

Dear Councillor

You are summoned to attend a **VIRTUAL** meeting of **St Austell Bay Parish Council** to be held on **Thursday 21 January 2021** at **6.00pm**

Any member of the public wishing to attend the meeting should obtain the joining details from the Clerk no later than **12.00 noon** on **21 January**. For security reasons no person will be admitted to the meeting without prior notification to the Clerk that they wish to attend.

*Julie Larter*

Julie Larter  
Clerk  
14 January 2021

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[enquiries@staustellbay-pc.gov.uk](mailto:enquiries@staustellbay-pc.gov.uk)

*Please note that under the Openness of Local Government Bodies Regulations 2014 this meeting may be recorded*

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## AGENDA

**1. Apologies for Absence**

**2. Minutes of a Meeting of the Parish Council held on 17 December 2020**

*To resolve that the minutes of the above meeting be signed as a correct record of the meeting.*

*Pages 4 - 9*

**3. Matters to note**

*To receive a verbal update from the clerk on matters progressed since the last meeting*

**4. Declarations of Interest**

(a) Pecuniary Interests

*Declare those interests which have been declared on your Register of Financial Interests relevant to the agenda of the meeting. Whenever the item is being discussed, including public participation, you must leave the room and not take part in the discussion or decision.*

(b) Non-registerable Interests

*You must declare Non-registerable Interests at the start of the meeting or whenever the interest becomes apparent. Then when the matter is being discussed, even during public participation, you must leave the room and not take part in the discussion or decision.*

(c) Dispensations

*To consider any requests for dispensations relating to items on the agenda*

(d) Gifts and Hospitality

*To declare any gifts or hospitality*

*Please call the Clerk before the meeting if you have any queries about these matters.*

**5. Chairman's Announcements**

*To allow the Chairman to make any announcements.*

**6. Public Participation**

*The Chairman will invite Members of the public to address the meeting.*

*15 minutes will be allocated for public participation (this can be extended at the Chairman's discretion). Each person addressing the Council will be allocated a maximum of two minutes.*

**7. Cornwall Buildings At Risk Project**

*Paul Holden, Cornwall Buildings at Risk Case Officer will outline the project and offer guidance on nominating buildings for the project*

**8. Planning Applications and Related Matters**

(a) To consider a response to a consultation by the Planning Authority on the following applications *and any applications received after publication of this summons.*

(i) PA20/11385 – 18 Duporth Bay: Proposed alterations and extension to dwelling

(ii) PA20/09731 – 4 Garden Walk, Duporth: Construction of a single storey extension with new sun terrace above and alterations to existing property

(iii) PA20/10097 – 12 Ridgewood Close: Tree works to reduce the height/prune 3 x Sycamore trees and 1 x Beech tree subject to a TPO

(iv) PA20/09021 – Bay View Road: Works to trees covered by a TPO

(v) Carlyon Parish Neighbourhood Development Plan

(b) To receive an update on the following planning applications:

(i) PA20/08476 – 179 Charlestown Road: Proposed loft conversion to form a bedroom with balcony

(ii) PA20/10533 – 1 Chapel Mews: Notification of proposed works to a tree in a conservation area – felling of a Sycamore

*This application has been determined and no TPO has been made*

(iii) PA19/08174 – Land Off Mill Lane: Residential dwelling to include associated site works and alteration/formation of vehicular/pedestrian access

(iv) PA20/02256 – Rashleigh Arms: Retrospective Listed Building Consent for the proposed external works to Grade II Listed Building

**9. Neighbourhood Plan**

*To note the current position*

**10. Cornwall Councillor's Report**

*To receive a report from Cllr Tom French*

**11. Tree Warden's Report**

*To receive a report from Cllr Trudy Reynolds*

**12. Regatta Playing Field**

*To note the current position*

**13. Highways Matters**

*To note any highways concerns*

**14. Financial Matters**

*To note the current financial position*

*Appendix (i)*

**15. Meetings/Training Attended**

*To receive an update from meetings or training recently attended by members or the Clerk*

**16. Correspondence**

*To note correspondence received since the last meeting*

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**17. Dates for the Diary**

*To note any forthcoming dates for members' diaries*

**18. Dates of future Parish Council Meetings**

*18 February, 18 March, 16 April (also Annual Parish Meeting), 20 May 2021 (Annual Meeting of the Parish Council)*

