

Dear Councillor

You are summoned to attend the **Annual Meeting** of **St Austell Bay Parish Council** to be held on **Wednesday 17 May 2023** at **6.20 pm** in **The Pattern Hall, Charlestown Road.**

*Julie Larter*

Julie Larter  
Clerk  
10 May 2023

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. Election of a Chairman**
- 2. Declaration of Acceptance of Office**  
*The Chairman to sign a Declaration of Acceptance of Office*
- 3. Election of a Vice-Chairman**
- 4. Apologies for Absence**
- 5. Minutes of a meeting of the Parish Council held on 20 April 2023** *Pages 4-7*  
*To resolve that the minutes of the above meeting be signed as a correct record of the meeting.*
- 6. Matters to note**  
*To receive a verbal update from the clerk on matters progressed since the last ordinary meeting*
- 7. 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.*
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*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.*

**8. Chairman's Announcements**

*To allow the Chairman to make any announcements*

**9. Cornwall Councillor's Report**

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

**10. 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.*

**11. Planning Applications and Related Matters**

*(a) To consider a response to the following planning application any planning applications received after publication of this agenda*

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(ii) PA23/03456 – Land to the East of 6 Cooperage Court, Charlestown Road: Notification of works to trees within a conservation area

*This application is for notification only*

(iii) PA23/03189 and PA23/03190 (LBC) – 107 Charlestown Road: Demolition and rebuild of rear 1.5 storey infill extension. Addition of roof dormer. Rear single storey extension. Refurbishment and alterations to dwelling

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

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(ii) PA22/09849 – Former Lovering Clay Dry: Proposed demolition and redevelopment of Clay Dry to provide 15 dwellings and associated works without compliance with condition 2 of decision notice PA19/07235 dated 08/06/2020

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

**12. Appointments to Committees, Working Parties and other organisations**

(i) *Regatta Playing Field Working Party*

(ii) *Staffing Committee*

(iii) *Traffic Working Party*

(iv) *Environment and Climate Crisis Working Party*

(v) *History Working Party*

(vi) *St Austell, Mevagissey, St Blazey, Lostwithiel and Fowey Community Area Partnership*

(vii) *Oversight of The Pattern Hall*

(viii) *Internal control checks*

**13. Parish Councillor Vacancies**

*To note the current situation and discuss how to fill vacancies*

**14. Highways Matters**

(i) *To note whether any progress has been made with Cornwall Council's Portfolio Holder for Transportation regarding residents' parking schemes*

(ii) *To note any Highways concerns*

**15. Financial Matters**

(i) *The Pattern Hall: To accept a quote to paint the external walls*

(ii) *To consider a request from the Clerk to attend the Society of Local Council Clerks National Conference in October*

(iii) *To the Internal Auditor's report*

(iv) *To approve the Annual Governance Statement*

(v) *To agree the Accounting Statements for 2022/23*

(vi) *To note current balances and authorise payments*

*To follow  
To follow  
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*Appendix (i)*

**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*

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*22 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 APRIL 2023 at 6.00pm in The Pattern Hall, Charlestown**

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

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

**(22/188) Apologies for Absence**

Apologies were received from Cllr Jackie Bull.

**(22/189) Minutes of a meeting the Parish Council held on 16 March 2023**

Draft minutes previously circulated had been amended and circulated earlier in the day and it was **RESOLVED that the amended minutes of the meeting held on 16 March be signed as a correct record of the meeting.**

**(22/190) Matters to Note**

The Clerk reported that the replacement street tree has now been planted in Charlestown Road and Cormac has confirmed that it will be included in their watering schedule. The Clerk will purchase a label for it in due course.

Terry Butler has met with Peter Robinson who undertook the original work when the Oak tree fell down the mineshaft in the Regatta field. Mr Robinson believes that the problem in the field is a surface drainage issue rather than an overflowing adit. The Clerk will therefore arrange to have an ground survey undertaken.

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The Clerk is still waiting to hear back from Cornwall Council regarding last month's resolution on Charlestown Road and Duporth parking issues.

Renovation work on the public toilets in Charlestown began today.

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The Chairman announced that Richard Hallows has resigned as a parish councillor. The Chairman asked Cllr Bailey to pass on the council's thanks to Mr Bailey for installing the picture rail in The Pattern Hall for the art group's annual exhibition.

