

Dear Councillor

You are summoned to attend a **VIRTUAL** meeting of **St Austell Bay Parish Council** to be held on **Thursday 17 September 2020** at **6.00pm**

Any member of the public wishing to attend the meeting should obtain the joining details from the Clerk no later than **12.00 noon** on **17 September**. For security reasons no person will be admitted to the meeting without prior notification to the Clerk that they wish to attend.

Julie Larter

Julie Larter
Clerk
10 September 2020

01872 501101
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 6 August 2020**
To resolve that the minutes of the above meeting be signed as a correct record of the meeting. Pages 4-10
- 3. Matters to note**
To receive a verbal update from the clerk on matters progressed since the last 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. Public Participation

The Chairman will invite Members of the public to address the meeting in relation to the business to be carried out at 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.

7. 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) PA20/06060 – 34 Duporth Bay: Demolition of a conservatory with a proposed kitchen/lounge extension and balcony with additional bedroom

(ii) PA20/06573/4 (LBC) – 35 Quay Road: Construction of a new garden room in a single-storey extension to the rear of the existing two storey dwelling, including removal of the existing ground floor kitchen extension, modifications to the existing kitchen and extension.

(iii) PA20/06383 – Cornelius House, The Drive, Duporth: Works to a Beech tree subject to a TPO

(iv) PA20/05867 – The Courtyard, Manor Farm Road: Modification of planning obligation dated 13/03/2020 relating to off-site contribution

(b) To receive an update on the following applications

(i) PA20/05646 - 5 Church Road, Charlestown: Proposed parking within the curtilage

(ii) PA19/08174 – Land Off Mill Lane: Residential dwelling to include associated site works and alteration/formation of vehicular/pedestrian access

(iii) PA19/03884 – Charlestown Harbour: Proposed siting of a demountable timber workshop for boatbuilding and repair

(iv) PA20/02256 – Rashleigh Arms: Retrospective Listed Building

Consent for the proposed external works to Grade II Listed Building

8. Neighbourhood Plan

To note the current position

9. Cornwall Councillor's Report

To receive a report from Cllr Tom French

10. Regatta Playing Field

To note the current position

11. Public Toilets

To review current situation and authorise expenditure

12. Highways Matters

(i) To consider safety issues in Duporth Road

(ii) To note any highways concerns

13. Financial Matters

(i) Daffodil planting in the parish – To consider schemes and authorise expenditure

(ii) To note that the council has received a grant of £10,000 by way of the Government's Small Business Grant Fund re Covid-19

(iii) To note that the Local Government pay award for 2020/21 has been agreed and is backdated to 1 April. Cllr Osbrink has checked and agreed the Clerk's calculations

(iv) To note the current financial position and approve payments

14. Meetings/Training Attended

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

15. Correspondence

To note correspondence received since the last meeting

Page 11

16. Dates for the Diary

To note any forthcoming dates for members' diaries

17. Dates of future Parish Council Meetings

15 October, 19 November, 17 December 2020

Future meetings will be held virtually until Government advice changes

MINUTES of a virtual MEETING OF ST AUSTELL BAY PARISH COUNCIL held on THURSDAY 6 August 2020 (via Zoom)

The Clerk informed those present that the meeting was being recorded.

Present: Cllrs Bill Leach (Chairman), Sue Leach, Richard Hallows, Trudy Reynolds, Dave Nicklin, Sue Osbrink, Malcolm Neill, Peter Tombs

In attendance: Cllr Tom French CC; Julie Larter, Clerk; Graeme Kirkham, author of the draft Charlestown Character Appraisal and Management Plan, 5 members of the public.

(19/226) Apologies for Absence

There were no apologies.

(19/227) Minutes of a meeting of the Parish Council held on 9 July 2020

It was **RESOLVED** that the minutes of the meeting held on 9 July 2020 be signed as an accurate record of the meeting.

(19/228) Matters to Note

The Clerk reported on the following matters:

Charlestown Cliffs – The preliminary stages of design for reparation work to the east cliff have been completed and officers from Cornwall Council are meeting with Cormac officers next Tuesday to decide how and when to progress the work. The path on the eastern side of the harbour was inspected yesterday and further cracks have appeared - Cormac has asked Cornwall Council's Engineer to assess again. Plans to divert the path on the western side of the harbour are in hand but the process has stalled within Cornwall Council. The redirection is being tied in with the renewal of Cornwall Council's lease on The Battery. Palisade fencing is to be installed in the next fortnight as people are still trying to use the closed section. Signage keeps disappearing and this will be renewed again next week.

Financial Support due to the Coronavirus pandemic – A letter has been received from the Interim Chief Operating Officer of Cornwall Council regarding financial support for town and parish councils. The Clerk has submitted a claim for £5,000 for lost income for the first quarter.

