

Dear Councillor

You are summoned to attend a **Meeting** of **St Austell Bay Parish Council** to be held on **Thursday 17 June 2021** at **6.00pm** in the **Church Hall, Church Road, Charlestown**

*Julie Larter*

Julie Larter  
Clerk  
10 June 2021

07873 383400  
[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 the Annual Meeting of the Parish Council held on 20 May 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. Cornwall Councillor' Report**

*To receive a report from Cllr James Mustoe*

**7. 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.*

**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) PA21/04212 – 6 Ridgewood Close: Ground floor extension to house

(ii) PA21/01311 – Land South of Duporth Road: Full planning application for proposed 2 units of affordable housing at land adjoining 31 Charlestown Road in conjunction with outline application for 6 open market housing on Duporth Road and proposed off road parking on Crinnis Road

(iii) PA21/02820 – Land rear of West Polmear Court: Formation of 2 detached dwellings

(iv) 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

(v) PA21/04412 – 12 Ridgewood Close: Front Porch Extension

(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  
*Planning permission has now been granted*

**9. Wainhomes Land Ownership in Charlestown**

*To receive feedback from a meeting held on 28 May and discuss the way forward*

**10. South West Coast Path**

*To note the current situation*

**11. Regatta Playing Field**

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

**12. Highways Matters**

*To note any highways concerns*

**13. Environment and Climate Change Working Party**

*To receive a verbal report on a meeting held on 8 June*

**14. Financial Matters**

*To note the current financial position and authorise payments*

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**15. Parish Councillor Vacancies**

*To co-opt to fill current vacancies*

**16. Meetings/Training Attended**

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

**17. Correspondence**

*To note correspondence received since the last meeting*

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**18. Dates for the Diary**

*To note any forthcoming dates for members' diaries*

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

*15 July, 16 September, 21 October, 18 November, 16 December, 20 January, 17 February, 17 March, 21 April*

**MINUTES of the ANNUAL MEETING of ST AUSTELL BAY PARISH COUNCIL held on THURSDAY 20 May 2021 at 6.00pm in The Pattern Hall**

**Present:** Cllrs Bill Leach (Chairman), Sue Leach, Trudy Reynolds, Nick Foster, Nigel Chatterjee, Jackie Bull, Richard Hallows

**In attendance:** Cllr James Mustoe, CC (part of the meeting), Julie Larter (Clerk), 6 members of the public

**(21/001) Election of a Chairman**

Cllr Bill Leach was elected as Chairman for the forthcoming year.

**(21/002) Declaration of Acceptance of Office**

The Chairman duly signed the Chairman's Declaration of Acceptance of Office

**(21/003) Election of a Vice Chairman**

Cllr Jackie Bull was elected as Vice Chairman for the forthcoming year.

**(21/004) Apologies for Absence**

There were no apologies for absence.

**(21/005) General Power of Competence**

It was **RESOLVED** that the council met the criteria for the General Power of Competence and the Power was adopted.

**(21/006) Minutes of an Extraordinary Meeting of the Parish Council held on 5 May 2021**

It was **RESOLVED** that the minutes of an Extraordinary Meeting of the Parish Council held on 5 May 2021 be signed as an accurate record of the meeting.

**(21/007) Matters to Note**

The Clerk reported that a twice daily cleanse of the toilets was instigated on 1 May. There are ongoing issues around the reliability of the paying mechanisms and stated that the council may have to look to replace them later in the year. As a result of this unreliability, the gents toilet has had to be put out of use until the caretaker returns to work next month. The hand sanitizing unit has been vandalised.

The Clerk reported that a complaint has been received regarding some of the wording on the interpretation board at Trenarren and she and Cllr Reynolds are trying to work out a solution.

Cormac has repaired the two damaged benches in Porthpean Beach Road and the caretaker will be giving them a coat of paint when he returns to work.

### **(21/008) Declarations of Interest on Items on the Agenda**

There were no declarations of interest.

### **(21/009) Chairman's Announcements**

The Chairman welcomed Cllr Jackie Bull as a new member of the council and also Cllr James Mustoe as the new Cornwall Councillor for the division. The Chairman said that he would be reordering the agenda.

### **(21/010) Cornwall Councillor's Report**

Cllr Mustoe introduced himself as the new divisional member for Mevagissey and St Austell Bay and thanked everyone who voted for him. He said that he has been the Cornwall Councillor for Mevagissey for 7 years and looks forward to getting involved in community and parish council initiatives. Cllr Mustoe said that because St Austell Bay Parish Council's monthly meetings are held on the same evening as those of Mevagissey Parish Council, he will be alternating between the meetings.

