

# ST AUSTELL BAY PARISH COUNCIL

SERVING OUR COMMUNITY, PRESERVING OUR HERITAGE  
SERVYA AGAN KEMENETH, GWITHA AGAN ERTACH

Dear Councillor

You are summoned to attend a **Meeting of St Austell Bay Parish Council** to be held on **Thursday 17 November 2022 at 6.00 pm in The Pattern Hall, Charlestown Road.**

*Julie Larter*

Julie Larter

Clerk

10 November 2022

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 a meeting of the Parish Council held on 20 October 2022**

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

Pages 4-8 and  
appendix (i)

**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*

*(i) PA22/09064 – The Walled Garden, Charlestown Road: Works to trees within a Conservation Area; T1 Atlas Cedar, fell and remove; T2 Norway Spruce, fell and remove*

*(ii) PA22/07624 – 179 Charlestown Road: Application for tree works in a Tree Preservation Order: T1 Ash – Fell due to Ash Dieback (Approx 25% dieback/foliage)*

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

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

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

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

*(iii) 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) 5 day protocol letter received. Cllr Mustoe has been asked to call the application in*

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

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

(vi) PA21/07841: 179 Charlestown Road: Proposed summer house and decking. *This application has been withdrawn. Subsequently an enforcement case has been opened for the erection of a pergola*

**9. Cornwall Council Community Network Review**

*To consider a formal response*

**10. 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 consider whether to allocate funds towards the provision of residents' parking permits for Charlestown Road and Duporth Road and to receive a verbal report of a meeting held on 10 October*

**11. Highways Matters**

(i) Duporth Salt Bins

*To discuss whether to accept future responsibility for 2 salt bins on the Duporth Estate*

(ii) Charlestown Street Trees

*To receive an update and authorise any expenditure*

(iii) To note any Highways concerns

**12. Financial Matters**

(i) Grant Funding Request

*(a) To consider grant funding from St Austell Society of Art*

*Appendix (ii)*

*(b) To consider an application for grant funding from Charlestown Chums*

*(ii) To note that the Local Government Pay Award for 2022/23 has now been agreed*

*(iii) To authorise payments and note the current balances*

*Appendix (iii)*

**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**

*15 December 2022; 19 January, 16 February, 16 March, 20 April, 18 May, 15 June, 20 July, 21 September, 19 October, 16 November, 14 December 2023*

**MINUTES of a MEETING of ST AUSTELL BAY PARISH COUNCIL held on  
THURSDAY 20 OCTOBER 2022 at 6.00pm in The Pattern Hall, Charlestown**

**Present:** Cllrs Bill Leach, Sue Leach, Trudy Reynolds, Nick Foster, Jackie Bull, Sandie Bailey, Richard Hallows, Chrissie Wright

**In attendance:** Cllr James Mustoe, CC, Julie Larter (Clerk)

**(22/079) Apologies for Absence**

There were no apologies.

**(22/080) Minutes of a meeting the Parish Council held on 29 September 2022**

It was **RESOLVED** that the minutes of the meeting held on 29 September be signed as a correct record of the meeting subject to the following amendment to minute (22/070) (ii) Appointment of Councillors to Committees/Working Parties: This should read Internal Control Checks - Cllr Hallows. If Cllr Hallows is not available Cllr Reynolds will stand in.

**(22/081) Matters to Note**

The Clerk read out a response she had received from Cornwall Council's Environmental Health Department in response to the rodent problem in Charlestown. The Clerk was asked to forward this information on to the member of public that raised the matter at the last meeting. The Clerk reported that she is awaiting further quotes for the replacement noticeboard for Porthpean Beach Road.

**(22/082) Declarations of Interest on Items on the Agenda**

There were no declarations of interest.

**(22/083) Chairman's Announcements**

The Chairman welcomed Cllr Wright to her first meeting. The Chairman said that he has been approached by a member of the public who wanted to ensure that the viewing area for the linhay and tunnel on The Nest site was accessible to the public in accordance with planning permission, and also that the information board has been provided. Cllr Hallows said that he has been to the site and seen the viewing area and will circulate photographs of the information board to councillors.

**(22/084) Cornwall Councillor's Report**

Cllr Mustoe reported how pleased he is with the quality of the work Cormac have been doing to get the South West Coast Path open again, hopefully on Saturday and he then thanked the various landowners for their patience whilst the work was being undertaken.

Cllr Mustoe reported how pleased he is with the defibrillator on one of the former holiday chalets in Duporth and at the installation of the Jubilee bench. He thanked the parish council for their financial support with these projects. Cllr Mustoe's full report can be found on the parish council's website.

## **(22/085) Public Participation**

There were no members of the public present.

## **(22/086) Planning**

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

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.**

(b) Update on outstanding planning applications:

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

No update was available.

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

The council are waiting for sight of the Conservation Officer's comments before commenting themselves and it was noted that although the planning officer has received her comments, they do not appear on Cornwall Council's planning portal, which is very unhelpful. Cllr Mustoe is to speak to Gavin Smith to ascertain if planning policy has changed.

(iii) 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

There was no update.

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

The planning officer is having a site meeting with the applicant and agent next week.

(v) PA22/02532 – Land north east of recreation ground, Church Road: Development of 4 dwellings with associated road, garage/carport and parking and PA22/02533 – Land to east of Charlestown Road: Construction of 2 detached houses with associated drives and parking. The planning officer has received additional information from the architect outlining the community value of each parcel of land. Because the report contains land valuations it remains confidential. Cllr Hallows was unhappy about this and the Clerk was asked to speak to the planning officer. The architect will be submitting further information from an arboriculturist and a Heritage Impact Assessment. The Clerk was also asked to ask the Planning Officer when the application is likely to be determined.