**Future meetings will be held virtually until Government advice changes**

**19. Exclusion of Public and Press**

*Under section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, it is proposed that members of the press and public be excluded from the meeting for item 20 as it relates to confidential staffing matters*

**21. Parish Clerk**

*To consider a request from the Parish Clerk*

**MINUTES of a MEETING of ST AUSTELL BAY PARISH COUNCIL held on THURSDAY 17 December 2020 at 6.00pm** (the meeting was held virtually)

**Present:** Cllrs Bill Leach (Chairman), Sue Leach, Richard Hallows, Trudy Reynolds, Sue Osbrink, Malcolm Neill, Peter Tombs, Nick Foster, Nigel Chatterjee.

**In attendance:** Cllr Tom French CC; Julie Larter, Clerk; 2 members of the public.

**(19/322) Apologies for Absence**

There were no apologies for absence.

**(19/323) Minutes of a Meeting of the Parish Council held on 19 November 2020**

It was **RESOLVED** that the minutes of the Meeting held on 19 November 2020 be signed as an accurate record of the meeting.

**(19/324) Matters to Note**

The Clerk has now been able to clarify the way forward with the Charlestown Character Appraisal and Management Plan. Councillors decided not to change the Conservation Area boundary, thereby enabling a more straightforward route to getting the document adopted. A consultation will be organised in the new year.

The Clerk reported that weekly inspections of the eastern cliff in Charlestown are continuing and it may be possible that the re-routed SWCP on the western side of the harbour may be open in time for Christmas.

The Clerk has contacted Natural England to ascertain the process for getting the AONB boundary changed.

**(19/325) Declarations of Interest on Items on the Agenda**

There were no declarations of interest and no gifts to declare.

**(19/326) Chairman's Announcements**

The Chairman welcomed members of the public to the meeting.

**(19/327) Public Participation**

No members of the public wished to speak.

**(19/328) Planning Applications and Related Matters**

(a) (i) PA20/09948 – Land South of the Retreat, Porthpean Beach Road: Detached dwelling with internal garage submission following outline approval PA19/08946 but with increased plot size

It was **RESOLVED** that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council objects to the application. The proposal is for a very large house on a small plot.

(ii) PA20/09299/298 (LBC) – 91 Charlestown Road: Change of use and conversion of existing store to annexe

It was **RESOLVED** that the Clerk should respond to the Planning Authority (Cornwall Council) indicating that it has no objections to the proposal.

(iii) PA20/09982 – 50 Duporth Bay: Proposed first floor side extension including dormer to rear

It was **RESOLVED** that the Clerk should respond to the Planning Authority (Cornwall Council) indicating that it has no objections to the proposal. However it requests that the dormer window that faces neighbours' property should be obscured glass in perpetuity in the interest of neighbours' privacy. The parish council would also like the cladding to all be the same colour.

(iv) PA20/08476 – 179 Charlestown Road: Proposed loft conversion to form a bedroom with balcony

It was **RESOLVED** that the Clerk should respond to the Planning Authority (Cornwall Council) indicating that it strongly objects to the proposal. The proposal would be visibly intrusive and is contrary to the draft St Austell Bay Neighbourhood Plan Policy D2 (1) which states that development will only be supported where it "Respects and enhances the distinctive character of the relevant area within the parish and where applicable satisfies the requirements of the WHS, CA, AONB and the guidance within the Local Landscape Character Assessment" and Policy D2 (6) "Sits sympathetically within their surrounds both from the view of nearby properties and from more distant viewpoints". The parish council supports the views of the WHS officer.

(v) PA20/09336 – Cornelius House, The Drive, Duporth: Various tree works to trees subject to a TPO

It was **RESOLVED** that the Clerk should respond to the Planning Authority (Cornwall Council) stating that provided work is undertaken in accordance with the Tree Officer's advice, the parish council has no objections to the proposal.

(vi) PA20/09988 – Land to the south of Barkhouse Lane: Pruning work to 3 x Sycamore

It was **RESOLVED** that the Clerk should respond to the Planning Authority (Cornwall Council) stating that provided work is undertaken in accordance with the Tree Officer's advice, the parish council has no objections to the proposal.