The Clerk contacted Peter Crawford of Wainhomes on 7 July for an update on planning matters discussed last year. Architects have been instructed to draw up plans for a field below the Regatta field and these will be sent to the parish council for discussion in due course. The matter has been delayed due to lockdown.

(19/229) Declarations of Interest on Items on the Agenda

- (a) There were no declarations of pecuniary interest
- (b) There were no declarations of non-registerable interest

- (c) There were no requests for dispensations.
- (d) There were no declarations of gifts and hospitality.

(19/230) Chairman's Announcements

The Chairman welcomed members of the public to the meeting. The Chairman said that although it is more difficult to get free and flowing discussions on virtual meetings, hopefully we will get better at it. The Chairman asked councillors to be mindful that the Clerk only works a little over half time hours and members should bear this in mind when matters beyond her control are delayed by other parties such as Cornwall Council or partners and to understand this when expressing frustrations in emails. The Chairman then went on to say that parking problems are not restricted to Charlestown - Duporth Road and Porthpean have suffered and the council will be unable to solve the problem tonight, but hopefully Cllr French will speak about temporary measures that are in place later in the meeting. Quay Road will not be discussed tonight as this is a matter for residents and owners of the harbour to work on together – it is nothing to do with the parish council.

(19/231) Public Participation

Mr Sundercombe, applicant for the 5 Church Road planning application asked to speak about his application when the matter is to be discussed.

(19/232) Charlestown Character Appraisal and Management Plan

Mr Kirkham outlined the brief he had been given by the parish council and the challenges he faced in producing the document. The draft document had been previously circulated to members and minor inaccuracies they wished to be corrected will be passed on to Mr Kirkham. Concern was expressed regarding the Conservation Area boundary along the Ropewalk. When the boundary was changed as a result of the previous CCAMP, there was a kink in the line which effectively excluded part of the Ropewalk from the Conservation Area. Mr Kirkham will make the recommendation that this be rectified as part of the consultation process but in the meantime the Clerk will speak to Cornwall Council about this. The Clerk is waiting to hear from Cornwall Council about the logistics of the consultation process.

The Chairman thanked Mr Kirkham for all his hard work and Mr Kirkham said that it had been a pleasure working on a place like Charlestown.

(19/233) Planning Applications and Related Matters

(a) PA20/05646 – 5 Church Road: Proposed parking within the curtilage.

Mr Sundercombe explained that work had commenced prior to permission being granted because of traffic management problems when trying to get materials delivered. Part of the wall needed repointing. If permission for removal of the wall was not given, he would reinstate it to a better and safer standard. He said that his actions had not been taken through arrogance or disrespect of the planning process. Some councillors were unhappy about the proposed material for the driveway. Mr Sundercombe said that he has some cobbles that were removed from the Coal Yard site which he could use. It was suggested that the applicant meets with 2

Charlestown councillors and the clerk to agree a satisfactory alternative. 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 apart from the proposed driveway materials and that discussions will take place to find a more acceptable material.**

(b) No update was available for

PA19/08174 – Land Off Mill Lane or PA19/03884 – Charlestown Harbour
The Clerk was asked to place the Rashleigh and Harbour Pop ups on the next agenda for update.

(19/234) Cornwall and West Devon Mining World Heritage Site Draft Management Plan 2020 – 2025

It was noted that the questions asked in response to this consultation were not particularly relevant to the parish council, however it was **RESOLVED that the Clerk should respond to the consultation as follows:**

Management Plan policy on support for renewable energy: Agree strongly.

Management Plan on Biodiversity net gain from major developments: Agree strongly.

Which aspects of your local community and economy do you think should be priorities for WHS related sustainable development?

Conservation and town/village improvement schemes; Cultural identity/community events; education and learning opportunities.

Comments – We would like to see some investigative works undertaken on the Luxulyan Leats.

Cllr Neill applauded the emphasis that has been given to the importance of Charlestown as a setting within the WHS.

(19/235) Cornwall Councillor's Report

"I am sure many of us have been very concerned at the lack of distancing by mainly visitors and even more worrying have been reports of a few saying they have left the restrictions of Covid-9 behind and are not wearing face masks when appropriate. Charlestown residents and the parish council have done a great job arranging keeping your distance signs and instigating a one-way system on the footpaths. Last week it was announced that there had been no deaths from Covid-19 in Cornish hospitals for the last 5 weeks – long may it last.

