Lostwithiel Town Council Meeting
Tuesday 06 October 2026

Cornwall Councillor Report

CC Sarah Preece advised the meeting that Cornwall Council's consultation on the scoping documents for the new Cornwall Local Plan is now open. She also outlined the rationale for the recent changes to the Local Council Planning Protocols.

CC Preece advised that Cornwall Visitor Alliance Ltd is being established as the new organisation to replace Visit Cornwall.

It was further noted that Cornwall Council does not currently have the power to introduce an overnight visitor levy. Should the proposed devolution deal proceed, the introduction of such a levy could be one of a number of additional powers devolved to Cornwall by the Government.

Meeting Minutes

A Meeting of Lostwithiel Town Council was held in Lostwithiel Guildhall on Tuesday 06 October 2026 at 6.30pm.

Councillors Present

Mayor Berryman, Councillor Anders, Councillor Ashwin, Councillor Guiterman, Councillor Henderson, Councillor Lindsay-Gale, Councillor Lowe, Councillor McClarin, Councillor Nineham, Councillor Prior-Richards, Councillor Santo-Warner & Councillor Surgey.

In attendance

One member of the public was in attendance.
Town Clerk Sandra Harris was in attendance.

153/26 Apologies of Absence

Apologies were received and accepted from Deputy Mayor Rawlings, Councillor Ankowski & Councillor B Eastham-Thomas.

154/26 Declarations of interest

Councillor Guiterman declared a pecuniary interest in agenda item 22 Lostwithiel Community Centre.

Councillor Henderson declared a non-registerable interest in Planning application PA26/03589 18 Barn Park.

155/26 Public Participation

The Council was addressed regarding the boules pitch on the Parade.
Mayor Berryman advised the meeting that correspondence had been received concerning the recent dog attack in Coulson Park. Due to the ongoing Police investigation, the letter was not read to the meeting. The concerns raised were noted and it was confirmed that the Town Council is liaising with Cornwall Council, the local Tri-Service Officer and Devon & Cornwall Police.

156/26 Meeting Minutes 08 September 2026

The minutes dated 08 September 2026 needed amendment under minute reference **143/26** as Councillor Surgey's name had been spelt incorrectly.
After Mayor Berryman had made the amendment in ink it was **resolved** that the minutes of the Council Meeting held on
08 September 2026 are accepted, approved and duly signed by Mayor Berryman.
Proposer: Cllr Henderson **Seconder:** Cllr Surgey
Vote – 9 votes in favour, 3 abstentions

157/26 Mayors Report

Mayor Berryman advised the meeting that he will be representing Lostwithiel at Falmouth's Civic Service and the Legal Service at Truro. He will also be attending the informal Mayors meeting at Bodmin on 22 October.

158/26 Councillor Reports

Councillor Henderson advised the meeting that she had recently represented Lostwithiel Town Council at the Elliot Foundation meeting where two individuals from Lostwithiel were successful in obtaining a grant.

Cllr Henderson further advised that she had attended the Resilient Flood Forum

held at Wadebridge, online training for the forthcoming Planning Protocol changes, the NHS Stakeholder event at the Community Centre and the Cornwall Association of Local Councils Conference where she gave a presentation on Lostwithiel's Flood Plan.

159/26 Planning Applications

a)

Councillor Henderson having previously declared a non-registerable interest left the meeting room.

PA26/03589 18 Barn Park Lostwithiel
Fabric upgrade to the existing structure incorporating external wall insultation 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

It was **resolved** that Lostwithiel Town Council has no objection to this application and fully supports the proposed energy-efficient measures for the dwelling.

Proposer: Cllr Guiterman **Seconder:** Cllr Lindsay-Gale

Vote – 11 votes in favour.

Councillor Henderson rejoined the meeting.

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.

It was **resolved** that Lostwithiel Town Council has no objection to this application.

Proposer: Mayor Berryman **Seconder**: Cllr Guiterman

Vote – 12 votes in favour

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.

It was noted by Council that the comments uploaded to the Cornwall Council Planning Portal by Cornwall Council's Tree Officer read as follows:-
'Thank you for your consultation. I am supportive of the proposed works.'

160/26 External Audit year end March 2026 – External Auditor report 2025/26

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.'*
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.
Proposer: Mayor Berryman **Seconder:** Cllr Guiterman

Vote: 12 in favour

161/26 Lostwithiel Town Council Policies

It was **resolved** to approve the Disciplinary Policy as drafted.

Proposer: Mayor Berryman **Seconder**: Cllr Lindsay-Gale
Vote – 12 votes in favour.

