

Dear Councillor

You are summoned to attend a meeting of **St Austell Bay Parish Council** to be held on **Thursday 15 April 2021** at **6.20pm**.

This will be a virtual meeting

*Julie Larter*

Julie Larter

Clerk

8 April 2021

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Join Zoom Meeting

<https://zoom.us/j/93033199076?pwd=SEtKSVZkZXJHaUdIR1gzOGxrMXNkUT09>

Meeting ID: 930 3319 9076

Passcode: 38892

*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 March 2021**

*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 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) PA21/02059 – Land at Charlestown Harbour: Construction of 4 commercial/business (Use Class E (g)) units and associated car parking

(ii) PA21/01793 – Blue Waters, Porthpean Beach Road: Replacement of existing conservatory with orangery, addition of Juliet balcony, internal alterations and installation of a wood burning stove

(ii) PA21/01636 – Trevean, Porthpean Beach Road: Tree works to Holm Oak subject to a TPO; Coppice to 1.5m stumps to allow regeneration and manage as such

(iii) PA21/02161 – Dunstan House, The Drive, Duporth: Works to T1 (Beech), T2 (Oak), T3 (Beech) and T4 (Oak)

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

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

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

(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

**8. Neighbourhood Plan**

*To note the current position*

**9. Cornwall Councillor's Report**

*To receive a report from Cllr Tom French*

**10. Regatta Playing Field**

*To note the current position regarding the regeneration of the toddlers' play area, flooding and progress with devolution*

**11. Highways Matters**

*(i) To consider replacing the damaged bench at the Church Road/Charlestown Road junction*

*(ii) To consider the provision of a litter bin in Mill Lane*

*(iii) To note any highways concerns*

**12. Financial Matters**

*To note the current financial position and authorise payments*

*Appendix (i)*

**13. Meetings/Training Attended**

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

**14. Correspondence**

*To note correspondence received since the last meeting*

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**15. Dates for the Diary**

*To note any forthcoming dates for members' diaries*

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

*20 May 2021 (Annual Meeting of the Parish Council)*

**It is likely that this meeting will be held in The Pattern Hall**

**MINUTES of a MEETING of ST AUSTELL BAY PARISH COUNCIL held on THURSDAY 18 MARCH 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, Lucy Harman (LAH Design Ltd) and Peter Crawford (Wainhomes) for agenda item 7 (c)

**(19/393) Apologies for Absence**

There were no apologies for absence.

**(19/394) Minutes of a Meeting of the Parish Council held on 18 February 2021**

It was **RESOLVED** that the minutes of a Meeting of the Parish Council held on 18 February 2021 be signed as an accurate record of the meeting.

**(19/395) Declarations of Interest on Items on the Agenda**

There were no declarations of interest.

**(19/396) Matters to Note**

The Clerk reported that the Charlestown Conservation Area Character Appraisal and Management Plan consultation continues until 30 March. 4 responses have been received so far.

The SWCP continues to be closed between Charlestown and Duporth. The Chairman stated that a barrier blocking off the closed area had been continually tampered with, and a bolt cutter had been used to cut locks. The closed off area has now had further security measures installed to prevent access. The results of geological and drone surveys of the cliff are still awaited.

The Pattern Hall remains closed. Some activities can resume on 12 April but it will not be open for general letting until 17 May. The Post Office outreach service may return on 13 April.

The Clerk is progressing actions from last months meeting around the various historic features in the parish. Historic England have said that The Old School House should be included with the listing application for the Sunday School Room as the 2 properties are attached.

The Clerk reminded councillors that it is Census day on 21 March and the census should be completed online.

### **(19/397) Chairman's Announcements**

The Chairman had no announcements to make but expressed his thanks to Cllr Hallows for investigating issues around the Pier House webcam. Cllr Hallows said that he is in discussion with various parties and is hopeful of an amicable outcome.

### **(19/398) Public Participation**

No members of the public wished to speak.

### **(19/399) Planning Applications and Related Matters**

(a)

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

The Clerk informed the meeting that a further amended plan is to be submitted by the agent in order to address the WHS Planning Officer's comments. The proposed cabrio window is to be replaced by 2 x 1 piece conservation Velux windows and steps will be taken to mitigate any disturbance to the chimney.

