

Dear Councillor

You are summoned to attend a meeting of **St Austell Bay Parish Council** to be held on **Thursday 18 March 2021** at **6.00pm**.

This will be a virtual meeting

*Julie Larter*

Julie Larter

Clerk

11 March 2021

01872 501101

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

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Join Zoom Meeting

<https://zoom.us/j/98656339866?pwd=K1ZlcnlNc0Q5ZmNSV0YxU2NncTITQT09>

Meeting ID: 986 5633 9866

Passcode: 700009

*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 18 February 2021**

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

Pages 4 - 8

**3. Matters to note**

*To receive a verbal update from the clerk on matters progressed since the last ordinary 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. 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) PA20/08476 – 179 Charlestown Road: Proposed loft conversion to form a bedroom with a balcony (amended plan)

(ii) PA20/01080 – 14 Quay Road: Listed Building Consent for repairs to include removal of cement-based pointing, cleaning historic stonework/brickwork and re-point with lime mortar, repainting and replacement of ground floor sills with Delabole natural solid slate

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

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

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

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

(c) Proposed Developments in Charlestown

Lucy Harman (LAH Design) will present amended plans for proposed developments in Church Road and Charlestown Road

*This matter is to note only.*

**8. Neighbourhood Plan**

*To note the current position*

**9. Cornwall Councillor's Report**

*To receive a report from Cllr Tom French*

**10. Tree Warden's Report**

*To receive a report from Cllr Reynolds*

**11. Regatta Playing Field**

*To note the current position regarding the regeneration of the toddlers' play area, flooding, devolution of the field and to consider the installation of an additional pathway and associated expenditure*

**12. Parish Council Elections**

*To note key dates*

**13. Community Governance Review – Chandlers Walk**

*To resolve to fund a waste contract and provision of plants for the community garden – services currently provided by the Town Council*

**14. Parish Council IT**

*(i) To authorise the purchase of a new laptop for the Clerk  
(ii) To consider providing the Clerk with a mobile telephone to be used as the main contact number for the council*

**15. Highways Matters**

*(i) To consider a request for a litter bin in Higher Porthpean  
(ii) To consider a request for a salt bin in Higher Porthpean  
(iii) To consider a quote for pavement weed spraying  
(iii) To note any highways concerns*

**16. Financial Matters**

*To note the current financial position and authorise payments*

*Appendix (i)*

**17. Meetings/Training Attended**

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

**18. Correspondence**

*To note correspondence received since the last meeting*

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**19. Dates for the Diary**

*To note any forthcoming dates for members' diaries*

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

*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**

**MINUTES of a MEETING of ST AUSTELL BAY PARISH COUNCIL held on THURSDAY 18 FEBRUARY 2021 at 6.00pm** (the meeting was held virtually)

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

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

**(19/375) Apologies for Absence**

There were no apologies for absence.

**(19/376) Minutes of an Extraordinary Meeting of the Parish Council held on 11 February 2021**

It was **RESOLVED** that the minutes of an Extraordinary Meeting of the Parish Council held on 11 February 2021 be signed as an accurate record of the meeting.

**(19/377) Declarations of Interest on Items on the Agenda**

There were no declarations of interest.

**(19/378) Matters to Note**

The Clerk reported that the Charlestown Conservation Area Character Appraisal and Management Plan consultation continues until 30 March.

Cormac has been working on footpaths and at The Battery all week. Selected felling will be undertaken at The Battery to remove dead and diseased trees and to create viewing points. The Herras fencing that has been there for years will be replaced with a palisade fence. Tension cracks in the route of the old SWCP have developed further and the area continues to be monitored on a weekly basis.

The public are still breaking through the closed section of SWCP at Duporth and barriers and signage are inspected regularly. The Countryside Officer is to ask Cornwall Council if it will commission a drone survey of the cliff between Charlestown and Carrickowel Point

Cornwall Council will be advertising the tender for the east cliff stabilisation work in the next few days. Following concerns from Cornwall Council's engineer about the undercut cliff edge, a small permanent path diversion has been created just up from the kissing gate and woodchip will be laid here, the lower end of Footpath 26 and the new east cliff diversion.