(vii) PA20/10029 – Land south of 3 Barkhouse Lane: Application for works to a tree subject to a TPO

It was **RESOLVED** that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council has no objections to the proposal.

(viii) PA20/10533 – 1 Chapel Mews: Notification of proposed works to a tree in a conservation area – felling of a Sycamore

It was **RESOLVED** that the Clerk should respond to the Planning Authority (Cornwall Council) stating that in order to protect the privacy of neighbouring properties, the parish council objects to the removal of the tree but would be content for the height of the tree to be reduced.

(ix) PA20/08545 – 6 Ridgewood Close: Works to trees covered by a TPO

It was **RESOLVED** that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council has no objections to the proposed works.

(x) PA20/09021 – Bay View Road: Works to trees covered by a TPO

This application was deferred until next month, pending sight of the Tree Officer's report.

(b) Update on outstanding planning applications

(i) PA19/08174 – Land Off Mill Lane: Residential dwelling to include associated site works and alteration/formation of vehicular/pedestrian access

The Planning Officer is currently speaking with the WHS Planning Officer.

(ii) PA19/03884 – Charlestown Harbour: Proposed siting of a demountable timber workshop for boatbuilding and repair

This application has been refused.

(iii) PA20/02256 – Rashleigh Arms: Retrospective Listed Building Consent for the proposed external works to Grade II Listed Building

The Clerk read out an email from the Planning Officer outlining her reasons for being minded to approve the application. It was **RESOLVED to uphold the parish council's objection and ask for the application to be determined by Committee.**

(c) Carlyon Neighbourhood Development Plan

The Strategic Group will draft a response for consideration at next month's meeting.

### **(19/329) Charlestown Harbour Limited**

A discussion took place regarding 3 recent meetings between councillors and the owner of the harbour. It was felt that a good working relationship was developing and that regular meetings should be held.

Cllr Neill thanked the Chairman and Cllr French for getting all the experts together for the first time.

### **(19/330) Neighbourhood Plan**

Cllr Sue Leach reported that the consultation runs until 28 January. It was **RESOLVED to appoint Liz Beth as the Independent Examiner.**

### **(19/331) Cornwall Councillor's Report**

Cllr French reported that he was unable to attend the multi-agency meeting with the harbour which was held on 10 December due to a prior appointment. The Chairman thanked Cllr French for setting up the meeting.

Cllr French wished all those present a Happy Christmas and Healthy New Year.

### **(19/332) Tree Warden's Report**

Cllr Reynolds reported that she and her husband have planted 148 of the Woodland Trust's free trees along the fence line at Holmbush Arch roundabout and a further 34 saplings in the car parking area at Trenarren.

On Tuesday a successful meeting was held with representatives of the Regatta Committee, the parish council, Jo Elworthy and Stuart Wood who is Cornwall Council's Forest for Cornwall Officer. Mr Wood will draw up a plan with suggested species for trees to go in the Regatta field. There are 226 saplings left from the Woodland Trust pack which will be planted along the northern hedge line in the new year. It was **RESOLVED to apply for a further supply of free trees from the Woodland Trust.** Mr Wood will forward details of other free tree schemes.

The Chairman thanked Cllr Reynolds and Mr Reynolds for all their hard work.

### **(19/333) History Working Party**

(i) It was **RESOLVED to adopt the draft Terms of Reference previously circulated.**

(ii) Cllr Neill reported that the first meeting of the working party was held virtually on Monday when consideration was given to a list of properties to put forward to the Cornwall Buildings Group for their At Risk Register. It was **RESOLVED to authorise £100 for the purchase of a cupboard for the hall which will house Charlestown History Group's archive material.**

### **(19/334) Cornwall Buildings Group Buildings at Risk Project**

A draft list of properties to put forward to the Cornish Buildings Group "Buildings at Risk" register had previously been circulated. A discussion took place regarding what was appropriate to go on the list and it was felt that guidance is needed. It was **RESOLVED to invite Paul Holden from the Cornish Buildings Group to attend the next parish council meeting to ascertain what should legitimately be included on the list.** Members felt that it is important to get things right from the start and to ensure that landowners are contacted in the first instance.

Cllr Tombs left the meeting.