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Cllr Mustoe welcomed Cllr Bill Leach back.

Cllr Mustoe informed the meeting that Beryl Bikes are now in place in St Austell, and there is a specified parking area on Charlestown Road, outside the Rashleigh car park. The scheme is getting plenty of use and there is a dedicated member of staff to retrieve any bikes that are misplaced.

Cllr Mustoe was pleased that the resurfacing work on Porthpean Road and Cromwell Road has been completed and the Chairman commented on the quality of the work and thanked Cllr Mustoe for expediting this.

Cllr Mustoe expressed his concern at the refusal by Cornwall Council to implement a residents parking scheme on Duporth Road and Charlestown Road, despite the fact that the parish council has offered to fund the schemes and he has challenged the Cabinet Member for Transport at Cornwall Council on this and will try to obtain a satisfactory outcome.

Cllr Mustoe continues to liaise with Cornwall Council over residents' concerns about the former Lovering Clay Dry.

Cllr Mustoe's full report can be found on the parish council's website.

### **(22/194) Public Participation**

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The Clerk reported that she has tried to make contact with the planning officer for an update on numerous occasions, but without success.

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It was noted that residents have put pressure on the developers to have the access gates locked on safety grounds as there are sink holes on the public access route and there are other features that residents feel are currently unsafe.

The Chairman stated that another site meeting was required and Cllr Mustoe was asked to arrange this with the planning officer.

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*To allow the Chairman to make any announcements*

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

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

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

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Cllr Mustoe's full report can be found on the parish council's website.

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Dear Councillor

You are summoned to attend the **Annual Meeting** of **St Austell Bay Parish Council** to be held on **Wednesday 17 May 2023** at **6.20 pm** in **The Pattern Hall, Charlestown Road.**

*Julie Larter*

Julie Larter  
Clerk  
10 May 2023

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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- 2. Declaration of Acceptance of Office**  
*The Chairman to sign a Declaration of Acceptance of Office*
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*To note the current situation and discuss how to fill vacancies*

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*To note correspondence received since the last meeting*

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

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

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Cllr Mustoe's full report can be found on the parish council's website.

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Dear Councillor

You are summoned to attend the **Annual Meeting** of **St Austell Bay Parish Council** to be held on **Wednesday 17 May 2023** at **6.20 pm** in **The Pattern Hall, Charlestown Road.**

*Julie Larter*

Julie Larter  
Clerk  
10 May 2023

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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- 2. Declaration of Acceptance of Office**  
*The Chairman to sign a Declaration of Acceptance of Office*
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(ii) *Staffing Committee*

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*To note the current situation and discuss how to fill vacancies*

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*To note correspondence received since the last meeting*

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**MINUTES of a MEETING of ST AUSTELL BAY PARISH COUNCIL held on THURSDAY 20 APRIL 2023 at 6.00pm in The Pattern Hall, Charlestown**

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

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

**(22/188) Apologies for Absence**

Apologies were received from Cllr Jackie Bull.

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Draft minutes previously circulated had been amended and circulated earlier in the day and it was **RESOLVED that the amended minutes of the meeting held on 16 March be signed as a correct record of the meeting.**

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Renovation work on the public toilets in Charlestown began today.

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The Chairman announced that Richard Hallows has resigned as a parish councillor. The Chairman asked Cllr Bailey to pass on the council's thanks to Mr Bailey for installing the picture rail in The Pattern Hall for the art group's annual exhibition.

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Cllr Mustoe informed the meeting that Beryl Bikes are now in place in St Austell, and there is a specified parking area on Charlestown Road, outside the Rashleigh car park. The scheme is getting plenty of use and there is a dedicated member of staff to retrieve any bikes that are misplaced.

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Cllr Mustoe expressed his concern at the refusal by Cornwall Council to implement a residents parking scheme on Duporth Road and Charlestown Road, despite the fact that the parish council has offered to fund the schemes and he has challenged the Cabinet Member for Transport at Cornwall Council on this and will try to obtain a satisfactory outcome.

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Cllr Mustoe's full report can be found on the parish council's website.

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The Chairman stated that another site meeting was required and Cllr Mustoe was asked to arrange this with the planning officer.