**(19/379) Chairman's Announcements**

The Chairman expressed his concern about recent storm damage to the harbour which had attracted a huge amount of interest but he was delighted with the speed of repair work. He said that he was saddened to learn of the abuse directed at harbour staff

and contractors as a result of trolling because of the CCTV camera on The Pier House. On the advice of the Harbour's health and safety consultant, harbour staff had temporarily covered up the CCTV camera and this had upset some people. Cllr Hallows as custodian of the camera reported that he has subsequently liaised with the Harbour, the Rowing Club and St Austell Brewery and he has asked the Brewery to temporarily turn off the camera. The situation will be reviewed every 2 weeks. The Chairman thanked Cllr Hallows for dealing with the matter. All councillors supported this course of action.

### **(19/380) Public Participation**

No members of the public wished to speak.

### **(19/381) Planning Applications and Related Matters**

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

The Clerk reported that an amended plan is to be submitted which will address concerns outlined by the WHS planning officer. The Planning Officer has agreed an extension of time and the application will be considered next month.

(ii) PA21/00475 – 1 Barkhouse Lane: Works to trees under a Tree Preservation Order  
It was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council will concur with the Tree Officer's recommendation.**

(b) Update on the following outstanding applications

(i) PA20/09731 – 4 Garden Walk: Construction of single storey extension with new sun terrace above and alterations to existing property  
No update was available.

(ii) PA19/08174 – Land Off Mill Lane: Residential dwelling to include associated site works and alteration/formation of vehicular/pedestrian access  
The Planning Officer is waiting for the applicant's response to the WHS Planning Officer's comments.

(iii) PA20/02256 – Rashleigh Arms: Retrospective Listed Building Consent for the proposed external works to Grade II Listed Building  
The matter is in the hands of the Planning Officer's Manager.

### **(19/382) St Austell Bay Neighbourhood Plan**

Cllr Sue Leach reported that she has not heard anything back from the Examiner. Electoral Services has ruled that neighbourhood plan referendums will not be held at the same time as elections in May due to complications with Community Governance boundary reviews – they are likely to take place in the early summer and it is hoped that the Plan will have passed all the pre-referendum stages by then.

### **(19/383) Cornwall Councillor's Report**

Cllr French reported there has been a rise in Anti-Social behaviour in St Austell. The Chief Executive of Cornwall Council has received a large number of complaints regarding homelessness in the county. There are currently 570 people in temporary accommodation which is a 100% increase on the pre-Covid number. There are 78 people in temporary accommodation in St Austell and Cllr French stressed the need

for adequate support to be in place. Cornwall Council is to purchase 250 properties across the county in the next 6-9 months in order to address the homeless problem in the county.

### **(19/384) History Working Party**

Cllr Neill reported that the working party met on 9 February to consider a response to Paul Holden's comments regarding proposed listing on the Cornwall Buildings at Risk register.

Porthpean Sunday School Room: It was **RESOLVED to ask the Cornwall Buildings Group to add the building to their At Risk Register and through their contacts with Historic England to pursue its listing on their register of buildings at risk. Furthermore the parish council will apply for the building to be listed with Historic England and will apply to Cornwall Council under the Community Right to Bid to have the building added to the Council's List of Assets of Community Value.** The Clerk was asked to ensure that the Truro Diocese was fully informed before any actions are taken.

Polmear Mine: It was **RESOLVED that the Clerk should write to Cornwall Council's Archaeological Unit, the World Heritage Site office and the Cornwall Buildings Group asking for advice on the best way forward to investigate and better understand the remains of this important historical asset.** The Clerk was asked to write to the Trustees of The Western Block Discretionary Trust 2017 who are the landowners seeking permission for the working party to access the site.

Rashleigh Car Park: It was **RESOLVED to make an application to Historic England for the last remaining ore floor in Charlestown to be listed.** The Clerk is to inform St Austell Brewery of the Council's intention.

The Chairman enquired about the makeup of the History Working Party as he wanted to ensure there was a balance of councillors and residents. The group comprises 3 councillors and 3 members of the public.

### **(19/385) Regatta Playing Field**

The Clerk reported that the trees and stakes are now on order and it is planned that parish council staff members will plant the trees next week. Cllr Reynolds is to plot exact locations on a plan which will be sent to the Regatta Working Party.

Cornwall Council is in discussion with The Duchy over liability for the drainage issue and the matter is ongoing.

