to consider approval of the Council taking a full page in the Newsletter every month at a cost of £100.
20. LEAF Second Island Project – to consider the request received from LEAF for permission to arrange a habitat survey and species list for Second Island.
21. Accounts & Finance
 - a) To approve the list of payments as drafted.

Date	Cheque Ref	Payee Name	Amount Paid	Transaction Detail
14/04/26	Online payment	Biffa	£655.20	Annual Litter bin contracts £327.60 Skate park £327.60 Rosehill

14/04/26	Online payment	Biffa	£372.00	Plastic waste bags supply & collection £297.60 Cemetery bin April £74.40
14/04/26	Online payment	Cornwall ALC Limited	£1,197.84	Annual CALC & NALC subscription
14/04/26	Online payment	Cornwall Council	£13,161.45	Rates – buildings, car parks & burial ground
14/04/26	Online payment	DCS Pest Control (Cornwall) Limited	£60.00	Pest control
14/04/26	Online payment	Lemon booking system	£412.00	Stannary Creative Spaces
14/04/26	Online payment	Rialtas	£1,154.40	Annual support and maintenance licence
14/04/26	Online payments & Standing Orders	Salary related expenses	£8,111.72	Salary related expenses
14/4/26	Online payment	VOIP	£11.99	Landline phone
14/04/26	Online payment	WesternWeb Ltd	£126.00	Renewal of domain lostwithielplan.org.uk (2 years)
14/4/26	Online payment	Zen	£71.83	Broadband Edgcumbe House & Guildhall
			£25,334.43	

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.

22. Community Centre lease – to consider the advice from the Council's Solicitor.
23. Community Centre lease – to consider the surveyor prices received.
24. Cattle Market car park – to review the report received.
25. Bright HR – to consider the recommendation from the Staffing Committee that the Council subscribes to Bright HR Human resources and Health & Safety packages for a 12 month period.
26. Staffing Committee – to consider an interim report from the Staffing Committee regarding the progress addressing the Full Council instruction under minute reference 339/25.

J Berryman

Councillor John Berryman

Mayor of Lostwithiel

09 April 2026