

Dear Councillor

You are summoned to attend a **Meeting of St Austell Bay Parish Council** to be held on **Thursday 18 January 2024** at **6.00 pm** in **The Pattern Hall, Charlestown Road.**

Julie Larter

Julie Larter
Clerk

11 January 2024

07873 383400
enquiries@staustellbay-pc.gov.uk

Please note that under the Openness of Local Government Bodies Regulations 2014 this meeting may be recorded

AGENDA

1. Apologies for Absence

2. Minutes of a meeting of the Parish Council held on 14 December 2023

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'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 responding to the following planning application and any planning applications received after publication of this agenda

PA23/05811 - Porthpean House, Porthpean Beach Road: Proposed restoration of walled garden and development to include 8 lodges for family holidays and Porthpean House wedding occasions and associated works
(amended plans)

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

(i) PA23/07802 – Ocean House, Porthpean: Proposed change of use of garden to allow for the siting of temporary two holiday accommodation units

(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) PA23/06613 – Land East of Lobbs Shop: Retention, alteration and extension of existing timber shed to provide chicken coop.
(5 day protocol letter received)

9. Working Parties

(i) History Working Party

To receive an update on historical interpretation boards

(ii) Environment and Climate Crisis Working Party

To consider recommendations from the working party regarding the council's Biodiversity policy, Climate Action Plan and Planning Checklist

10. Highways Matters

(i) To note any progress with proposed residents parking scheme for Duportth Road

(ii) To note any Highways concerns

11. Financial Matters

(i) To appoint an Internal auditor for current financial year

(ii) To note current position and authorise payments

Appendix (i)

12. Meetings/Training Attended

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

13. Correspondence

To note correspondence received since the last meeting

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14. Dates for the Diary

To note any forthcoming dates for members' diaries

15. Dates of future Parish Council Meetings

22 February, 21 March, 18 April, 16 May, 20 June, 18 July, 5 September, 17 October, 21 November, 19 December 2024

MINUTES of a MEETING of ST AUSTELL BAY PARISH COUNCIL held on THURSDAY 14 December 2023 at 6.00pm in The Pattern Hall, Charlestown

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

In attendance: Cornwall Councillor James Mustoe, Julie Larter (Clerk), 3 members of the public.

(23/108) Apologies for Absence

There were no apologies.

(23/109) Minutes of a Meeting the Parish Council held on 16 November 2023

It was **RESOLVED** that the minutes of 16 November 2023 should be signed as an accurate record of the meeting.

(23/110) Matters to Note

The Clerk reported that repairs to the public toilets have now been carried out and all 3 cubicles are now open for the first time since August. Cllr Foster highlighted a problem with a debit card that a member of the public had experienced earlier in the day and the Clerk is to investigate.

(23/111) Declarations of Interest on Items on the Agenda

There were no declarations of interest, but the Chairman stated that he and Cllr Sue Leach had received hospitality by virtue of accepting an invitation from the Shipwreck Treasure Museum to view the Tunnel of Lights.

(23/112) Chairman's Announcements

The Chairman had no announcements to make.

(23/113) Cornwall Councillor's Report

Cllr Mustoe reported on various traffic issues and the rollout of Cornwall Council's new waste collection. A copy is available on the parish council's website.

(23/114) Public Participation

A member of the public wished to speak on agenda item 13. The Chairman said that she would have the opportunity to speak at that point in the meeting.

(23/115) Planning Applications and Related Matters

(a)

(i) PA23/09503 – Rashleigh Arms, Quay Road: Listed Building Consent for the installation of a public access defibrillator to the south east elevation

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 on the understanding that the unit is sited as per the Conservation Officer's recommendation.

