



Lostwithiel Town Council Meeting Tuesday 04 June 2024

Cornwall Councillor Report

None

Meeting Minutes

A meeting of Lostwithiel Town Council was held in Lostwithiel Library on Tuesday 04 June 2024 at 7pm.

Councillors Present

Deputy Mayor Guiterman, Councillor Anders, Councillor Berryman, Councillor Guy, Councillor Rawlings & Councillor Saundry

In attendance

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

041/24 Apologies of Absence

Apologies were received and accepted from Mayor Henderson, Councillor Dixon, Councillor Henderson, Councillor Pearce, Councillor Ross, Councillor Tipton, Councillor Townsend & Councillor Wisdom.

042/24 Declarations of Interest

Deputy Mayor Guiterman declared a non-registerable interest in agenda items 22, 25)b & 26.

043/24 Public Participation

The Council was addressed by Sarah Preece Chair of the Council's Community Capacity Fund Project Advisory Committee regarding the Committee Meeting held on 30 May 24 which she had been unable to attend.

044/24 Meeting Minutes**Annual Meeting Tuesday 07 May**

It was **resolved** that the minutes of the Annual Meeting held on Tuesday 07 May 2024 are accepted, approved and duly signed by Deputy Mayor Guiterman. Vote – 5 in favour, 1 abstention.

Ordinary Meeting Tuesday 07 May

It was **resolved** that the minutes of the ordinary Meeting held on Tuesday 07 May 2024 are accepted, approved and duly signed by Deputy Mayor Guiterman. Vote – 5 in favour, 1 abstention.

045/24 To note the Neighbourhood Plan Steering Group minutes dated 21 March 23, 12 April 23, 01 June 23, 27 February 2024 & 23 April 24

It was **resolved** that the Neighbourhood Plan Steering Group minutes dated 21 March 23, 12 April 23, 01 June 23, 27 February 24 & 23 April 24 are noted by Council. Vote – 5 in favour, 1 abstention

046/24 Locality Neighbourhood Plan Funding

It was **resolved** to authorise the clerk to apply for Locality Neighbourhood Plan funding Basic & Additional. Vote – 6 in favour

047/24 To note the Community Capacity Fund Project Advisory Committee minutes of 09 April 24 & to consider the recommendations therein

It was **resolved** to note the Community Capacity Fund Project Advisory Committee minutes of 09 April 24. Vote – 6 in favour.

It was **resolved** in accordance with Standing Order 3f) to invite Sarah Preece to answer questions.

It was further **resolved**, having listened to the presentation and the answers to the questions from Sarah Preece Community Capacity Fund Project Advisory Committee Chair, not to accept the recommendations of the Advisory Committee in the minutes dated 09 April 24 and to continue to proceed on the basis of the Community Capacity Fund approved application. Vote - 4 in favour, 2 against.

048/24 Planning applications

- a) **PA24/03571** Non material amendment in relation to Decision Notice PA18/04962 dated 26/11/18 – Removal of 3 No parking spaces and drop off zone adjacent to reclamation yard on western site boundary and the introduction of stone filled gabion retaining structure. The Yard Buildings 4 and 5 off Grenville Road Lostwithiel

It was **resolved** not to agree with the removal of 3 car parking spaces as there is insufficient parking throughout this development.

Vote – 6 in favour

- b) None

049/24 Planning Appeal – Town and Country Planning (Appeals) (Written Representations Procedure) (England) Regulations 2009 to note the receipt of Appeal APP/D0840/W/24/3340419 Cornwall Council reference:-

- PA23/08761** Outline application with all matters reserved for construction of a single dwelling house (Re-submission of previous application PA22/09325) Land off Couchwell Lane Lostwithiel

It was **resolved** to note the receipt of the appeal and that the Council has no further comment to add to the Council's previous objection.

Vote – 6 In favour

050/24 Bartholomew's Meadow, Lostwithiel Tree Preservation Order 2024

It was **resolved** to support all the Bartholomew's Meadow Lostwithiel Tree Preservation Order 2024 TPOs as listed. Vote – 6 in favour

051/24 Year-end Financial report

It was **resolved** to approve the 31 March 2024 Year-end financial reports as drafted. Vote – 6 In favour.

