



Lostwithiel Town Council

A meeting of the Town Council was held at the Church Rooms Lostwithiel on Tuesday 16 August 2016 at 7pm.

Community Land Trusts

The Council received a presentation from Mr Andrew George regarding the work of Cornwall Community Land Trust.

Public Participation

The Council was addressed regarding agenda item 19 Quay Street car park.

Cornwall Councillor Report

Cornwall Councillor Mrs Jenkinson requested that she be allowed to address Council during the consideration of agenda item 7 and that the agenda item is considered in closed session due to the commercially sensitive information she wished to discuss.

Meeting minutes

Councillors present

Mayor Gillett,

Councillor Guiterman, Councillor Mrs Henderson,

Councillor Hensman, Councillor Hughes

Councillor Jewels, Honoured Burgess Jones,

Councillor May, Councillor Mrs Parsons,

Honoured Burgess Peareth, Councillor Robson,

Councillor Mrs Ross & Councillor Watkins.

In attendance

Town clerk Mrs Harris

Fourteen members of the public were in attendance.

167/16 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from the following Councillors:-

Deputy Mayor Mrs Jarrett, Councillor Abbiss & Councillor Mrs Wilkinson.

168/16 DECLARATIONS OF INTEREST

Councillor Mrs Ross declared a non registerable interest in agenda item 7 Lostwithiel Post Office.

169/16 MINUTES MEETING 2 AUGUST 2016

It was **resolved** that the minutes of the meeting of 2 August 2016 are accepted, approved and duly signed by Mayor Gillett.

170/16 STAFFING COMMITTEE MINUTES 31 MAY 2016

It was **resolved** that the minutes of the meeting of Staffing Committee meeting of 31 May 2016 are accepted and all resolutions and recommendations therein are accepted, approved and adopted by Council.

171/16 LOSTWITHIEL TOWN COUNCIL – COMMUNITY RESILIENCE

(i) Neighbourhood Development Plan

a) Minutes 23 June 2016

It was **resolved** to note the Neighbourhood Plan Steering Group minutes dated 23 June 2016.

b) Survey monkey

It was **resolved** to agree in principle to the use of the free version of ‘Survey Monkey’ as an additional method of Neighbourhood Plan consultation.

c) Steering group Terms of Reference

It was **resolved** to approve the revised Terms of Reference Issue 2 dated 2 August 2016.

172/16 PLANNING APPLICATIONS

None

173/16 LOSTWITHIEL POST OFFICE

Councillor Mrs Ross declared a non registerable interest and left the meeting room

It was **resolved** that that under the Public Bodies (Admissions to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted. This proposal received the support of the Council.

It was **resolved** to suspend Standing Orders to allow Cornwall Councillor Mrs Jenkinson to remain in the meeting room and address Council.

Cornwall Councillor Mrs Jenkinson addressed the Council.

It was **resolved** to reinstate Standing Orders.

It was **resolved** that Lostwithiel Town Council does not express an interest in taking over the running of Lostwithiel Post Office and that the Council accepts Cornwall Councillor Mrs Jenkinson’s offer to arrange for a group of Councillors to meet with a Post Office representative. It was requested that former Postmaster Mr Shaw and the Town clerk are asked to also attend this meeting.

It was **resolved** that the public and representatives of the press and broadcast media are invited to re-join the meeting and agenda items 8 – 24 are considered in public.

Councillor Mrs Ross re-joined the meeting.

174/16 LOSTWITHIEL LIBRARY

It was **resolved** to approve the printing of the Library consultation leaflet at a cost of £90 for 1,500 copies on thin card with the response slip perforated for ease of removal subject to the following minor amendments:-

a) The figures in the yellow ‘How much does it cost’ box being checked for accuracy

b) The second sentence in the ‘How much does it cost’ box being changed to make it clear that this increase would relate only to library costs.

The clerk updated Council that a meeting has been arranged for early September with Cornwall Council. It was **resolved** that the Chair of the Staffing Committee Councillor Mrs Ross attends this appointment with the clerk.