(ii) PA23/07802 – Ocean House, Porthpean: Proposed change of use of garden to allow for the siting of temporary two holiday accommodation units

It was **RESOLVED that the Clerk should respond to the planning authority (Cornwall Council) stating that the parish council objects to the application as it is not in accordance with the St Austell Neighbourhood Plan "any proposals for specific, new-build holiday accommodation will not be permitted unless they are located within an existing holiday accommodation site" (p28). Whilst the site has been used historically for holiday accommodation, it has not been used for such a purpose since 1987. In addition, the parish council has concerns about additional traffic, access to the site, drainage and sewage.**

(iii) PA23/09793 – Duporth Estate: Works to trees covered by a TPO, T3, T4, T5, T6, T20, T21, T22, T23, T32, T50 (various works)

Councillors wished to have sight of the Tree Officer's report before commenting.

(iv) PA23/08941 – 10 Manor Farm Road: Application for tree works in a TPO: Reduce Oak tree crown to previous growing points

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.**

(v) PA23/07372 – 143 Charlestown Road: Listed Building Consent for double garage with loft storage over on an existing hard surfaced parking space

Councillors considered the amended design, and it was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) that as previously stated the council has no objections to the principle of a garage but still has concerns about the design of the building as it feels it is not in keeping with the Conservation Area. The council would prefer to see stone facing, which it feels would be more in keeping.**

(b) Update on the following planning application

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 has been informed that the financial aspect of the application has been agreed and the planning officer is likely to approve the application subject to the developer replacing ridge tiles and mortar.

The Clerk reported that she has received communications from a Charlestown resident regarding the condition of Quay Road urging the parish council to lodge an enforcement complaint. Councillors were aware that it is not possible for an enforcement case to be opened whilst there is a live planning application and felt that this is a matter for the developer and Charlestown Harbour to resolve between them and the parish council would be taking no action.

(23/116) Biodiversity Policy

Councillors noted their duty under the Environment Act 2021. A draft biodiversity policy had been previously circulated. The draft policy is to be reviewed by the Environment and Climate Crisis working party in the new year and brought back to the parish council for ratification. Cllr Sue Leach said that a biodiversity audit had

been undertaken as part of the neighbourhood plan process and this could form the basis of any future audits.

(23/117) Legionella Testing

Four quotes have now been obtained. A member of the public with experience of Legionella testing offered to liaise with the preferred quoter and if this was acceptable he would be commissioned to undertake a Risk Assessment.

(23/118) The Pattern Hall

(i) Charges

The current scale of charges was reviewed and it was **RESOLVED to increase charges from 1 April 2024 as follows:**

Hall £12 per hour, £35 per half day, £70 per day

Meeting room £8.00 per hour, £17.50 per half day/evening, £35 all day

The 10% discount for residents of the parish or block bookings remains.

To introduce a £10 caretaking charge for one-off bookings.

Charges are to be reviewed annually.

It was noted that this is the first time hire charges have been increased since the hall opened in 2015.

(ii) Defibrillator

It was **RESOLVED to purchase a Public Access Defibrillator for the Pattern Hall via Duchy Defibrillators.** Community Infrastructure Levy funds are to be used to fund the unit, but the Clerk is to write to Foundry Parc Amenities Area Management Company to ask if they will contribute towards the cost.

(23/119) St Austell Bay Neighbourhood Plan Community Actions Appendix

Cllr Sue Leach had updated the appendix and this had been circulated prior to the meeting. Cllr Leach will make some small amendments and forward to the Clerk to update and place on the council's website.

(23/120) Boundary of Church Road and Foundry Parc

A resident from Church Road outlined difficulties she is having with the management company for Foundry Parc, First Port, regarding the safety of trees bordering the estate. In a recent storm a large branch fell from a tree, causing extensive damage to her greenhouse. Several other residents from Church Road are concerned about the lack of tree inspections and maintenance. The managing agent is refusing to discuss the matter with the resident. The Clerk is to write to the managing agent pointing out that the management company have a duty to ensure the safety of residents and members of the public. Cllr Mustoe is to contact Cornwall Council's tree officer for advice.

(23/121) Working Parties

History Working Party

The interpretation boards and QR code boards are scheduled to be delivered to Charlestown Harbour's offices next Tuesday. Harbour staff will erect the boards in the new year.