It was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that it is understood that an amended plan is to be submitted and in order to expedite matters the council will abide by the views of the Conservation Officer and the WHS Planning Officer.**

(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

It was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council supports this application.**

(b) 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

There was no update.

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

The Clerk reported that the agent is to submit a new report in the next few days and the Planning Officer has agreed an extension of time until the end of April.

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

A 5-day Protocol letter had been received and it was **RESOLVED that the Clerk should respond by saying that the parish council upholds its objections and has asked Cllr French to call the application in for determination by the Central Sub Area Planning Committee.**

(iv) PA20/04172 – 101 Porthpean Road: Resubmission of approved application PA18/04963 for the "construction of a detached garage/studio/annexe" to allow for variation of condition 3 to enable use as a self contained unit for paying guests and ancillary accommodation.

It was noted that following refusal of planning permission, an appeal has been lodged with the Planning Inspectorate.

(c) Proposed Developments in Charlestown

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

Councillors felt the plans for Church Road were an improvement and suggested that a footpath could be installed to link the development with the football field. Councillors remained concerned about the size of the proposed dwelling in Charlestown Road and expressed worries about water run off from the Regatta field. Cllr French said that he has chased Rob Andrew, Head of Environment Assets and Service Delivery, Cornwall Council about the flooding issue and Mr Andrew is trying to get things moving.

The Chairman thanked Lucy Harman for her engagement with the parish council.

### **(19/400) St Austell Bay Neighbourhood Plan**

Cllr Sue Leach reported that the Inspector's draft report had been received late this afternoon. Cllr Leach has only had the opportunity to skim read the report and is digesting comments. The report has been forwarded to members of the Strategic Group and the Clerk will forward it to councillors tomorrow. The Strategic Group will consider the Inspector's comments and the next step is to either agree to make the changes or submit mitigating reasons/local evidence to the Inspector. It is anticipated that any changes to the draft Plan will be ready for consideration by the parish council in April. Cllr Leach felt that overall the comments were positive and the Chairman congratulated the Strategic Group.

### **(19/401) Cornwall Councillor's Report**

Cllr French reported that he recently attended the AGM of the Duporth Community Interest Company. A new board of directors has been appointed and the new Chairman is Haydn Webb.

### **(19/402) Tree Warden's Report**

Cllr Reynolds reported that the trees purchased for the Regatta field have nearly all been planted and expressed her thanks to Roy and Keith. 10 Beech saplings have been planted along the roadside hedge with some larger Beech, Silver Birch and Crab Apple trees in the inner corners of the field. 12 Apple trees have been planted in the north eastern corner to create a small orchard. 10 Willow have been planted in the boggy area and it is hoped to plant some more Willow and Alder later in the year provided drainage work has been undertaken. The remaining Woodland Trust saplings will also be planted then. There are still 4 Oak trees to plant and with the permission of the landowner these will be planted in an adjoining field.

The original proposal for Project 2020 was to plant 20 trees throughout the parish and despite a pandemic and with the work done by the Duporth CIC, the parish council has now planted a total of 358 trees throughout the parish in the current financial year. This information will be passed on to the Forest for Cornwall team and will be available on the parish council website.

### **(19/403) Regatta Playing Field**

The Clerk reported that a pre-construction meeting had been held on 8 March with Wicksteed and work is due to commence on the toddlers' area on Monday 22 March. Part of the previously agreed work is to instal a footpath link from the top pedestrian gate. The working party would like to extend the footpath to the lower pedestrian entrance at a cost of £6,312.28. The Regatta Committee will contribute £3,000

towards the cost and the parish council was asked to consider funding the remainder. The Clerk pointed out that the Regatta field budget for next year is £3,000 and this will take the whole budget in the first month of the year. It was **RESOLVED that to extend the footpath link to the lower pedestrian gate.**

The Clerk reported that the flooding issue is ongoing and that she has written Steve Double MP asking him to intervene. The devolution process has been stalled pending resolution of the problem.

Wood and cuttings on the northern hedge have been inspected by Cormac and it appears that the cuttings are not Ash or Chestnut, the species felled last year and Cormac are looking into the matter.