175/16 LISTED BUILDING PROJECT

Photos supplied by Scott & Co were circulated to Council members and the covering email read to Council. It was **resolved** to authorise the camera inspection and report on the Edgcumbe House staircase structure at a cost of £304 plus VAT.

It was **resolved** not to instruct the plastering works to the first floor left hand side office at an uplifted cost of £1,405.37 plus VAT.

It was decided to defer a decision on the upgrade of the roof structure/second floor at an estimated budget of £3,600 £4,000 until next month's meeting and the clerk was instructed to resend copies of the structural engineer's report with the papers for this meeting.

The clerk was further instructed to obtain an update from Scott & Co on the Edgcumbe House fire upgrades prior to this meeting.

Finally, it was **resolved** to close Edgcumbe House until further notice as soon as the contractors have left the building.

176/16 LOSTWITHIEL PUBLIC TOILET

It was **resolved** not to change the door locking mechanism at a cost of £295 but to purchase a further disabled thumb turn and release as a 'spare' as the current lock has lasted over 10 days.

177/16 TAPRELL HOUSE

It was **resolved** to approve the recommendations of the Staffing Committee that the top floor of Taprell House becomes the permanent office of Lostwithiel Town Council and that Cornwall Council's Listed Building Officer is contacted for advice regarding the installation of modular room divisions and possible removal of the 2 metre square open void.

It was noted that the proposal is for modular room divisions and does not include any plans for permanent structural works/changes to the building.

178/16 CORNWALL COUNCIL ELECTORAL REVIEW

It was **resolved** that Lostwithiel Town Council does not wish to respond to this consultation.

179/16 CORNWALL COUNCIL – LICENSING ACT 2003 REVIEW

It was **resolved** that Lostwithiel Town Council does not wish to respond to this consultation.

180/16 EQUALITY OBJECTIVES GROUP – HOUSING EQUALITY OBJECTIVES CONSULTATION

It was **resolved** that Lostwithiel Town Council does not wish to respond to this consultation.

181/16 LOSTWITHIEL FOOTBALL CLUB

It was **resolved** that Lostwithiel Town Council's representative on Lostwithiel Football Club's Committee will be Councillor P Watkins.

182/16 CAMPERS/CARAVANS PARKED IN OLD CATTLE MARKET CAR PARK

It was **resolved** that the existing sign is left in its current location and a new sign is purchased and sited prominently in the car park.

183/16 LITTER BIN ON CORNER OF ROSE HILL & DARK LANE

It was **resolved** that the clerk is instructed to thank the resident for their letter and advise that the Town Council has no current plans to remove the bin from its current location.

184/16 HIGHWAYS

It was **resolved** that all Councillors are asked to forward details of any Highways related issues to Councillor Jewels who will collate a list. The clerk is instructed to contact Highways to request a meeting with a Highways representative to walk around the town to identify the issues.

185/16 QUAY STREET CAR PARK

It was **resolved** to defer the consideration the introduction of parking charges in Quay Street car park when the transport element of the Neighbourhood Plan has been finalised or is at a very advanced stage.

186/16 ACCOUNTS & FINANCE

It was **resolved** to authorise the Town Council's signature of the public toilet cleaning contract and the ground works contract for grass cutting and weed spraying.

It was **resolved** to authorise the Town clerk to issue a request for change letter to the grass cutting contractor to agree an uplift in charges totalling £263 plus VAT.

It was **resolved** that cheques 100534 – 100540 totalling £1457.05 are authorised for payment.

187/16 QUARTERLY FINANCE REPORT

The finance report for the period April – June 2016 was noted by Council.

188/16 MAYORS CHAIN

The Council noted the provisional costs, that two quotations for repairs have been sent to the Council's insurers and that the insurers have requested photos.

189/16 NOTICES

None

190/16 ITEMS FOR NEXT AGENDA

None

The meeting closed at 9.45pm

Chairman

Date