

Dear Councillor

You are summoned to attend a **Meeting of St Austell Bay Parish Council** to be held on **Thursday 20 October 2022** at **6.00 pm** in **The Pattern Hall, Charlestown Road.**

*Julie Larter*

Julie Larter  
Clerk  
13 October 2022

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*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 29 September 2022**

*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. Cornwall Councillor's Report**

*To receive a report from Cllr James Mustoe, CC*

**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 the following planning application any planning applications received after publication of this agenda*

PA22/07971 – Treveglos, Church Road: Construction of new porch

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

(i) PA22/08067 – Seascape, Porthpean Beach Road: Proposed garage, snug, porch and store

(iii) PA22/08197 – Polmear Farm, 32 Quay Road: Listed Building Consent for conversion of existing garages to form ancillary self contained accommodation to Polmear Farm

(iv) PA22/01715 – Land known as the Orchard (adjacent to Lovering Clay Dry), Quay Road: Application for Outline Planning Permission with all matters reserved for the construction of up to 3 dwellings and associated works (amended plans) *Indicative plans have been received*

(v) PA22/03359 and 03360 – 14 Quay Road: Construction of glazed roof extension to the rear of existing house and outbuildings

(vi) PA22/02532 – Land north east of recreation ground, Church Road: Development of 4 dwellings with associated road, garage/carport and parking

(vii) PA22/02533 – Land to east of Charlestown Road: Construction of 2 detached houses with associated drives and parking

(viii) PA21/07841: 179 Charlestown Road: Proposed summer house and decking

**9. South West Coast Path Closure**

*To receive a verbal update on the current situation*

- 10. Cornwall Council Community Network Review** *Appendix (i)*  
*To respond to a consultation from Cornwall Council*
- 11. Working Parties**  
(i) Environment and Climate Crisis Working Party  
*To receive a report*  
(ii) History Working Party  
*To receive a report and consider expenditure*  
(iii) Traffic Working Party  
*To receive a verbal report of a meeting held on 6 October*
- 12. Highways Matters**  
(i) Charlestown Street Trees  
*To receive an update and authorise any expenditure*  
(ii) To note any Highways concerns
- 13. Financial Matters** *Appendix (ii)*  
(i) *Grant Funding Request*  
*To consider an application for grant funding from Light up Charlestown*  
(vi) *To authorise payments and note the current balances* *Appendix (ii2i)*
- 14. Meetings/Training Attended**  
*To receive an update from meetings or training recently attended by members or the Clerk*
- 15. Correspondence** *Page 10*  
*To note correspondence received since the last meeting*
- 16. Dates for the Diary**  
*To note any forthcoming dates for members' diaries*
- 17. Dates of future Parish Council Meetings**  
*20 October, 17 November, 15 December*
- 18. Exclusion of Public and Press**  
*Under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and Press will be excluded from the meeting as the item to be discussed is confidential*
- 19. Staffing Arrangements**  
*To consider recommendations from the Staffing Committee*

**MINUTES of a MEETING of ST AUSTELL BAY PARISH COUNCIL held on THURSDAY 29 SEPTEMBER 2022 at 6.00pm in The Pattern Hall, Charlestown**

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

**In attendance:** Cllr James Mustoe, CC, Julie Larter (Clerk), 2 members of the public.

**(22/058) Apologies for Absence**

Apologies had been received from Cllr Chrissie Wright

**(22/059) Minutes of a meeting the Parish Council held on 21 July 2022**

It was **RESOLVED** that the minutes of the meeting held on 21 July be signed as a correct record of the meeting.

**(22/060) Matters to Note**

The Clerk reported that the Jubilee benches have been delivered and one has been installed in Duporth. The other two will be installed in the Regatta field and at Carrickowel Point. Two memorial benches are to be installed in the Regatta field at the same time. The Charlestown Conservation Area Appraisal and Management Plan has now been signed off and adopted by Cornwall Council.