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- Cornwall Council's Town and Parish Council newsletter outlining changes to recycling collections
- Update on Community Area Partnerships



Dear Councillor

You are summoned to attend the **Annual Meeting** of **St Austell Bay Parish Council** to be held on **Wednesday 17 May 2023** at **6.20 pm** in **The Pattern Hall, Charlestown Road.**

*Julie Larter*

Julie Larter  
Clerk  
10 May 2023

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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- 1. Election of a Chairman**
- 2. Declaration of Acceptance of Office**  
*The Chairman to sign a Declaration of Acceptance of Office*
- 3. Election of a Vice-Chairman**
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- 5. Minutes of a meeting of the Parish Council held on 20 April 2023** *Pages 4-7*  
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*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.*
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*To allow the Chairman to make any announcements*

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

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*The Chairman will invite Members of the public to address the meeting.*

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*To note the current situation and discuss how to fill vacancies*

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*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*

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**MINUTES of a MEETING of ST AUSTELL BAY PARISH COUNCIL held on THURSDAY 20 APRIL 2023 at 6.00pm in The Pattern Hall, Charlestown**

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

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

**(22/188) Apologies for Absence**

Apologies were received from Cllr Jackie Bull.

**(22/189) Minutes of a meeting the Parish Council held on 16 March 2023**

Draft minutes previously circulated had been amended and circulated earlier in the day and it was **RESOLVED that the amended minutes of the meeting held on 16 March be signed as a correct record of the meeting.**

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Terry Butler has met with Peter Robinson who undertook the original work when the Oak tree fell down the mineshaft in the Regatta field. Mr Robinson believes that the problem in the field is a surface drainage issue rather than an overflowing adit. The Clerk will therefore arrange to have an ground survey undertaken.

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The Clerk is waiting to meet a representative from Capability, the grounds maintenance company who look after Foundry Parc regarding planting a tree to commemorate the King's coronation.

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Renovation work on the public toilets in Charlestown began today.

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There were no declarations of interest.

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The Chairman announced that Richard Hallows has resigned as a parish councillor. The Chairman asked Cllr Bailey to pass on the council's thanks to Mr Bailey for installing the picture rail in The Pattern Hall for the art group's annual exhibition.

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Cllr Mustoe welcomed Cllr Bill Leach back.

Cllr Mustoe informed the meeting that Beryl Bikes are now in place in St Austell, and there is a specified parking area on Charlestown Road, outside the Rashleigh car park. The scheme is getting plenty of use and there is a dedicated member of staff to retrieve any bikes that are misplaced.

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Cllr Mustoe expressed his concern at the refusal by Cornwall Council to implement a residents parking scheme on Duporth Road and Charlestown Road, despite the fact that the parish council has offered to fund the schemes and he has challenged the Cabinet Member for Transport at Cornwall Council on this and will try to obtain a satisfactory outcome.

Cllr Mustoe continues to liaise with Cornwall Council over residents' concerns about the former Lovering Clay Dry.

Cllr Mustoe's full report can be found on the parish council's website.

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A member of the public said that he would like to speak on Agenda Item and 8 (b) (v).

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

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The Clerk reported that additional documents have been submitted to the planning officer to address comments from the Conservation Officer and WHS planning officer on finishes, but as the parish council has already responded with no objections in principle, there was no need for further comments. Details of the additional documents had been circulated to councillors previously.

(ii) PA22/09849 – Former Lovering Clay Dry: Proposed demolition and redevelopment of Clay Dry to provide 15 dwellings and associated works without compliance with condition 2 of decision notice PA19/07235 dated 08/06/2020  
The Clerk reported that she has tried to make contact with the planning officer for an update on numerous occasions, but without success.

A member of the public outlined a number of concerns he has about the application, in particular the requirement to remove garage doors and the lack of reinstatement of the road to the public highway (the roundabout at the end of Quay Road).

It was noted that residents have put pressure on the developers to have the access gates locked on safety grounds as there are sink holes on the public access route and there are other features that residents feel are currently unsafe.

The Chairman stated that another site meeting was required and Cllr Mustoe was asked to arrange this with the planning officer.

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No update was available.

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It was noted that this application is likely to be determined by the Central Sub Area Planning Committee on 5 June.