Traffic and inconsiderate parking has suddenly become a real issue. In Charlestown it is at its worst when the weather is poor and people are not on the beaches and I agree with those who are calling for a parking study for Charlestown. However when the sun is out we are experiencing large numbers heading for the beaches causing the car parks to be full early in the day and other car owners parking on the highway and private land. Some of you will have seen nose to tail parking on Porthpean Beach Road. As a short-term measure, I have arranged for 2 passing places to be marked by bollards on Porthpean Beach Road to stop cars coming down the road having to mount the pavement to pass upcoming vehicles. The Highways Manager has asked the Golf Club to cut its hedges and Biffa to sweep the road. In relation to reports of speeding on Duporth Road, the Highways Manager would like to undertake a speed monitoring exercise.

We have seen levels of anti-social behaviour in and around St Austell and Charlestown reach unacceptable levels. There are a large number of "socially challenged" individuals accommodated in St Austell, as a result we have been experiencing serious drug supply and addiction problems along with on street drunkenness and begging. Following recent representations to the Police and Crime Commissioner and the Chief Executive of Cornwall Council, a 6-week multi strand response has been instigated.

Without going into all the detail, we now have a greater Police presence with the force support team on call from Plymouth. There are extra patrols by ASB case workers and outreach officers who are trying to help those who have just come out of prison, others who are homeless and some with mental illnesses. We must now see what medium to long term effect this has, I appreciate much of this activity will focus on St Austell and you have "Keep Charlestown Safe" on the agenda.

Finally can I end by thanking you, the volunteer councillors, the residents and Julie Larter your parish clerk for all the hard work and care that has been shown to others during Covid-19".

The Chairman thanked Cllr French for his report and for taking action to deal with highways issues. He said that the problem on Duporth Road was particularly acute on the section of road containing the virtual pavement. Cars are parking on the other side of the road resulting in vehicles using the virtual pavement to pass oncoming vehicles which is presenting a danger to pedestrians on the path. He welcomed the suggestion of speed monitoring but said that it is more of a question of how the parking situation is managed and he would be happy to speak to the Highways Manager. Cllr Sue Leach suggested that maybe an advisory 20MPH speed limit could be instigated. Cllr Hallows stated that although there are advisory signs in Charlestown Road, motorists were not adhering to them and he asked Cllr French to press for a Traffic Regulation Order for an enforceable 20 MPH limit.

It was **RESOLVED that the parish council should request that an enforceable 20 MPH speed limit be instigated for Church Road, from its junction at Holmbush Arch roundabout down Charlestown Road and all the way up Duporth Road to its junction with Porthpean Road.**

Cllr Reynolds raised the issue of nuisance caused by jet skis in St Austell Bay and Cllr French said that the Police and Coastguard were aware of the situation and monitoring the issue.

(19/236) Keep Charlestown Safe

(i) The Chairman sought clarification of the current state of the group, in particular membership as he was aware that not all members had completed a Declaration of Interest form. Cllr Hallows informed the meeting that he was no longer involved. Cllr Nicklin said that the group is still active, but he is now the only parish councillor currently involved and he is acting as Secretary.

The group was commended for the good work they have done. It was **RESOLVED that Keep Charlestown Safe would no longer be a working party of the parish council but could operate as a community group.** The Clerk was asked to enquire from Inspector Gard whether the extra funds the Police had applied for last year were being spent in Charlestown this summer.

(ii) It appears that St Austell Brewery do not centrally fund the provision of door staff for its establishments in Charlestown and the cost of the service is coming out of individual premises' staffing budgets. Given the brewery's presence in Charlestown it was felt that security ought to be funded by the brewery centrally. The Clerk was asked to write to St Austell Brewery with this request. It was **RESOLVED that the Clerk should write to all licensed premises in Charlestown reminding them of their responsibility to safely manage the exit of their customers from their premises.** The Clerk is to draft a letter and circulate it to members.

(19/237) Regatta Playing Field

Cllr Tombs had circulated a report prior to the meeting. Members viewed the proposed design and it was **RESOLVED to approve the design and the working party should pursue the additional funds that are needed for the project, with Cllr French's support.**

The Clerk reported that Cormac will be undertaking tree work in the field the week commencing 17 August. The work had been delayed due to the bird nesting season. The Clerk also reported that Cllr French has offered to donate up to £400 from his Community Chest for a bench/benches for the toddlers' area.

(19/238) Parish Council Premises

(i) Public Toilets

It was **RESOLVED that Cormac's cleaning contract be extended until the end of October and that the facilities remain open 24/7.** The Clerk was asked to ascertain from other councils whether their toilets are available 24/7.

(ii) The Pattern Hall

It was noted that the Post Office Outreach service would recommence on Tuesday 11 August. The service will operate as before on Tuesdays and Thursdays from 0900 – 1300.