### **(21/011) Public Participation**

No members of the public wished to speak.

### **(21/012) Higher Porthpean Sunday School Room**

(i) It was noted that the parish council's application to have the Sunday School Room listed with Historic England has been unsuccessful.

(ii) Cllr Reynolds said that there has been a lot of emotion regarding this building in the heart of the village, and did not feel that it would be right to bid for the building. A member of the public (a Churchwarden from St Levan's Church) was invited to speak. She said that some of the proceeds of the sale of the School Room would be put towards improvements in the church to create a space for the community including levelling and turfing some of the outside space and constructing a pavilion/shed and an accessible toilet is to be installed. There are no fixed pews in the church and therefore it can accommodate more people for community events than the Sunday School Room.

A prospective purchaser of the building stated that he will be undertaking sensitive repairs to the building.

It was **RESOLVED** that the parish council is not convinced that there is sufficient community support to register an interest in making a bid.

### **(21/013) Planning Applications and Related Matters**

(a)

(i) PA21/03878 – 3 Ridgewood Close: Proposed sun lounge extension

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.

(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  
The matter was deferred until the Tree Officer's report is available.

(b) An update was provided on the following planning applications

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

The Parish Council wished to see the Tree Officer's comments before submitting its comments. The Planning Officer needed to determine and the Tree Officer had no objections so the application has been approved.

(ii) PA21/02059 – Land at Charlestown Harbour: Construction of 4 commercial/business (Use Class E (g) units and associated car parking. This application has been withdrawn.

(iii) PA20/08476 – 179 Charlestown Road: Proposed loft conversion to form a bedroom with a balcony  
No update was available.

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

(v) PA19/08174 – Land Off Mill Lane: Residential dwelling to include associated site works and alteration/formation of vehicular/pedestrian access  
No update was available.

(vi) PA20/02256 – Rashleigh Arms: Retrospective Listed Building Consent for the proposed external works to Grade II Listed Building  
This application is still awaiting determination.

### **(21/014) Appointments**

It was **RESOLVED to make the following appointments:**

- (i) Tree Warden – Cllr Reynolds
- (ii) History Working Party – Cllrs Foster, Reynolds, Hallows
- (iii) Regatta Working Party – the Chairman, Cllrs Hallows and Bull
- (iv) Environment and Climate Change – Cllrs Reynolds and Chatterjee
- (v) Community Network Panel – Cllrs Chatterjee and the Chairman
- (vi) Internal Control Checks – Cllr Chatterjee
- (vii) Hall liaison – Cllr Sue Leach
- (viii) Clerk's Annual Appraisal – the Chairman

### **(21/015) Code of Conduct**

In line with the recommendation of Cornwall Association of Local Councils, it was **RESOLVED to adopt the new Cornwall Code of Conduct.**

### **(21/016) Emergency Scheme of Delegation**

It was **RESOLVED that the Council delegates authority to the Clerk in consultation with the Chairman and Vice Chairman to take any actions necessary with associated expenditure to protect the interests of the community and ensure business continuity, informed by consultation with the members of the council. The scheme of delegation will be reviewed no later than September 2021.**

### **(21/017) South West Coast Path Closure at Duporth**

The Chairman reported that surveys have now been completed and he has met with Cormac to discuss. There are 6 separate areas of concern where the path will have to be rolled back affecting 10 or 11 properties as well as community owned land. No compensation will be payable for this. Once agreement has been made with landowners it is hoped that work can be undertaken swiftly in order to get the path open as soon as possible. There is still an issue with vandalism to the barricades and CCTV images have been sent to the Police.

### **(21/018) Regatta Playing Field**

The Clerk reported that work is progressing slowly and some of the play equipment has now been installed. A virtual meeting was held between Cornwall Council, The Duchy and the Regatta Working Party. The Duchy believes that there could be a blockage in the adit between the field and the harbour and a dye test or remote camera may be used to locate. Cornwall Council is liaising with the Duchy to resolve the flooding issue.

### **(21/019) Highways Matters**

Cllr Hallows reported that the parish council's Covid signs on Charlestown Road have been sprayed with graffiti.

The Clerk was asked to chase a date for resurfacing work on the Lobbs Shop to Trenarren Road and also results from the ongoing monitoring exercise in Trenarren car park.

### **(21/020) Financial Matters**

(i) The Internal Auditor's report was noted.

