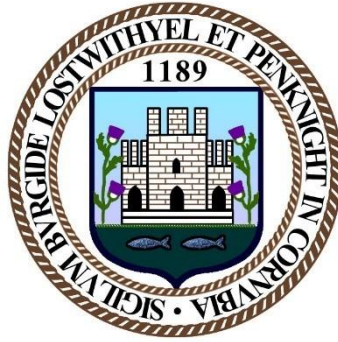




**Lostwithiel Town Council Meeting
will be held
on
Tuesday 06 October 2026
at
Lostwithiel Guildhall at 6.30pm**

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

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 Extraordinary meeting held on 08 September 2026 having previously been circulated and taken as read. (LGA 1972 Sch 12 para 41)

5. 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).
6. 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)

7. Planning Applications

a)

PA26/03589

18 Barn Park Lostwithiel

Fabric upgrade to the existing structure incorporating external wall insulation to the ground floor and thermal upgrades to the first floor mansard wall. The property will be re-roofed in its entirety, however the main pitched roof element will be insulated at ceiling level and the addition of solar PV panels

PA26/06110

Telephone Exchange Summers Street
Lostwithiel

Installation of external cowl/attenuator on NE elevation. Remove glass from window on SE and SW elevations and fix ventilation louvre to the window frames.

PA26/06456

King Georges Field Pleyber Christ Way
Lostwithiel

Works to Trees within a Conservation Area (TCA) – 2 x Ash – Reduce lateral ash branches over adjoining property by 2m and remove deadwood exceeding 30mm in diameter. Laurel – Lift obstructing laurel branches to provide 2.5m clearance above footpath.

As this application is for works to trees in a Conservation Area it will be decided under delegated authority. There is no need for Lostwithiel Town Council to

submit any comments to the local planning authority.

8. External Audit year end March 2026 – External Auditor report 2025/26 - to consider the report received 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.’
Other matters not affecting our opinion which we draw to the attention of the authority –
*‘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 has contacted the Charity Commission and are in the process of addressing the matter.
The internal auditor has highlighted weaknesses and raised recommendations in their report to the smaller authority. The smaller authority should ensure that action is taken to address these areas of weakness in a timely manner.’*
9. Lostwithiel Town Council Policies – to consider approval of the Disciplinary Policy, Grievance Policy & Lone Working Policy noting that staff were consulted in accordance with recommendations from the Council’s HR Adviser from 12 August until 08 September 2026 and that no feedback was received.
10. King George V Playing Field Lawson Cypress trees – to note the report received and the decision notice from Cornwall Council and to consider approval of the indicative costs for the removal of the trees and instructing G Trott Tree Consultancy to prepare “a planting and establishment plandetailing replacement trees with a similar ultimate size potential and canopy contribution, together with appropriate establishment and aftercare measures to ensure the long-term replacement of lost canopy and amenity value.”

11. Fore Street Christmas Trees - to further consider the provision of Christmas trees in Fore Street, in light of prices received for trees and the costs quoted by the Council's contractor for installing the trees in the holders on properties.
12. Church Lane Public Toilet – to consider approval of the quotation of £3,298 plus VAT for the installation of a contactless payment facility alongside the existing coin payment facility.
13. Remembrance Sunday – to note the arrangements for this year's commemorations and to approve a cheque for the Town Council's Remembrance Sunday wreath (LGA1972 s137).
(2020 & 2021 - £150, 2022-2025 - £200)
14. Neighbourhood Priority Statement – to receive an update on the community consultation, which will run from Monday 12 October – Monday 23 November and to agree the allocation of Councillors to assist with the delivery of the door-drop across the designated routes.
15. People's Emergency Briefing – to receive a report on the film and consider possible outcomes and actions.
16. Second Island – to consider the price received to collect the grass cuttings.
17. Grenville Road – to note the parking issue raised by a Lostwithiel resident and the response received from Cornwall Highways via CC Preece and to consider whether the Town Council wishes to pursue CC Preece's suggestion that the proposed works be submitted to Cornwall Council's Community Highways Improvement Programme.
18. Letters to Heaven – to consider whether Lostwithiel Town Council wishes to purchase a 'Letters to Heaven' post box for Castle Hill Cemetery at a cost of £350.

19. Accounts & Finance

a) To approve the list of payments as drafted.

Date	Cheque Ref	Payee Name	Amount Paid	Transaction Detail
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04/08/26	Online payment	APS Construction Services Ltd	£1,656.00	Supply and install new internal door at toilets following vandalism & King George V handrails
06/10/26	Online payment	Biffa	£ 76.08	Castle Hill Cemetery bin collection
06/10/26	Online payment	BDO LLP	£1,008.00	External Audit fee
06/10/26	Online payment	EDF	£ 269.06	Guildhall and car park electric
06/10/26	Online payment	N Power	£ 82.63	Toilets electric
06/10/26	Online payment	N Power	£ 355.78	Edgcumbe House electric
06/10/26	Online payment	Salary related expenses	£ 9,693.18	Salary related expenses
06/10/26	Online payment	SSE Energy Solutions	£ 132.58	Guildhall electric
06/10/26	Online payment	Source for Business	£ 158.86	Edgcumbe House & Toilet water fees
06/10/26	Online payment	John Scott	£ 119.82	Town Trail leaflets
06/10/26	Online payment	Voipstudio	£ 11.99	Phone
06/10/26	Online payment	Zen	£ 74.40	Broadband Guildhall & Edgcumbe
		Total	£13,638.38	

20. November Council Meeting - Change of Date – to consider and approve the change of date of the November meeting of the Town Council from Tuesday 03 November to Tuesday 27 October 2026.

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.

21. Cornwall Council devolution – to consider any further correspondence received in relation to the Heads of Terms and if applicable to determine further instructions for the Town Clerk.
22. Lostwithiel Community Centre – to consider any further correspondence received in relation to the negotiation of the lease and if applicable to determine further instructions for the Town Clerk.

S Harris

S Harris

Town Clerk

01 October 2026