052/24 Annual Budget – Earmarked reserves

It was **resolved** to carry forward the earmarked reserves as listed and to increase the Estate/Building repairs EMR by £60,000.

Vote – 4 In favour, 2 Against

It was further resolved to instruct the clerk to ensure that within the next 3 month period a comprehensive review of the Earmarked reserves list is undertaken to amalgamate/simplify/reduce the number of individual headings. Vote – 6 in favour.

053/24 Internal Audit year end 31 March 2024

It was **resolved** to consider and adopt the Internal Auditors report.

Vote – 6 in favour.

054/24 External Audit year end 31 March 2024

It was **resolved** to formally minute that there are no conflicts of interest between Lostwithiel Town Council and External Auditors BDO LLP.

Vote – 6 in favour

055/24 Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual Governance and Accountability Return 2023/24 Part 3 – to approve and authorise the signature of Section 1 Annual Governance Statement 2023/24

It was **resolved** that the answer to each assertion should be as follows:

Question 1 Yes

Question 2 Yes

Question 3 Yes

Question 4 Yes

Question 5 Yes

Question 6 Yes

Question 7 Yes

Question 8 Yes

Question 9 Not applicable.

It was further **resolved** to approve and authorise the signature of Section 1 Annual Governance Statement 2023/24 by Deputy Mayor Guiterman and the Town Clerk. Vote – 6 votes in favour.

056/24 Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual Governance and Accountability Return

2023/24 Part 2 – to approve and authorise the signature of Section 2 Accounting statements 2023/24

It was **resolved** to approve the accounting statement in Section 2 of the Annual Return for 2023/24 and to authorise Deputy Mayor Guiterman to sign the Accounting Statement on the 2023/24 Annual Return on behalf of the Town Council. The Accounting Statements having been already signed by RFO on 30/05/24. Vote – 6 votes in favour.

057/24 RoSPA

It was **resolved** to note the annual play area safety reports and authorise all recommended actions. Vote 5 in favour.

058/24 Heritage Buildings working party – CLUP update

It was decided to defer this agenda item to the next Council meeting.

059/24 Network Rail – Land adjoining the railway line

It was decided to defer this agenda item to the next Council meeting.

060/24 Second Island stone prices

It was decided to defer this agenda item to the next Council meeting.

061/24 Maintenance Contract

It was **resolved** to approve the following:-

Coulson Park 1 – please replace post

Coulson Park 2 – Please remove random bits of concrete, not the previous concrete bench support.

Coulson Park 3 – Please sand, restrain & resecure on a concrete plinth

Coulson Park 4 – Sand and restrain timbers

Coulson Park 5 – Please remove

Pendour Park 1 – Please infill holes

Pendour Park 2 – Please remove debris/earth and adjust the gate spring

Pendour Park 3 – Please replace all fencing

Second Island 1 – Please leave the wood for the time being

KG5 1 – Please secure sign

KG5 2 – Please remove vegetation

KG5 3 – Please infill splits/renew timber

KG5 4 – Please replace rotten post

Library Internal 1 - Please leave for the time being

Library 1 – Please infill holes

Library 2 – Please jet wash slabs

Library 3 – full refurb to bench please

Library 4 – Please check and clear all gutters/hoppers/downpipe LIBRARY building only

Library 5 & 6 please touch up window frames

Library 7 – Please care out remedial works to window frame including redecoration

Parade 1 – Please DO NOT action

Parade 2 – Please remove post

Parade 3 – Please renew post

Parade 4 – Please DO NOT action

Parade 5 – Please infill holes

Parade 6 - Please DO NOT action

Parade 7 – Please replace fixings where required

Parade 8 - Please DO NOT action

Parade 9 – Please remove trip hazard

Parade 10 - Please sand remove paint red oxide and apply hammerite (black). Please clean moss

Parade 11- Please infill crack

Parade 12 – Please remove stump

Parade 13 - Please sand remove paint red oxide and apply hammerite (black). Please clean moss

Parade 14 – Please remove post

Parade 15-16 - Parade wall please carry out suggested works to stone wall surrounding monument please DO NOT do any works to the perimeter wall against the river (flood defence)

Parade 17 - Please DO NOT action

Parade 18 - Please infill holes in steps

Parade 19 & 20 – Please DO NOT action (flood defence)

Parade 21 - Please sand remove paint red oxide and apply hammerite (black). Please clean moss

Parade 22 - Please DO NOT action

and to delegate the authority to the Town Clerk to oversee the schedule.