**(22/061) Declarations of Interest on Items on the Agenda**

Cllr Bailey declared an interest in agenda item 14.

**(22/062) Chairman's Announcements**

The Chairman said that the Personnel Committee meeting due to take place on 27 September had been postponed therefore agenda items 22 and 23 would be carried forward to next month.

**(22/063) Cornwall Councillor's Report**

Cllr Mustoe gave an update on work the SWCP between Charlestown and Carrickowel, and was pleased with the progress being made. Cllr Mustoe reported on the e-bike scheme for St Austell which would be available in October. Cllr Mustoe was pleased to report that Cornwall Council has backed a petition being organised by the NFU to ban the sale and use of sky lanterns. Cllr Mustoe's full report can be found on the parish council's website.

**(22/064) Public Participation**

A member of the public enquired about planning application PA21/07841 – 179 Charlestown Road and stated that construction has started despite the application not yet being determined. Furthermore it appears that the work is not in accordance with the plans submitted. The Clerk reported that she has had great difficulty in communicating with the planning officer. The Clerk was asked to email the planning officer and Group Planning Officer expressing the parish council's concerns and asking them to liaise with Enforcement.

A member of the public stated that in addition to the construction not complying with the plans, this was in effect a change of use from an orchard to a garden. The member of the public commented that all summer there has been water seeping onto Ropewalk Lane which may be connected to the flooding issues in the Regatta field. He also enquired about planning application PA22/02533 and asked whether the parish council had asked Cllr Mustoe to call the application in. He was also concerned about the increase in rats in Charlestown which were being seen regularly during the daytime. The Clerk was asked to contact the Environmental Health Department.

## **(22/065) Planning**

(a)

(i) PA22/08067 – Seascape, Porthpean Beach Road: Proposed garage, snug, porch and store

It was **RESOLVED that the Clerk should respond to the planning officer stating that the parish council objects to the proposal as in contravenes St Austell Bay Neighbourhood Plan Landscape Policy L1 due to the increase in footprint.**

(ii) PA22/06460 – 4 Ridgewood Close: Proposed 2 storey extension to the rear of the property and internal works providing a new kitchen area, utility room and creating open plan living accommodation with an additional en-suite and larger bedrooms to the first floor

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 provided that work is carried out during sociable hours.**

(iii) PA22/07679 – 67 Duporth Bay: Works to a tree subject to a TPO for Turkey Oak T1, crown reduction to East, West, and South sides reducing by 3m to maintain balance and equalise growth around the tree leaving a final spread of approximately 10m and to remove any potential dangerous branches

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

(iv) PA22/08197 – Polmear Farm, 32 Quay Road: Listed Building Consent for conversion of existing garages to form ancillary self contained accommodation to Polmear Farm

It was noted that there are a number of inaccuracies in the Design and Access Statement quoting the Neighbourhood Plan and the Clerk was asked to write to the Planning Officer stating that the parish council would like to see a proper Design and Access Statement and also the Conservation Officer's comments before making its comments.

(v) PA22/01715 – Land known as the Orchard (adjacent to Lovering Clay Dry), Quay Road: Application for Outline Planning Permission with all matters reserved for the construction of up to 3 dwellings and associated works (amended plans)

Indicative plans have been received however the parish council wished to re-state its objections namely; overdevelopment of the site; the impact development on this greenfield site will have on the privacy of neighbouring properties; the impact it will have on the setting of the World Heritage Site and the fact that there is sufficient housing provision in the parish. In addition this would be incongruous urban encroachment, it is out of character and would be visible against the landscape. The parish council has already asked Cllr Mustoe to call the application in.

*(b) Planning Appeals*

(i) PA21/08772 – Construction of a 3-4 bedroom house on domestic recreation ground

It was noted that an appeal has been lodged with the Planning Inspectorate and the council has submitted additional comments.

