



**Lostwithiel Town Council Meeting  
will be held  
on  
Tuesday 03 December 2024  
at  
Lostwithiel Library at 7pm**

This meeting is open to the public and as such could be filmed or recorded by broadcasters, the media or members of the public. 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.

Housekeeping – Attendees will be advised that any members of the public or press are allowed to take photographs, film and audio record the public sections of the meeting.

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.
2. To receive from Council Members any Declarations of Interest, written requests for new DPI dispensations and declarations of any gifts or hospitality.

Members are invited to declare disclosable pecuniary interests and other (non-registerable) interests in items on the agenda as required by Lostwithiel Town Council's Code of Conduct for Members and by the Localism Act 2011

3. Public Participation - Time allowed for members of the public to address the Council on matters on the agenda – Maximum time allowed 15 minutes.

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. To receive the minutes of the Extraordinary Council meeting held on 19 November 24 having previously been circulated and taken as read.
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)

**PA24/08312**

Works to trees in a Conservation Area (TCA) T1 cypress crown lift of secondary branches with a diameter of less than 30mm only in accordance with the orange line on the annotated photo in addition to a light prune to

clear adjacent structures pruning cut diameter to be limited to 30mm T2 Yew light prune to clear adjacent structures by up to 1.5m, pruning to include secondary branches only with pruning cut diameter to not exceed 30mm and removed branch length to not exceed 1.5m

Church of St Bartholomew North Street  
Lostwithiel

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 Cornwall Council.

**PA24/08831**

Construction of an Agricultural/Equestrian Building

One Field Farm Castle Hill Lostwithiel

- b)** To consider any planning applications received since the publication of the agenda.
8. Defra – to consider if Lostwithiel Town Council wishes to formulate a response to the consultation relating to the regulatory approach and use of civil sanctions for hedgerow management.
  9. The Law Commission – to consider if Lostwithiel Town Council wishes to formulate a response to the consultation on reforms to burial and cremation law and wishes to accept the invitation to respond to the Burial & Cremation Consultation Paper.
  10. Cornwall Buildings Preservation Trust- to consider correspondence received and to decide if the Town Council wishes to nominate a Member to the Board of CBPT Trustees.
  11. Neighbourhood Plan Steering Group – to consider appointing the following new members to the group:-David Dunkley, Shaun Bartlett, Tod McClarin, Andrew Ankowski, Jenna Gendall & Kez Stone.

12. Neighbourhood Plan Steering Group – to note the minutes dated 21 August 24 & 23 October 24.
13. Neighbourhood Plan Steering Group – to consider the suggested revised text and policies for the Transport section.
14. Neighbourhood Plan Steering Group – to consider the suggested revised text and policies for the Employment & Economy section.
15. Lostwithiel Town Team – Town Delivery Fund Lostwithiel Enhancement Project to consider the following:-
  - Letter to Councillors & request for support
  - Draft memorandum of understanding
  - November progress report
  - Trail project plan
  - Consultation funding request form
  - Correspondence received from the Council's insurers & solicitor.
16. Lostwithiel Town Team website grant application – to consider the grant application.
17. Mines, Minerals & Misfortunes of St Austell Bay – to consider the correspondence received and the request for £400 of funding.
18. Lostwithiel Christmas tree lights – to consider the price received to check, resupply & correct the power supply on the Parade with the appropriate waterproof and armoured cable and to consider buying new lights for the Parade tree.
19. King George V Community Consultation – to update Council and to agree how to take the project forward.
20. Lostfest – to consider the further information provided regarding hiring King George V playing field on 18 May 25

21. Lostwithiel Neighbourhood Plan review – to update Council following the AECOM design code visit.
22. Maintenance Contract – to consider the report received and delegate the authority to the Town Clerk to oversee the schedule approved at the meeting.
23. Maintenance contractor – to consider the revised price for the Cemetery fencing.
24. Lostwithiel Community Centre – to note the bills received and to consider authorising the issue of the final cheque.
25. Tozers – to consider renewal of the Council Fixed Fee Advice Service at an annual cost of £1,500 plus VAT.
26. Accounts & Finance

a) To approve the list of BACS payments as drafted.

Date	Cheque Ref	Payee Name	Amount Paid	Transaction Detail
03/12/24		Royal British Legion	£200.00	Annual donation (\$137)
03/12/24	Online payment	A1 Tree & Grounds Ltd	£5,016.00	Grass cutting June -August
03/12/24	Online payment	APS Construction Services Ltd	£7,782.24	Toilet cleaning quarterly charge & monthly maintenance
03/12/24	Online payment	Biffa	£80.40	Cemetery bin
03/12/24	Online payment	Brothers Cleaning SW	£185.00	War memorial cleaning
03/12/24	Online payment	EDF	£430.56	Electric
03/12/24	Online payment	Karin Henderson	£131.50	Music at Mayor Making, flowers & church

				Remembrance Wreath
03/12/24	Online payment	HMRC	£254.07	VAT payment
03/12/24	Online payment	Npower	£68.44	Toilet electric
03/12/24	Online payment	Poynton Bradbury Architects	£6,600.00	Stage payment
03/12/24	Online payments and 1 x Standing Order	Salary related expenses	£7,422.64	Salary related expenses
03/12/24	Online payment	Source for Business	£19.78	Public toilet water charges
03/12/234	Online payment	SWPSI Limited	£119.99	Monthly inspection charge
03/12/24	Online payment	Tozers	£1,500.00	Council Fixed Fee Advice Service
03/12/24	Online payment	Torch Fire Protection	£86.14	Annual maintenance charges
03/12/24	Online payment	Treeworthy Services Ltd	£489.60	Second Island Tree works requested by CC Highways
		Total	£30,386.36	

## 27. Accounts & Finance – CLUP expenditure

a) To approve the list of BACS payments as drafted.

Date	Cheque Ref	Payee Name	Amount Paid	Transaction Detail
03/12/24	Online payment	Coastal Construction (Cornwall) Ltd	£37,113.43	Phase 2 Invoice 3
		Total	£37,113.43	

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.

28. Lostwithiel Community Centre Trustees – to consider the request received to share the Hawkins financial report with volunteer consultant John Freeman.

*S Harris*

Mrs S Harris

Town Clerk

28 November 2024