(ii) It was **RESOLVED to agree the Annual Governance Statement.**

(iii) It was **RESOLVED to approve the Annual Accounting Statement.**

(iv) Grant Funding Request

It was **RESOLVED to make a grant of £100 towards the purchase of a plaque commemorating residents of Porthpean who died in the two world wars.**

(v) 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                       | £482.00       |
| DD            | ITEC                                  | Monthly printing charges          | £18.07        |
| DD            | BT                                    | Telephone and internet            | £70.50        |
| DD            | BT                                    | Mobile phone charges              | £24.00        |
| DD            | Blenheims Estate and Asset Management | Monthly estate charge             | £12.00        |
| SO            | JB & J Kneale                         | Quarterly lease for car park land | £212.50       |
| BACS          | Vision ICT                            | Date backup                       | £72.00        |
| BACS          | Sustainable Furniture                 | Replacement bench for Church Road | £715.00       |
| BACS          | Cornwall ALC                          | Annual membership subscription    | £504.08       |
| BACS          | Staff                                 | Salaries and oncosts              | £2942.03      |

**(21/021) Meetings/Training Attended**

22 April and 12 May – The Chairman and Clerk met with Countryside officers to discuss SWCP closure

28 April – The Chairman, Cllrs Tombs and Neill together with the clerk attended a meeting with Cornwall Council and The Duchy regarding Regatta field flooding issues

29 April – The Clerk attended a briefing on the return to physical meetings

30 April – The Clerk attended a webinar on increasing your hall’s usage

19 May – The Clerk attended a briefing on Covid risk and resilience when exiting lockdown

**(21/022) Correspondence**

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

- BT consultation on the removal of the payphone from Charlestown Road. It was **RESOLVED that the Clerk should respond requesting that the phone box be removed due to continual vandalism**
- Request from the owner of the Longstore car park to meet to discuss the Enforcement Notice on the car park. It was **RESOLVED that as nothing could be gained from such a meeting the request should be declined.**

**(21/023) Dates for the Diary**

- 10 June – Community Network Panel Meeting, venue tbc

**(21/024) Dates of future Parish Council Meetings**

17 June, 15 July, 16 September, 21 October, 18 November, 16 December 2021, 20 January, 17 February, 17 March, 21 April 2022

The meeting closed at 7.20 pm

.....  
Chairman

.....  
Date



# St Austell Bay Parish Council

## Summary of Receipts and Payments

9 June 2021 (2021-2022)

### All Cost Centres and Codes

#### Expenditure

| Code             | Title                      | Receipts |        |          | Payments         |                  |               | Net Position         |
|------------------|----------------------------|----------|--------|----------|------------------|------------------|---------------|----------------------|
|                  |                            | Budgeted | Actual | Variance | Budgeted         | Actual           | Variance      | +/- Under/over spend |
| 21               | Audit                      |          |        |          | 1,000.00         | 225.00           | 775           | 775 (77%)            |
| 22               | Bank charges               |          |        |          | 120.00           | 6.00             | 114           | 114 (95%)            |
| 20               | Books                      |          |        |          | 100.00           |                  | 100           | 100 (100%)           |
| 10               | Chairman's allowance       |          |        |          | 250.00           |                  | 250           | 250 (100%)           |
| 8                | Clerk's Room Allowance     |          |        |          | 276.00           | 156.00           | 120           | 120 (43%)            |
| 11               | Cllr travel & subsistence  |          |        |          | 400.00           |                  | 400           | 400 (100%)           |
| 31               | Contingency                |          |        |          | 5,430.00         |                  | 5,430         | 5,430 (100%)         |
| 32               | Election fund              |          |        |          | 6,000.00         |                  | 6,000         | 6,000 (100%)         |
| 28               | Grants                     |          |        |          | 2,000.00         | 100.00           | 1,900         | 1,900 (95%)          |
| 15               | Insurance                  |          |        |          | 2,500.00         |                  | 2,500         | 2,500 (100%)         |
| 16               | Meeting expenses           |          |        |          | 100.00           |                  | 100           | 100 (100%)           |
| 30               | NDP                        |          |        |          | 2,000.00         |                  | 2,000         | 2,000 (100%)         |
| 29               | NDP Grant                  |          |        |          |                  | 56.46            | -56           | -56 (N/A)            |
| 17               | Office equipment           |          |        |          | 3,500.00         | 1,444.64         | 2,055         | 2,055 (58%)          |
| 14               | Office expenses            |          |        |          | 2,200.00         | 23.90            | 2,176         | 2,176 (98%)          |
| 27               | Parish Maintenance         |          |        |          | 5,000.00         | 148.74           | 4,851         | 4,851 (97%)          |
| 23               | Parish projects            |          |        |          | 10,000.00        | 595.83           | 9,404         | 9,404 (94%)          |
| 24               | Pattern Hall               |          |        |          | 10,000.00        | 384.84           | 9,615         | 9,615 (96%)          |
| 12               | Postage                    |          |        |          | 175.00           |                  | 175           | 175 (100%)           |
| 33               | Regatta Field              |          |        |          | 3,000.00         |                  | 3,000         | 3,000 (100%)         |
| 7                | Salaries                   |          |        |          | 30,000.00        | 5,680.36         | 24,320        | 24,320 (81%)         |
| 9                | Staff travel & subsistence |          |        |          | 800.00           | 101.70           | 698           | 698 (87%)            |
| 18               | Subscriptions              |          |        |          | 1,000.00         | 434.52           | 565           | 565 (56%)            |
| 25               | Toilets                    |          |        |          | 8,000.00         | 741.13           | 7,259         | 7,259 (90%)          |
| 13               | Training & conferences     |          |        |          | 2,000.00         |                  | 2,000         | 2,000 (100%)         |
| 19               | Website                    |          |        |          | 750.00           | 70.00            | 680           | 680 (90%)            |
| <b>SUB TOTAL</b> |                            |          |        |          | <b>96,601.00</b> | <b>10,169.12</b> | <b>86,432</b> | <b>86,432 (89%)</b>  |