### **(19/335) Regatta Playing Field**

The Clerk reported that once again there is an issue with flooding from an adit on adjacent land and part of the field is unusable. The Clerk has contacted Cornwall Council and an officer from Cormac has inspected the field. It was **RESOLVED that the Clerk should inform Cornwall Council that it will not sign a lease on the field until the adit issue has been resolved satisfactorily.**

The Clerk reported that Wainhomes has given Cornwall Council permission to transfer the lease to the parish council and the Clerk has instructed the parish council's solicitors accordingly.

Cllr French's Community Chest grant of £400 towards the cost of a bench for the toddlers' play area has been received. The Chairman thanked Cllr French.

### **(19/336) Verge Maintenance**

Cornwall Council has approached the parish council to see if it would like to enter into an agency agreement to maintain verges within the parish. It was **RESOLVED not to enter into such an agreement.**

### **(19/337) Highways Matters**

The Clerk was asked to report the condition of the road from Lobbs Shop to Trenarren to Cormac as it is extremely muddy and contains numerous potholes.

### **(19/338) Financial Matters**

(i) A budget for 2021/22 was set.

(ii) It was **RESOLVED to request a precept of £44,822.11 for the 2021/22 financial year.**

(iii) It was **RESOLVED to appoint Linda Coles as the council's internal auditor for 2020/21.**

(iv) It was **RESOLVED to vire money from the General Contingency in order to regularise budget headings.** (Details had been previously circulated)

Current balances were noted and the following payments were authorised

<b>Method</b>	<b>Payee</b>	<b>Purpose</b>	<b>Amount</b>
DD	Cornwall Council	Business rates for toilets	£77.00
DD	SWW	Water for hall	£29.00
DD	BT	Telephone/internet	£61.87
DD	Lloyds Bank	Credit card	£342.45
DD	ITEC	November printing charges	£39.53
DD	Blenheim Estate	Monthly estate service charge	£12.00
DD	SSE	Electricity for toilets	£133.20
DD	Biffa	Litter bin annual contract	£688.58
DD	Vision ICT	Hosted email accounts	£237.60
DD	Cornwall ALC	Data Protection and FoI training	£33.60
DD	Lyreco	Cleaning products	£3.29
DD	SLCC	Clerk's membership renewal	£293.00
BACS	Staff	Staff salaries and oncosts	£3237.62

(v) It was **RESOLVED not to open an account with another financial provider at the present time.**

Cllr Osbrink left the meeting.

### **(19/339) Meetings/Training Attended**

20 November – Chairman, Cllrs Osbrink, Tombs and the Clerk attended a meeting with the owners of Charlestown Harbour Ltd and Merchants of Charlestown

26 November – Cllr Foster attended Cornwall Council's Planning Conference (notes had been previously circulated)

7 December – Chairman, Cllrs Osbrink Tombs and the Clerk attended a multi-agency meeting to discuss Charlestown Harbour

10 December – Cllr Reynolds attended Internal Controls training

14 December – Cllrs Reynolds, Tombs and Neill attended a meeting of the History Group Working Party

15 December – Cllrs Reynolds, Tombs and the Clerk met with Stuart Wood from the Forest for Cornwall

Cllr Chatterjee attended virtual Data Protection and Freedom of Information training

**(19/340) Correspondence**

A list of correspondence had been previously circulated. In addition the results of a survey conducted by Charlestown School asking whether parents would be willing to use a school bus had been circulated. The outcome of the survey was an overwhelming “no”.

**(19/341) Dates for the Diary**

There were no dates for the diary.

**(19/342) Dates of future Parish Council Meetings**

21 January, 18 February, 18 March, 16 April (Also the Annual Parish Meeting), 20 May 2021 (Annual Meeting of the Parish Council).

Future meetings will be held virtually until Government advice changes.

The meeting closed at 8.22 pm

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Chairman

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Date

## **Agenda Item 16 - Correspondence Received Since the Last Meeting**

- Community Network Panel Highways Scheme update
- Town and Parish Council newsletter – Covid-19 update
- Details of Western Power Engagement events
- Details of plans to amend the Cornwall Code of Conduct
- NALC open letter to councillors
- Details of Cornwall Council’s virtual councillor fair to be held on 16 January