

**MINUTES of a MEETING of ST AUSTELL BAY PARISH COUNCIL held on THURSDAY 19 JULY 2018 at 6.00pm in THE PATTERN HALL, CHARLESTOWN**

**Present:** Cllrs Bill Leach (Chairman), Trudy Reynolds, Sue Osbrink, Malcolm Neill, Steve Morris, Richard Hallows, Linda Lang

In attendance: Julie Larter (Clerk); Cllr Tom French CC; 6 members of the public

**(18/043) Apologies for Absence**

Apologies were received from Cllr Dave Nicklin and Cllr Sue Leach

**(18/044) Minutes of a meeting of the Parish Council held on 21 June 2018**

It was **RESOLVED** that the minutes of a meeting of the Parish Council held on 21 June 2018 be signed as an accurate record of the meeting.

**(18/045) Matters to Note**

The Clerk reported that she has reported the Keep Cornwall Fed pop up on the quay to Enforcement but an enforcement case had already been opened. She explained at under Cornwall Council's enforcement protocol she would not receive an update on the case.

The Clerk said that she has asked CALC for a quote to deliver GDPR training to councillors.

Cllr Lang expressed her concern that the Parish Council no longer receives information about enforcement cases and asked Cllr French to take the matter up with Cornwall Council. The Clerk was asked to write to Cornwall Council expressing the Parish Council's concern that it no longer receives updates which makes it difficult for councillors to answer questions from members of the public.

**(18/046) Declarations of Interest on Items on the Agenda**

There were no declarations of interest.

**(18/047) Chairman's Announcements**

The Chairman had no announcements to make.

**(18/048) Public Participation**

No members of the public wished to speak.

**(18/049) Planning Applications and Related Matters**

(a)

(i) PA18/05422 – The Old Granary, 101 Charlestown Road: Works to trees covered by a TPO  
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 the work is carried out in line with the recommendations of the Tree Officer.

(ii) PA18/05491 – Land to the east of Duporth Manor Farm, Duporth: Listed Building Consent for revisions to approved plans for the stables and farmhouse under decision PA17/02393 (listed building consent for partial demolition and development of an age restricted community

within C3 residential use comprising development of 30 newbuild age restricted dwellings, conversion of existing curtilage listed farm buildings to accommodate 8 further dwellings, the retention and restoration of the grade II listed clock tower and associated access and landscaping)

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.

(iii) PA18/04354 – 7 Garden Walk, Duporth: Application for proposed works to a tree subject to a Tree Preservation Order – Horse Chestnut tree – “slight” cutting back of overhanging branches

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.

(iv) PA18/06077 – St Helena, Porthpean Beach Road: proposed balcony

It was **RESOLVED** that the Parish Council should respond to the Planning Authority (Cornwall Council) stating that the Parish Council has no objections to the proposal.

(v) PA18/05624 – 80 Foundry Drive: Proposed loft conversion

It was **RESOLVED** that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the Parish Council supports the proposal.

(vi) PA18/06307 and PA18/06308 (LBC) – 10 Quay Road: Construction of small single storey extension to garden outbuildings known as ‘The Cabin’

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 but would like to point out that there have been several applications for this site and the planning officer needs to be mindful of the possible overdevelopment of the site.

(b) The current situation regarding the following planning applications was noted

(i) PA18/04417 – Land at Beach Road, Porthpean: Construction of a 3-4 bedroom house on domestic recreation land

The Clerk reported that she has spoken to the planning officer who said that the applicant has been asked to submit a scaled down design as the original was too large and in its original form she was looking to refuse it. The principle of the site rounding off the settlement is still there provided the applicant comes up with a design of appropriate size and design. The design needs to be more traditional and in keeping. The applicant was advised to heed the advice of the pre-application advice and consult with neighbours and the Parish Council. The Parish Council will be re-consulted on the revised design in due course.