It was **RESOLVED to re-open the hall for letting purposes from 24 August, on a controlled basis and in accordance with the Clerk's recommendations. Groups hiring the hall will be asked to sign a disclaimer.**

(19/239) Car Parking in Charlestown

It was **RESOLVED that the parish council's priority should be to try to secure a limited amount of residents' parking spaces at the lower end of Charlestown Road.**

It was acknowledged that parking is a wider problem than just in Charlestown and the parish council needs to look at the way forward. The Chairman said the council would need to consider whether an additional car park was needed. The World Heritage Site office has previously indicated that if it is shown that there is a benefit to the setting, they may be onboard. It was **RESOLVED to set up a meeting of parish councillors to look at the issue of parking in the parish. The matter will be a 1 item agenda.** Cllr French acknowledged that it is an issue that the parish council should take the lead on and he would be happy to join the meeting.

(19/240) Highways Matters

(i) Temporary Pedestrian Safety Measures

The Chairman thanked Cllr Hallows for his input to the recent meeting with Highways and Cornwall Council which kick-started the provision of temporary signage in the village. Cllr Hallows reported that compliance to signage is working reasonably well, but people were not complying as much at the lower end of Charlestown Road.

(ii) There were no other highways concerns.

Cllr French left the meeting.

(19/241) Financial Matters

Current balances were noted and the following payments were authorised:

Method	Payee	Purpose	Amount
DD	Cornwall Council	Business rates for toilets	£77.00
DD	SWW	Water for hall	£29.00
DD	E-On	Electricity for hall	£17.89
DD	Lloyds Bank	Credit card	£156.49
DD	BT	Telephone/internet	£62.27
DD	ITEC	June printing charges	£6.71
DD	Fintec	Photocopier quarterly charge	£136.91
DD	Pennon Water	Water for toilets	£116.50
BACS	Duchy Defibrillators	Annual monitoring fee for Charlestown Church and Porthpean phone box units	£384.00
BACS	Smart Survey	Annual renewal (for NP)	£291.60
BACS	Mrs S Leach	Postage (hard copies of draft NP)	£18.04
DD	Blenheims Estate Agents	Monthly estate service charge	£12.04
BACS	Complete Business Solutions	PPE for staff and disinfectant	£109.87
BACS	Staff/Cornwall Pension Fund	Staff Wages and oncosts	£2,049.54

(19/242) Parish Councillor Vacancies

Cllr Hallows declared an interest as one of the applicants is known to him personally. Cllr Hallows was placed in the Waiting Room.

The council has received two applications to fill the vacancy in the Duporth ward and it was **RESOLVED to co-opt Nick Foster to fill the vacancy.** The Chairman thanked the other applicant for his interest. The Clerk pointed out that all seats on the council will become vacant at the elections next May.

Cllr Hallows was returned to the meeting.

(19/243) Training/Meetings Attended

The Clerk reported that she attended the St Austell and Mevagissey Community Network Panel Meeting on 22 July. The consultation for stage 2 of the Highways Scheme for lining on Charlestown Road will take place this month. No formal request from the Rowing Club for a parking bay on lower Charlestown Road was received by Cornwall Council so the matter will not proceed.

On 6 July at the request of Peter and Ali Browning, the Chairman, Cllr Sue Leach and the Clerk attended a meeting to discuss comments regarding the draft neighbourhood plan and rerouting the SWCP.

(19/244) Correspondence Received

A list of correspondence had been previously circulated. The following has been received since publication of the agenda.

- Neighbourhood Plan newsletter
- Notice that the Order for the diversion of Part of Footpath 26 St Austell Bay came into effect on 29 July. The Order relates to Polmear Farm.

(19/245) Dates for the Diary

There were no dates for the diary, but it was noted that there is likely to be an Extraordinary Meeting to discuss responses to the draft Neighbourhood Plan at some stage.

The Chairman and Clerk will liaise about a date for an informal meeting to discuss the parish's parking issues.

(19/246) Dates of Forthcoming Meetings

17 September, 15 October, 19 November, 17 December 2020.

The meeting closed at 8.30 pm

DRAFT

Correspondence Received Since the Last Meeting

- Neighbourhood Planning Newsletter
- Details of a consultation on Cornwall Council's Draft Marine and Estuarine European Sites Supplementary Planning Document
- Details of a consultation on reforming local government exit pay
- Complaints about the clearance of land adjacent to the Clay Dry
- #2 Minute litter clean board – availability of free hand sanitising dispenser to enable the board to be put back in use
- Complaint about parking and speeding in Duporth Road – site meeting with the Highways Officer has been requested
- Requests for 2 site visits regarding planning applications
- Invitation to attend the Annual Meeting of Royal Cornwall Hospitals Trust
- Town and Parish Councils Newsletter
- Complaint about an electric cable trailing across the pavement from a house in Charlestown Road