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A member of the public wished to ask a question about the protocol involved in the parish council asking for this application to be called in. The Chairman said that the matter was not up for discussion and the Clerk pointed out that this item was on the agenda for notification only, not discussion and that the parish council is not obliged to answer questions from the public during public participation.

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History Working Party

Cllr Reynolds said that 2 drop-in sessions have been held and the public have made some valid comments. Cllr Reynolds reported that she and the Clerk have met with one designer and are waiting for a date for a meeting with Lou Jones.

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The council expressed its thanks to Cllr Mustoe for his intervention in ensuring that resurfacing work from Lobbs Shop to Trenarren proceeds as planned in May, despite Cornwall Council trying to withdraw the scheme on budgetary grounds.

### **(22/198) – Financial Matters**

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

BACS	BHIB Insurance	Insurance renewal	£1,978.58
BACS	Green Blue Urban	Tree guard for Charlestown Road tree	£715.09
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BACS	Staff/HMRC/CPF	Salaries and oncosts	£3067.81

It was also noted that the first half of this year's precept has been received and that the Clerk has transferred this to the interest account. It was also noted that the employer's contribution to the Local Government Pension Scheme has increased as from 1 April.

**(22/199) Meetings/Training Attended**

6 April – Cllr Reynolds and the Clerk met with a local designer regarding the interpretation boards

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A list of correspondence had been previously circulated and in addition the following had been received:

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- Notification that the Eastern Beach in Charlestown has been temporarily closed on safety grounds

**(22/201) Dates for the Diary**

There were no dates for the diary.

**(22/202) Dates of future Parish Council Meetings**

17 May (to be preceded by the Annual Parish Meeting), 22 June, 20 July, 21 September, 19 October, 16 November, 14 December 2023.

The meeting closed at 6.45 pm

**Correspondence Received**

The following correspondence has been received since the last meeting

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- Cornwall Council's Affordable Housing newsletter
- Cornwall Council's Town and Parish Council newsletter
- Correspondence from the Tamar Toll Action Group
- Cornwall Council's Town and Parish Council newsletter outlining changes to recycling collections
- Update on Community Area Partnerships



Dear Councillor

You are summoned to attend the **Annual Meeting** of **St Austell Bay Parish Council** to be held on **Wednesday 17 May 2023** at **6.20 pm** in **The Pattern Hall, Charlestown Road.**

*Julie Larter*

Julie Larter  
Clerk  
10 May 2023

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. Election of a Chairman**
- 2. Declaration of Acceptance of Office**  
*The Chairman to sign a Declaration of Acceptance of Office*
- 3. Election of a Vice-Chairman**
- 4. Apologies for Absence**
- 5. Minutes of a meeting of the Parish Council held on 20 April 2023** *Pages 4-7*  
*To resolve that the minutes of the above meeting be signed as a correct record of the meeting.*
- 6. Matters to note**  
*To receive a verbal update from the clerk on matters progressed since the last ordinary meeting*
- 7. 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.*

**8. Chairman's Announcements**

*To allow the Chairman to make any announcements*

**9. Cornwall Councillor's Report**

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

**10. 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.*

**11. 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) PA23/02452 – Land to the East of 6 Cooperage Court, Charlestown Road: Works to trees subject to a TPO – removal of 2 x Ash trees

(ii) PA23/03456 – Land to the East of 6 Cooperage Court, Charlestown Road: Notification of works to trees within a conservation area

*This application is for notification only*

(iii) PA23/03189 and PA23/03190 (LBC) – 107 Charlestown Road: Demolition and rebuild of rear 1.5 storey infill extension. Addition of roof dormer. Rear single storey extension. Refurbishment and alterations to dwelling

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

(i) PA22/10248 -Workshop and Office (Formerly Square Sail Workshop), junction of Charlestown Road and Barkhouse Lane: Rebuilding and extension of existing boatbuilding workshop for boatbuilding and general Class E (Commercial, Business and Service) use together with car parking and associated development

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

**12. Appointments to Committees, Working Parties and other organisations**

(i) *Regatta Playing Field Working Party*

(ii) *Staffing Committee*

(iii) *Traffic Working Party*

(iv) *Environment and Climate Crisis Working Party*

(v) *History Working Party*

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