It was noted that year's Charlestown Regatta has been cancelled.

### **(19/386) Policy Review**

It was **RESOLVED to adopt a new Equal Opportunities Policy. The following policies were reviewed without amendment: Grant, Broadcasting and Social Media, Communications Protocol, Complaints, Information and Data Protection, Disciplinary, Local Government Pension Scheme Discretions, Grievance, Media and Publicity, Model Publication Scheme, Risk Assessment and Risk Assessment Policy Statement, Safeguarding.** It was noted that the Complaints policy had not been circulated prior to the meeting.

It was **RESOLVED that the Meetings Protocol should be amended as follows:**

### 3. Meetings with External Partners

**The first paragraph to read "Where possible the Chairman will attend together with the Clerk. If the Chairman is unavailable, the Vice Chairman will take the lead. A ward member and any councillor who has specific expertise will be invited. If it felt appropriate, the Cornwall Council divisional member may be invited".**

Referring to the Communications Protocol, Cllr Hallows felt that there was insufficient information on some agendas for the public to fully understand what was to be discussed and he asked that the policy should be followed more closely.

#### **(19/387) Highways Matters**

Concern was expressed about litter bins around Charlestown harbour. Cllr French was asked to speak to Cornwall Council and ask the council to request takeaway outlets to provide their own bins.

Cllr Foster has received complaints about speeding motorists along Bay View Road. The road is currently unadopted therefore Cornwall Council will not take any action. The Clerk has contacted PCSO Carpenter and will prompt her again.

Cllr Foster also expressed concern that there could be another potential parking issue on Duporth Road in the summer and asked whether anything could be done about yellow lining. The Clerk explained that nothing had been set aside in this year's budget and the cost was prohibitively high.

#### **(19/388) Financial Matters**

(i) The Council's Asset Register was reviewed and found to be in order and members were satisfied that insurance renewal documents provided an adequate level of cover.

(ii) 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	£27.50
DD	Lloyds Bank	Credit card	£109.91
DD	BT	Telephone and internet	£61.67
DD	ITEC	Monthly printing charges	£6.19
DD	Blenheims Estate and Asset Management	Monthly estate charge	£12.00
BACS	SSE	Electricity for hall	£393.68
BACS	Staff	Salaries and oncosts	£2069.52

The Clerk reported that the fridge in The Pattern Hall was no longer working and an electrician had attended today and deemed it uneconomic to repair. It was **RESOLVED that the Clerk should purchase a replacement fridge.**

The Clerk reported that she had applied to the Reopening the High Streets Safely Fund and had been awarded a grant of £1,375.51 to purchase additional pavement signs, a new directional arrow template and marker spray and a hand sanitising unit to be placed outside the public toilets. The Clerk has asked Cormac to erect "keep left" signs at either end of Barkhouse Lane.

#### **(19/389) Meetings/Training Attended**

28 January – The Clerk attended a virtual Action with Communities in Rural England presentation “How your village hall can contribute to a carbon zero future”

9 February – History Working Party meeting

12 February – All councillors and the Clerk attended an informal meeting with the developers of the former Lovering Clay Dry

**(19/390) Correspondence**

A list of correspondence had been previously circulated and the following had been received since publication of the agenda:

- Invitation from Cornwall AONB Unit to attend events and courses
- Invitation to attend the film premier of Cornwall’s Climate Stories
- Notice of maintenance and resurfacing work on B3273

**(19/391) Dates for the Diary**

11 March – St Austell and Mevagissey Community Network Panel Meeting

**(19/392) Dates of future Parish Council Meetings**

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

All future meetings will be virtual until guidance changes.

The meeting closed at 7.15 pm

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Chairman

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Date



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

- Neighbourhood Plan e-bulletin
- NALC newsletters
- CALC newsletter
- Recording of Cornwall Council's Localism Strategy launch event
- Consultation on Cornwall Council's Climate Emergency DPD Pre submission draft
- Consultation on Cornwall Council's China clay Restoration and Tipping SPD
- Community Network Highways Scheme update
- Cornwall Council's Covid updates
- Correspondence regarding a fallen tree branch in Chandlers Walk
- Letter from Assistant Chief Constable Mayhew regarding the G7 Summit