It was **resolved** to approve the Grievance Policy as drafted.

Proposer: Cllr Surgey **Seconder**: Cllr McClarin
Vote – 12 votes in favour.

It was **resolved** to instruct the Clerk to amend the Lone Worker Policy to include provisions for Council Members acting in a lone working capacity on behalf of the Council, including appropriate identification and a designated contact point for example when delivering leaflets for the Council i.e. delivering leaflets.

Proposer: Cllr Henderson **Seconder**: Cllr Lindsay-Gale
Vote – 12 votes in favour.

162/26 King George V Playing Field Cypress Trees

It was **resolved** to note the report received, the decision notice from Cornwall Council and to approve the indicative cost of £4554 plus Vat to remove the dead trees and the indicative cost of £175 plus Vat to prepare "a planting and establishment plan."

"Detailing 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.''

Proposer: Cllr Guiterman **Seconder**: Cllr Surgey
Vote – 12 votes in favour.

163/26 Fore Street Christmas Trees

It was **resolved** that Lostwithiel Town Council endorses the business community's initiative to provide small Christmas trees in the town centre.

Proposer: Cllr Surgey **Seconder**: Cllr Henderson
Vote – 12 votes in favour.

164/26 Church Lane Public Toilet

It was **resolved** to approve the quotation of £3298 plus VAT and to increase the

toilet charge to 50 pence upon installation of the card reader, with the aim of reducing the payback period. It was noted that the facility continues to operate at a loss and that the payment facility provides a barrier to further vandalism.

Proposer: Cllr Nineham **Seconder**: Cllr Lowe
Vote – 12 votes in favour.

165/26 Remembrance Sunday

It was **resolved** to approve a cheque for £200 for the Town Council's wreath. (LGA 1972 s 137)

Proposer: Mayor Berryman **Seconder:** Cllr Henderson
Vote – 12 votes in favour

It was noted that Cllr Adam Eastham-Thomas has very kindly agreed to manage the road closure this year and Cllr Guiterman & Cllr Surgey have advised that they are available to stand at a sign location for the duration of the road closure.

166/26 Neighbourhood Priority Statement

The update was noted by Council and offers to deliver the door drop leaflet grateful accepted.

167/26 People's Emergency Briefing

Cllr Surgey reported on the recent viewing of the climate change film, noting that seven people had attended the Council viewing and that the presentation had been informative and impactful. The film featured a number of experts and professors in their respective fields and highlighted the increasing rate of climate change and the significant risks and potential consequences across a range of areas.

The importance of taking action and building resilience was discussed, including the need to identify measures that could be taken before critical points are reached.

It was suggested that a Council working party should be set up involving local organisations and stakeholders, including LEAF. Cllr Guiterman noted that this could potentially overlap with the objectives of the Emergency Plan Group established at the Council meeting on 04 August. It was agreed that the Emergency Plan Group should undertake a scoping exercise to establish whether the topics covered in the Peoples Emergency Briefing fall within its remit. If not, a defined remit for a separate working group would be

established.

168/26 Second Island

It was **resolved** not to collect the grass cuttings from the autumn cut at a cost of £800 plus VAT.

Proposer: Cllr Nineham **Seconder**: Cllr Guiterman
Vote – 10 votes in favour, 2 against.

169/26 Grenville Road parking

The Council discussed the possibility of a simple solution involving the installation of a white line on the road, in accordance with current highway legislation. It was noted that vehicles parked across the white line could then be addressed by the Police rather than a Traffic Warden. The Council asked Mayor Berryman to raise the matter with Cllr Preece at their meeting later this month.

170/26 Letters to Heaven

It was **resolved** to decline the request to purchase a 'Letters to Heaven' post box as Council members considered it would have very limited use given the relatively isolated location of Castle Hill Cemetery.

Proposer: Cllr Santo Warner **Seconder**: Cllr Nineham
Vote – 11 votes in favour, 1 abstention.

171/26 Accounts & Finance

Date	Cheque Ref	Payee Name	Amount Paid	Transaction Detail
06/10/26	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	

It was **resolved** to approve the list of payments.
Proposer: Mayor Berryman **Seconder**: Cllr Nineham
Vote – 12 votes in favour.

172/26 November Council Meeting

It was **resolved** to change the date of the November Council meeting from Tuesday 03 November to Tuesday 27 October 2026.

Proposer: Mayor Berryman **Seconder**: Cllr Guiterman
Vote – 12 votes 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 Santo Warner **Seconder:** Cllr Henderson

The meeting closed at 8.55pm

Chairman

Date