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

The Clerk was unable to obtain an update. Cllr Mustoe is to email Gavin Smith once more.

## **(22/087) South West Coast Path Closure**

The path is to be re-opened on 22 October. The Clerk was asked to write to Cormac to thank the Countryside Officers and their team for their hard work.

## **(22/088) Cornwall Council Community Network Review**

Councillors were very unhappy with the report and felt that the process should be simplified. Points raised included:

- Community Network areas should not be enlarged as this would remove the local focus
- Panels need to be focussed
- The paper is poorly written, overlong and confusing
- CNPs should not seek to replace the functions of the old district councils.
- If Cornwall Council took town and parish councils more seriously, there would be no need for panels
- Some Panels have worked well in the past
- Concern was raised about the cost of producing the document

An extraordinary CNP meeting is to be held shortly to further discuss the report, date of the meeting is yet to be confirmed.

### **(22/089) Working Parties**

#### **(i) Environment and Climate Crisis**

A list of "green businesses" had been previously circulated and councillors were happy that this could go on the website and noticeboards.

Cllr Reynolds reported that the Diggers and Doers would be planting more daffodil bulbs around Charlestown in the next couple of weeks. On 8 November, Cormac will be carrying out more clearance work at Carrickowel Point and the Diggers and Doers, working jointly with volunteers from Cornwall Wildlife Trust will also help. More work will be undertaken at Charlestown Battery on 4 December.

#### **(ii) History**

The working party will meet again on 25 October. Pat Smith has volunteered to join the group and she will liaise with businesses regarding interpretation boards in Charlestown. It was stressed that businesses must be involved as boards could increase footfall in the village which doesn't necessarily suit residents. Cllr Reynolds said that when drafts are ready, there will be a public drop-in at the hall to enable residents to make comments. The Clerk was asked to contact the World Heritage Site office to ask whether they would like to be involved in the project and ask whether they would be able to provide any financial assistance.

#### **(iii) Traffic**

Cllr Bull reported that the group met on 6 October and started working through the points raised on the residents' survey and will bring their recommendations to the next parish council meeting.

### **(22/090) Highways**

#### **(i) Charlestown Street Trees**

Cormac have not yet received a quote for tree cages and are liaising with a tree cage company to ascertain whether cages will fit Cormac's planting pit specification.

#### **(ii) Highways Concerns**

It was noted that a number of trees are overhanging Duporth Road and vegetation is encroaching from the banks and obscuring visibility. The Clerk was asked to report the matter to Cormac.

### **(22/091) – Financial Matters**

#### **(i) Grant Funding Request from Light Up Charlestown**

It was **RESOLVED** to award a grant of £250 to Light Up Charlestown. The Clerk was asked to make it clear to the group that they should not expect to receive a grant every year, but should look for alternative funding sources eg local businesses Councillors asked the Clerk to amend the council's grant application form to invite applicants to attend the council meeting when the grant is to be considered as it may help their case and to give details of any matched funding they have procured.

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

DD	SWW	Water for public toilets	£193.50
DD	2002BT	Mobile phone	£24
DD	BT	Telephone and internet	£51.54
DD	Xerox Finance	Printer quarterly lease	£141.26
DD	Lloyds Bank	Credit card	£315.59
DD	Blenheims	Foundry Parc estate service charge	£14.87
BACS	Duchy Defibrillators	Annual monitoring fee for Duporth Chalet unit	£372.00
BACS	Cornwall Waste Solutions	Waste disposal	£23.98
BACS	Lyreco	Printing paper and diary for hall	£11.39
BACS	ITEC	Printing/photocopying charges	£81.00
BACS	Mrs J Larter	Working from Home allowance May - Oct	£156.00
BACS	Staff/HMRC/CPF	Salaries and oncosts	£2431.25

It was noted that the Clerk has transferred £40,000 from the current account to the instant access account.

It was noted that the parish council has received a further tranche of CIL funding in relation to The Nest.

It was noted that the Real Living Wage has increased by £1 per hour.

### **(22/092) Meetings/Training Attended**

6 October – Traffic Working Party

11 October – Personnel Committee

12 October – Clerk attended i-Connect training, Cornwall Pension Funds new online reporting system

13 October – Clerk attended further training on Cornwall Council's Casework Assist

### **(22/093) Correspondence**

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

- Details of a Hedgehog Highway Project
- Invitation to attend Cornwall Council's planning training on 17 November
- Invitation to attend a Cornwall Council Town and Parish Council briefing on 22 November

**(22/094) Dates for the Diary**

11 October – History Working Party

22 October – Cllr Reynolds to attend In and Beyond Neighbourhood Planning workshop

25 October – History Working Party

10 November – Traffic Working Party

**(22/095) Dates of future Parish Council Meetings**

20 October, 17 November, 15 December

**(22/096) Exclusion of the Public and Press**

Under Section (1)(2) of the Public Bodies (Admission of Meetings Act) 1960 it was  
**RESOLVED to exclude members of the public and press for the following item  
as it contained confidential information.**

**(22/097) Staffing Arrangements**

See separate minute.

The meeting closed at 7.02 pm

## **Correspondence Received**

The following correspondence has been received since the last meeting

- Cornwall Council's Town and Parish Council newsletter
- Information regarding warmth bank provision
- Invitation to attend A Monumental Improvement hand tool training
- Request for independent volunteers to sit on Cornwall Schools Appeal Panel