#### Income

| Code             | Title       | Receipts         |                  |                | Payments |        |          | Net Position          |
|------------------|-------------|------------------|------------------|----------------|----------|--------|----------|-----------------------|
|                  |             | Budgeted         | Actual           | Variance       | Budgeted | Actual | Variance | +/- Under/over spend  |
| 4                | Hall        | 10,000.00        |                  | -10,000        |          |        |          | -10,000 (-100%)       |
| 2                | Interest    | 200.00           |                  | -200           |          |        |          | -200 (-100%)          |
| 5                | Other       | 3,800.00         | 188.26           | -3,612         |          |        |          | -3,612 (-95%)         |
| 1                | Precept     | 41,238.48        | 22,411.06        | -18,827        |          |        |          | -18,827 (-45%)        |
| 3                | Toilets     | 8,500.00         | 1,653.50         | -6,847         |          |        |          | -6,847 (-80%)         |
| 6                | VAT Refunds | 2,000.00         | 1,036.85         | -963           |          |        |          | -963 (-48%)           |
| <b>SUB TOTAL</b> |             | <b>65,738.48</b> | <b>25,289.67</b> | <b>-40,449</b> |          |        |          | <b>-40,449 (-61%)</b> |

#### Summary

|                    |                  |                  |                |                  |                  |               |                     |
|--------------------|------------------|------------------|----------------|------------------|------------------|---------------|---------------------|
| <b>NET TOTAL</b>   | <b>65,738.48</b> | <b>25,289.67</b> | <b>-40,449</b> | <b>96,601.00</b> | <b>10,169.12</b> | <b>86,432</b> | <b>45,983 (28%)</b> |
| <b>V.A.T.</b>      |                  | <b>0.00</b>      |                |                  | <b>627.99</b>    |               |                     |
| <b>GROSS TOTAL</b> |                  | <b>25,289.67</b> |                |                  | <b>10,797.11</b> |               |                     |

## **Agenda Item 16 - Correspondence Received Since 20 May**

- Link to Cornwall Council's Code of Conduct training
- Notification that Cornwall Rural Housing Association Ltd is seeking voluntary board members
- NALC newsletter
- Details of The Big Lunch
- Correspondence regarding 20 is Plenty in Cornwall
- Cornwall Council Town and Parish Council newsletters
- Complaint about the length of the proposed double yellow lines outside Polmear Court
- 11 letters of objection to planning application PA21/01311
- Correspondence regarding filming in Charlestown for Villages by the Sea (series 2) which will take place between 4 and 8 July.
- Request to place a memorial bench in Charlestown – the member of the public is now liaising with Cllr Reynolds regarding a memorial tree
- Request to place a memorial plaque on the bench at Hallane Mill
- Concern about parking in the turning circle at Trenarren
- Letter from Network Rail informing of track replacement work in Holmbush necessitating the need for heavy machinery which will create noise on the following dates/times
  - 16 – 17 June 2200-0600
  - 19 – 20 June 2200-0800
  - 21 – 24 June 2200-0600
  - 26 – 27 June 2200-0800
  - 27 – 28 June 2200-0600