(23/122) Highways

(i) Residents Parking Scheme – Freedom of Information Request

Cornwall Council has responded to the Freedom of Information request. Cllr Sue Leach is to draft a letter to Cllr Pears, Kate Kennally, Chief Executive, Cornwall Council (copied to Cllr Mustoe), stating that the parish council cannot find anything in Cornwall Council's policies that prevents a residents parking scheme from being enacted. She is to stress that the parish council has the support of local members and explain that the addition of double yellow lines on Duporth Road will benefit the wider community from a safety angle. Councillors are to arrange a meeting with residents and Cllr Pears in the new year.

(ii) Other Highways Concerns

Cllr Wright stated that drains in Duporth Road are blocked yet again. Cllr Mustoe is to pursue this with the Highways Manager as the problem is not being addressed correctly.

(23/123) Financial Matters

(i) Secure Socket Layer Certificate

It was **RESOLVED to obtain an SSL certificate for the parish council's website at a cost of £125.**

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

BACS	Lou Jones Design	Final invoice for interpretation boards	£	2,066.10
		Commemorative Plaque for Coronation Tree		
BACS	Larcombe's Memorials	(deposit)	£	166.67
SO	JB & RJ Kneale	Quarterly rent	£	212.50
DD	SSE Energy Solutions	Electricity for toilets	£	87.45
		Electricity for hall	£	149.49
DD	EE	Mobile phone monthly charge	£	18.00
DD	BT	Telephone and internet	£	61.21
DD	Lloyds Bank	Credit card	£	99.91
DD	Pennon Water	Water for toilets	£	123.50
		50% train ticket and taxis to SLCC National		
BACS	Carlyon Parish Council	Conference October	£	76.42
BACS	ITEC	Monthly printing charges	£	13.61
BACS	Vision ICT	Email hosting annual renewal	£	194.40
DD	SSE	Electricity for hall	£	323.96
		Electricity for toilets	£	174.47
	Everything Stone	Fabrication of commemorative plaque for		
BACS	(Larcombe's Memorials)	Coronation tree	£	100.00
BACS	Cornwall ALC	Training	£	60.00
BACS	CWS	Waste disposal	£	50.38
BACS	Healthmatic	Repairs to locking system in public toilets	£	1,031.51
BACS	Cornwall Pension Fund	EE and ER pension contributions	£	440.33
BACS	HMRC	PAYE and NI	£	352.09
BACS	Staff	Salaries and oncosts	£	2,215.29
DD	Unity Trust Bank	Quarterly bank charges	£	18.00
			£	<u>10,891.97</u>

(23/124) Parish Councillor Vacancy

It was **RESOLVED to co-opt Matt Sanders to fill the vacancy in the Charlestown ward.**

(23/125) Meetings/Training Attended

21 November – Cllr Whitehouse attended Code of Conduct training
22 November – Cllr Bull and the Clerk attended a Community Area Partnership meeting where South West Water gave a presentation on their proposed desalination plant at Par.

(23/126) Correspondence

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

- Peninsula Transport public consultation
- Details of Cornwall Council’s invitation to tender to run a pop-up sauna on the green above Porthpean beach. Councillors pointed out that it would be impractical to do this given the boggy nature of the area and in addition this was in contravention with the St Austell Neighbourhood Plan and the Clerk is to write to Cornwall Council asking that the green be left as it is
- Notification from Cornwall Council that the timeframe for determining non-major planning applications is to be reduced from 26 weeks to 16 weeks and requesting timely responses to planning consultation letters.

(23/127) Dates for the Diary

31 January – Community Area Partnership meeting – The Chairman is to attend.

(23/128) Dates of future Parish Council Meetings

18 January, 15 February, 21 March, 18 April, 16 May, 20 June, 18 July, 5 September, 17 October, 21 November, 19 December 2024.

The meeting closed at 7.34 pm

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Chairman

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Date

Correspondence Received

The following correspondence has been received since the last meeting

- NHS Cornwall – Cornwall Together newsletter
- CALC Civility and Respect newsletter
- Invitation to attend “20 is plenty” stakeholder meeting on 18 March (subsequently changed to 17 June)
- Details of CALC training opportunities