(ii) APP/D0840/W/22/3294848 The Longstore, Charlestown: Retrospective permission for the retention of an existing gabion wall to include new stone cladding and raised planter (PA21/10601)

This appeal has been dismissed

*(c) An update was given on the following planning applications:*

(i) PA22/03359 and 03360 – 14 Quay Road: Construction of glazed roof extension to the rear of existing house and outbuildings

It was noted that the Conservation Officer has requested additional details from the applicant but these have not yet materialised

(ii) PA22/02532 – Land north east of recreation ground, Church Road: Development of 4 dwellings with associated road, garage/carport and parking

It was noted that a meeting has been held with planning officers and the Conservation Officer as requested. Following this the planning officer has requested additional information from the applicant and it is understood that this has now been received. It will not appear on the planning portal as it is considered commercially sensitive

(iii) PA22/02533 – Land to east of Charlestown Road: Construction of 2 detached houses with associated drives and parking

As per PA22/02532 above

(iv) PA21/07841: 179 Charlestown Road: Proposed summer house and decking

The Clerk is having difficulty engaging with the planning officer, and it was noted that Cllr Mustoe has also requested an update from the planning department but to no avail. It appears that construction work has commenced despite no permission and the Clerk was asked to report this to the planning officer. The work appears not to be in accordance with the submitted plans.

(v) Enforcement

Land adjacent to 179 Charlestown Road: Erection of fencing with a Conservation Area  
This matter has been investigated by the Enforcement Officer who has responded by saying that "the fence is not considered adjacent to the highway due to the separation distance of the wide pavement". The fence is permitted development under Part 2, Class A of the Town and Country (General Permitted Development) Order 2015. The case has been closed

### **(22/066) South West Coast Path Closure**

The Chairman reported that good progress is being made on the Duporth Bay section and what has been completed is looking good. Planting will commence in the spring. With good weather the path should re-open by the end of October as planned.

### **(22/067) Community Right to Bid**

It was **RESOLVED to submit an application to Cornwall Council for Charlestown Harbour and The Cask Banks to be included in Cornwall Council's List of Assets of Community Value.** Cllr Hallows is to supply the Clerk with the narrative for the application.

### **(22/068) A Mayor for Cornwall**

A letter had been received from Let Cornwall Decide outlining options being considered by Cornwall Council for a mayor for Cornwall. Councillors felt that a directly appointed mayor puts too much power in the hands of one person and waters

down democracy. Cllr Mustoe said that the proposal has changed. Councillors decided that if it is necessary to have a mayor, a referendum should be held. They also require more information regarding the powers that would be given to a mayor.

**(22/069) Civility and Respect**

(i) It was **RESOLVED to sign up to the Civility and Respect Pledge devised by NALC/SLCC/OVW.**

(ii) It was **RESOLVED to adopt the Dignity at Work Policy which had been previously circulated.**

**(22/070) Appointment of Councillors to Committees/Working Parties**

(i) Staffing Committee – Cllrs Wright, Hallows and the Chairman

(ii) Internal Control Checks – Cllr Hallows with Cllr Reynolds deputising

Cllr Bailey left the room.

**(22/071) The Pattern Hall**

It was **RESOLVED to agree to a request from St Austell Society of Artists for a picture rail to be erected on the hall walls to facilitate their annual art exhibition.** The rail will be funded and erected by the group.

Cllr Bailey returned to the room.

**(22/072) Working Parties**

History Working Party

The working party would like to erect an interpretation board in Charlestown, have devised a series of history trails and would like to erect some QR code information boards. They would print a walks leaflet and have provided costings for each project. Councillors were supportive but said that the group should engage with businesses and other interested parties before taking this further.

**(22/073) Highways**

(i) Charlestown Street Trees

The Clerk is still awaiting a costing for tree guards from the Highways Manager

(ii) Waste bin at the junction of Mill Lane/Porthpean Road

The replacement bin that was placed here about 6 weeks ago was first vandalised and has now been stolen. It was **RESOLVED not to replace this bin and Biffa will be informed.**

(iii) Highways Concerns

The Clerk reported that a Road Closure Notice has been issued for Porthpean Beach Road for 5 – 16 December (24 hours) for surface repair to the footpath and road.