Vote – 6 in favour.

Deputy Mayor Guiterman having previously declared a non-registerable interest left the meeting.

062/24 Lostwithiel Community Centre

It was **resolved** to appoint Councillor Berryman as Chair for this agenda item. Vote – 5 in favour.

It was **resolved** to consider approval of the schedule of payments received and to authorise issue of the cheque dated 02 April 2024
Vote – 5 in favour.

Deputy Mayor Guiterman returned to the meeting and resumed as Chair.

063/24 Cornwall Community Flood Forum – equipment funding

It was decided to defer this agenda item to the next Council meeting.

064/24 Lostwithiel Mayor Making

It was decided to defer this agenda item to the next Council meeting.

065/24 Accounts & Finance

- a) To approve payment of the monthly cheques, bank standing orders & direct debits.

Date	Cheque Ref	Payee Name	Amount Paid	Transaction Detail
04/06/24	300003	James Morrison	£55.00	Allotment deposit and key refund
04/06/24	Online payment	APS Construction Services Ltd	£3817.24	May Maintenance works and June inspection fee
04/06/24	DD	Biffa	£78.60	Cemetery bin
04/06/24	Online payment	Clarity Copiers Ltd	£84.65	Copy charges
04/06/24	Online payment	Cormac	£162.00	Grave top up
04/06/24	Online payment	Cornwall ALC Limited	£33.60	Staff e-learning
04/06/24	Online payment	Cornwall Supplies Cleaning	£316.99	New vacuum cleaner and cleaning products
04/06/24	Online payment	EDF Energy	£197.92	Electric

04/06/24	Online payment	Hudson Accounting Ltd	£350.00	Internal audit fee
04/06/24	Online payment	Npower	£75.84	Electric – public toilet
04/06/24	Online payment	RoSPA	£561.60	Annual play area inspections
04/06/24	Online payment	Source for Business	£70.78	Public toilet water charges
04/06/24	300004	Lostwithiel Community Centre	£1,250.00	Sixth monthly payment see minute 180/23
04/06/24	Online payments and 1 x Standing Order	Salary related expenses	£7,422.64	Salary related expenses
04/06/24	Online payment	VAT	£275.00	VAT liability assessment
07/06/24	Direct Debit	Zen	£34.80	Phone and broadband
04/06/24	Online payment	Cornwall Council	£36.00	DBS fees
04/06/24	Online payment	SWPSI Limited	£119.99	Play area inspection fees
04/06/24	Online payment	Lostwithiel Community Centre	£36.00	Room hire main hall
04/06/24	Online payment	Westernweb	£102.00	Web space and content management licence – Town Council website
04/06/24	Online payment	Coastal Construction (Cornwall) Ltd	£11,196.11	Stage payment 2
		Total	£26,276.76	

It was **resolved** to approve all payments. Vote – 6 in favour.

Deputy Mayor Guiterman having previously declared a non-registerable interest left the meeting.

It was **resolved** to appoint Councillor Berryman as Chair for part b) of this agenda item. Vote 5 in favour

- b) It was **resolved** to authorise the refund of the £200 damage deposit to Lostfest. Vote – 5 in favour.

Deputy Mayor Guiterman returned to the meeting and resumed as Chair.

- c) It was **resolved** to authorise the payment of the Cornwall Council Pension Fund annual secondary pension contribution of £800. Vote – 6 in favour.
- d) It was noted that HSBC have been unable to action the account closure request by letter. It was **resolved** to authorise the completion and return of the HSBC account closure form. Vote – 6 in favour.

It was **resolved** 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. Vote – 6 in favour

The meeting closed 9.45pm

Chairman

Date