(ii) PA17/11421 and 11422 (LBC) – Wreckers, Charlestown Road: Proposed glass box extension to property (amended plans)

The Clerk reported that the applicant has been told that the application is not supported by the Conservation Officer or the Parish Council and therefore the applicant has been told to resubmit along the lines of the Conservation Officer’s comments using traditional materials. The Parish Council will be re-consulted on the revised design in due course.

(c) Charlestown Chapel

It was noted that good progress has been made with construction work.

(d) Enforcement Concerns in Charlestown

It was noted that the case has now gone to the Ombudsman and the outcome is awaited.

The Chairman asked the Clerk to write to Mr Tombs and Mr Clarke to thank them for everything they have done regarding this matter.

### **(18/050) Neighbourhood Development Plan**

Cllr Lang reported that the questionnaire to all residents on the electoral register has now been posted out and should arrive by Monday. There is the option to complete the questionnaire on line and if anyone felt that they needed help to complete it, members of the Strategic Group would be happy to help.

A separate questionnaire will be going out to businesses, probably in the autumn and a drop-in session for businesses may be arranged.

The Strategic Group is currently collecting information for the landscape character assessment and if an expert is required for the work, grant funding is available through Locality and the Lottery. It may be possible to do a scaled down version and this could be completed by volunteers.

The Strategic Group has approached Charlestown Primary and Penrice Academy. Charlestown Primary School has been very enthusiastic and the children have given their opinions which are being analysed. Naturally Learning are keen to be involved and they have been looking at the environment and how they use green spaces.

The next Strategic Group meeting is on 6 August and everyone is welcome.

The website is up and running.

### **(18/051) Devon and Cornwall Police Report**

No report was available.

### **(18/052) Cornwall Councillor's Report**

Cllr French reported that he attended a Town Council meeting on Monday and the Council is considering landscaping options for Mount Charles roundabout.

Cllr French commented on the Electoral Commission's review and said that St Austell Bay Parish Council will be largely unaffected.

Referring to the over 55's development at Duporth, there is a suggestion of taking construction traffic down Manor Farm Road but Cornwall Council is waiting for the developer to submit a traffic management plan. Cllr French said that there are issues regarding inconsiderate parking on Bay View Road which may need to be looked at when Cornwall Council adopts the road.

### **(18/053) Electoral Review of Cornwall**

The draft recommendations were noted.

### **(18/054) Plaques for Charlestown**

Cllr Hallows said that he felt that the heritage of Charlestown sometimes gets lost as does its value and uniqueness and he wondered whether the Parish Council would be willing to investigate installing some plaques in the village.

The Clerk reported that a meeting has been arranged with Deborah Boden, World Heritage Site Co-ordinator on 25 July and an initial discussion she had with her indicated that she was very receptive to the idea.

Cllr Hallows wondered if Imerys may be interested in sponsoring plaques.

Cllr Neill said that he will ask if the interpretation board by Lovedays could be moved as it is difficult to see in its current position.

A member of the public enquired whether the Charlestown archive could be of any assistance as it contains a history of the village. Cllr Lang wondered whether some of the artifacts could go into the Shipwreck Centre and Cllr Neill offered to speak to a member of staff at the centre. It was suggested that maybe the WHS team could move their office to Charlestown.

Cllr French added that he sits on Cornwall Council's World Heritage board.

### **(18/055) Property Maintenance Issues**

#### **(a) The Pattern Hall**

The clerk reported that the roof is leaking and she has spoken to 2 roofing companies who have stated that the building needs re-roofing. The Chairman is examining the lease and investigating the position with the NHBC and stated that it may be necessary to seek legal advice. The Clerk will arrange for repairs to be made immediately using her delegated powers for emergency repairs and will obtain quotes for the cost of re-roofing.

The Clerk explained that under the terms of the lease, the exterior of the hall needs repainting this year and is obtaining quotes. It was **RESOLVED to delegate the choice of contractor to the Clerk and the Chairman in order to expedite matters.**

The Clerk reported that a full electrical survey of the hall was needed this year to include PAT testing and it was **RESOLVED to delegate the choice of contractor to the Clerk and the Chairman.**

#### **(b) Charlestown Public Toilets**

The Clerk recommended that the Parish Council enter into a service agreement with Wallgate to service the hand washing machines in the public toilets.