**(22/074) – Financial Matters**

(i) It was noted that the Annual Audit has now been completed.

(ii) Charlestown Conservation Area Character Appraisal and Management Plan

It was **RESOLVED to authorise the purchase of 12 copies of the document.** Councillors will be issued with a copy each, to be returned if they leave office.

(iii) Replacement Noticeboard for Porthpean Beach Road

It was **RESOLVED to replace the noticeboard but the Clerk is to obtain more quotes.**

(iv) Daffodil bulbs for the Diggers and Doers

It was **RESOLVED to purchase 2 10kg sacks of daffodil bulbs for the Diggers and Doers.**

(v) Purchase of a Nappy Changing Unit

A nappy changing unit had been purchased for The Pattern Hall by email agreement and the purchase was ratified.

(vi) The current financial position was noted and the following payments were authorised:

DD	SWW	Water for public toilets - monthly charge	£193.50
DD	BT	Mobile phone	£26.50
DD	BT	Telephone and internet	£51.54
DD	Lloyds Bank	Credit card	£198.59
DD	Blenheims	Foundry Parc estate service charge	£14.87
DD	Unity Trust Bank	Quarterly bank charges	£18.00
DD	Information Commissioner	Data Protection Registration annual renewal	£35.00
BACS	Cornwall Waste Solutions	Waste disposal	£23.98
BACS	Royal Mail	Reply paid postage	£6.16
BACS	Argos Fire Protection	Annual Fire Extinguisher service	£73.80
BACS	Lyreco	Stationery, toilet rolls and gloves	£489.96
BACS	ITEC	Photocopy charges	£114.83
BACS	PKF Littlejohn	Annual Audit fee	£480.00
BACS	Wallgate	Soap for toilets	£268.03
BACS	Staff/HMRC/CPF	Salaries and oncosts	£3,127.06

### **(22/075) Meetings/Training Attended**

5 August and 20 September – History Working Party

22 September Clerk attended the St Austell and Mevagissey Community Network Panel. The Clerk reported that a review is currently taking place of the function and areas of Community Networks and that the current 19 areas is to be reduced to 12. There has been a 5.8% reduction in crime in our network area and a 30.7% decrease in ASB. 20 E-bikes are to be stationed in and around St Austell, including a bike bay in Charlestown – the scheme will go live in October. The issue of “staircasing”



affordable homes was discussed. Works programmes for schemes put forward for the Community Network Highways Scheme earlier this year are being scheduled.

26 September – The Clerk attended an SLCC Clerks’ meeting

27 September – Environment and Climate Crisis Working Party

29 September – Clerk attended a Cormac briefing session

### **(22/076) Correspondence**

A list of correspondence had been previously circulated. In addition, the following has been received:

- Email from a member of the Critical Control Centre Team, Cornwall Fire and Rescue Service regarding the possible closure of the Tolvaddon Call Centre and the outsourcing of work
- Invitation to attend a consultation event to update Cornwall’s Landscape Character Assessment and Areas of Outstanding Natural Beauty – Cllr Reynolds to attend
- Cornwall CAB newsletter
- Email asking if the waterwheel in Foundry Parc could be put back into use

### **(22/077) Dates for the Diary**

- 22 October In and Beyond Neighbourhood Plans: Formation and Review for Community, Climate and Nature – Cllr Reynolds to attend

### **(22/078) Dates of future Parish Council Meetings**

17 November, 15 December

Items 22 and 23 on the agenda were deferred until next month.

The meeting closed at 7.45pm

### **Correspondence Received**

The following correspondence has been received since the last meeting

- Cornwall Council's Town and Parish Council newsletters
- Details of CALC's training opportunities
- Slides from a Cormac workshop held on 29 September