The Chairman outlined the background to a report that has been received about the flooding issue. Cllr Tombs and Terry Butler had previously had a conversation with a mining engineer who offered to look into the matter and subsequently wrote a report. The Chairman pointed out that neither Cllr Tombs or Mr Butler authorised expenditure on the report and the Clerk has written to the author stating this and no invoice has been received to date. The Clerk asked Peter Crawford, as an affected land owner, to apply pressure to The Duchy to resolve the flooding issue. The Chairman stated that he would not wish the parish council to take over the field until the matter has been satisfactorily resolved.

#### **(19/404) Parish Council Elections**

The Clerk pointed out the key dates in the election process and said that candidate packs should download application packs from Cornwall Council's website but that she has a small supply of them for anyone unable to do so.

#### **(19/405) Community Governance Review – Chandlers Walk**

It was **RESOLVED that the parish council would take over the service contract on the litter bin in Chandlers Walk and contribute approximately £50 per annum towards the cost of plants for the community garden.** These services were previously provided by St Austell Town Council. The Clerk said that the boundary change takes effect from 1 April and therefore the parish council will receive the full precept for the forthcoming financial year.

#### **(19/406) Parish Council IT**

- (i) It was **RESOLVED that the Clerk should purchase a replacement laptop.**
- (ii) It was **RESOLVED that the Clerk's home telephone number should cease to be used as the main contact number for the parish council and the parish council would provide her with a mobile telephone.**

#### **(19/407) Highways Matters**

- (i) Following a request from residents for a litter bin in Higher Porthpean, it was **RESOLVED to instal a litter bin in Higher Porthpean.**

(ii) A request for a salt bin in Higher Porthpean had been received but councillors decided not to take any action. The parish council does not fund salt bins elsewhere in the parish and did not wish to set a precedent.

- (iii) It was **RESOLVED to accept a quote from Complete Weed Control (SW) for pavement weedspraying in the parish for the forthcoming financial year.**

(iv) The council was pleased to see that the railings at the bottom of Duporth Road have been painted and the footbridge repaired. It was noted that a section of yellow lines on Charlestown Road, just along from the Barkhouse Lane corner have been blacked out. The Clerk reported this to Cormac last year and will notify them again. The Clerk was asked to report to Cormac the sunken service trench across Charlestown Road near Charlie's Coffee Shop.

### **(19/408) Financial Matters**

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	SWW	Water for the toilets	£103.50
DD	Lloyds Bank	Credit card	£564.10
DD	Itec	Monthly printing charges	£7.86
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
DD	SSE	Electricity for toilets	£121.44
BACS	SSE	Electricity for hall	£2622.93
BACS	S Osbrink	Printer cartridge for NDP	£26.99
BACS	S Leach	Printer cartridge for NDP	£33.99
BACS	Seton	Pavement arrow and marking paint	£230.51
BACS	Cornwall Signs	Pavement signs	£230.51
BACS	Zurich Municipal	Insurance renewal premium	£1,548.82
BACS	DDAS Appliance Repair	Call out charge	£46.00
BACS	Duchy of Cornwall Nursery	Trees for Regatta field	£801.00
BACS	SLCC Enterprises	Clerks training	£54.00
BACS	Mrs J Larter	Expenses	£124.55
BACS	Staff	Salaries, pension, HMRC	£3204.79
SO	JB and J Kneale	Quarterly lease payment	£212.50

### **(19/409) Meetings/Training Attended**

24 February – The Clerk attended training on the council's accounting software

2 March – The Clerk met with residents of Chandlers Walk to discuss the removal of a fallen tree branch. Cllr Jackie Bull is taking up the matter

5 March – The Clerk attended a meeting of Clerks to Smaller Councils in Cornwall

8 March – The Regatta Working party attended a pre-start meeting with Wicksteed

11 March – The Clerk attended the St Austell and Mevagissey Community Network Panel meeting. Presentations were given by Citizens Advice on gambling awareness; St Austell Foodbank on the impact Covid has had on the service; an update from Inspector Gard and it was noted that Cornwall Council's Planning Committee has resumed normal meetings in the chamber

15 March – Regatta Working Party meeting

### **(19/410) Correspondence**

A list of correspondence had been previously circulated



**(19/411) Dates for the Diary**

There were no dates for the diary

**(19/412) Dates of future Parish Council Meetings**

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 7.28 pm

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Chairman

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Date

DRAFT

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

- NALC newsletters
- CALC newsletter
- Press release from Imerys regarding trespassing on their land