It was **RESOLVED that the Parish Council would enter into a service contract with Wallgate.**

### **(18/056) Highways Matters**

The Clerk reported that she has received a complaint about the lack of white lines on Charlestown Road. Cormac has replied stating that lining work has been passed to a sub-contractor who will carry out work before the autumn, although did not state that this would include Charlestown Road.

The Clerk was asked to report that the virtual pavement along Duporth Road has been damaged by Kiers during their recent work and urgently needs repainting and white lining.

The Clerk reported that she has been notified of the temporary closure of the public footpath south of Chandlers Walk from 17 – 28 September.

### **(18/057) General Data Protection Regulations**

It was **RESOLVED to adopt the draft Privacy Statement and this will appear on the Parish Council website.**

### **(18/058) Financial Matters**

(a) It was **RESOLVED** that all parish councillors would be signatories on the Council's bank account. The signing mandate of any two to sign would remain unchanged.

(b) The following payments were authorised and current bank balances noted:

DD	SWW	Toilets	£141.50
DD	SWW	Hall	£25.50
DD	BT	Telephone	£30.77
DD	E-On	Electricity for hall	£30.80
DD	Fintec	Quarterly printer rental	£136.91
DD	Cornwall Council	Business Rates (toilets)	£74.00
000809	ITEC	Monthly photocopy charges	£40.82
000810	Smart Survey	Online survey for NDP	£240.00
000811	AMPS Electrical Services	Refixing light in hall	£74.00
000812	Duchy Defibrillators	Service charge for 3 units	£726.00
000813	Vision ICT	Data back up fee	£132.00
000814	L Pearson	Refund of hall rental	£30.00
000815	Lyreco	Stationery and toilet supplies	£316.04
000816	Complete Weed Control	Pavement weedspraying (1 <sup>st</sup> spray)	£216.00
000817- 820	Employees	July salaries and expenses	£1604.89
000821	Cornwall Pension Fund	EE and ER contributions	*

(c) It was noted that Cllr Lang conducted an internal control check on 17 July.

(d) The Clerk reported that the contract with E-On to supply electricity to the hall expires in September and she has consulted an energy broker to obtain quotes. It was **RESOLVED** that the Parish Council would sign a new contract with E-On for a further 2 years.

### **(18/059) Meetings/Training Attended**

28 June – Cllr Neill and the Clerk attended the St Austell and Mevagissey Community Network Panel meeting. Cllr Neill reported that at the meeting local groups who had been given grants from the Community Chest gave presentations and St Austell Sea Cadets had spoken and referred to the grant given to them by the Parish Council

29 June – The Clerk attended an SLCC branch meeting

12 July – The Chairman, Cllrs Osbrink, Neill, Leach, Nicklin and the Clerk attended a pre-application meeting to discuss proposals for the Old Coal Yard.

### **(18/060) Correspondence**

A list of correspondence had previously been circulated and the following correspondence was received after publication of the agenda:

- Letter from Great Western Railway regarding timetable changes
- Details of the St Austell Community website
- Details of the Cornwall Sexual and Reproductive Health Service consultation
- Details of Cornwall Community Foundation Grant Programme
- Information about the proposed traffic calming scheme in Tregorrick (it was noted that this scheme has now been cancelled by Cornwall Council)
- Confirmation that Cornwall Council has adopted the Community Infrastructure Levy Charging Schedule

**(18/061) Dates for the Diary**

25 July – The Chairman, Cllr Sue Leach (representing the NDP) and the Clerk to meet with Deborah Boden, World Heritage Site Co-Ordinator. The Clerk was asked to enquire whether a Charlestown ward member could attend the meeting also.

26 July – Regatta Carnival judging

**(18/062) Dates of Future Meetings**

16 August (if required), 13 September, 18 October, 22 November, 20 December

The meeting closed at 7.22 pm

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Chairman

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Date