

**MINUTES of a MEETING of ST AUSTELL BAY PARISH COUNCIL held on THURSDAY 13 SEPTEMBER 2018 at 6.00pm in THE PATTERN HALL, CHARLESTOWN**

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

In attendance: Julie Larter (Clerk); Cllr Tom French CC; Kylie Lambert (agent for planning applications PA18/06043 and 06044); Pete Caister (agent for PA18/04417); Rob Gould (agent for PA18/08965); 45 members of the public

**(18/063) Apologies for Absence**

There were no apologies.

**(18/064) Minutes of a meeting of the Parish Council held on 19 July 2018**

It was **RESOLVED** that the minutes of a meeting of the Parish Council held on 19 July 2018 be signed as an accurate record of the meeting.

**(18/065) Matters to Note**

The Clerk reported that the exterior of the Pattern Hall has now been painted and she has arranged to have repairs to the roof carried out. The quote for the roof repairs was £954 which is above her delegated limit but in light of the urgency of the matter the Chairman exceptionally approved the work. The Clerk is pursuing the NHBC regarding the condition of the roof.

The Clerk also reported that she has written to Cllr Bob Egerton regarding enforcement as instructed at the last meeting but the reply received was not helpful.

**(18/066) Declarations of Interest on Items on the Agenda**

There were no declarations of interest.

**(18/067) Chairman's Announcements**

The Chairman announced that Cllr Lang has tendered her resignation as she has now moved away from Charlestown. The Clerk read out the resignation letter. The Clerk was asked to write to Mrs Lang to thank her for working so hard for the Parish Council. A member of the public wished to express the appreciation of all members of the public for all she has done. The role of Vice-Chairman will be filled in the October council meeting.

The Chairman stated that he was reordering the agenda

**(18/068) Request for Financial Support for a Cricket Tour of South Africa**

A year 8 student at Penrice Academy addressed the Council regarding his selection to play for England on a cricket tour of South Africa in February 2019. He explained that he has to raise £2,000 and he is undertaking various fund-raising activities to reach this target. He asked whether the Parish Council would be willing to make a financial contribution. The student explained that when he returns home he will make a presentation to his year group on the differences between being a teenager in Cornwall and in South Africa.

It was **RESOLVED** that the Parish Council would contribute **£250** towards the cost of the tour. Members thanked the young man for attending the meeting and wished him well on the tour.

### **(18/069) Public Participation**

The Chairman asked members of the public to say which matters they wished to speak on. Comments from members of the public on PA18/06043 and 44 (Lovering Clay Dry) included: Concerns around the proximity of the terrace of houses to the existing line of trees; concern about access to the site; the Conservation Officer suggested dwellings in line with the industrial nature of the site but residents would prefer more contemporary buildings. A resident has taken several photographs and superimposed them onto the plans which he felt gave a good representation of how visible the buildings could be based on the current plans. The general feeling was that the principle of development on the site has been accepted but the current proposal is not the right development for the village.

The applicant for PA18/04417 (land at Beach Road, Porthpean) explained that she had listened to objections raised regarding the initial plans submitted and had hosted an open morning which only 3 people attended. The agent explained that the amended design was more traditional and the roof height has been lowered by 50cm and there has been a 20m<sup>2</sup> reduction in the footprint of the building. Objections from members of the public were: This is a betrayal of the parish plan; it is not rounding off; this is an open market residence in an open green space and is contrary to the Local Plan; residents do not want any type of building on the land.

A member of the public spoke on behalf of the immediate neighbours of PA18/07965 – 36 Quay Road. He said that the neighbours are currently away from home but had asked him to put their views forward at the meeting. They are concerned about overlooking and were disappointed that the agent had not met with them.

### **(18/070) Planning Applications and Related Matters**

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

It was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the Parish Council upholds its objections, namely that this is a development in the countryside, not rounding off of the settlement. The St Austell Bay Parish Plan 2014-17 states "green spaces in and around the parish and in gardens are at a premium and are highly valued." Members asked Cllr French to call the application in should the Planning Officer recommend it for approval.**

(ii) PA18/06043 and 06044 (LBC) - Former Lovering Clay Dry, Quay Road: Proposed redevelopment of former clay dry site plus associated works

The agent outlined the plan and explained that following pre-application advice, the planning authority was amenable to a development on the site. She stated that the applicant was willing to amend the plans and wanted a steer from the Parish Council. Since submitting the plans, she has provided some levels. The Chairman suggested that the applicant withdraw the application and sit down with the Parish Council and affected residents to come up with a more acceptable scheme. It was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the Parish Council objects to the application. It has concerns about the access, height, scale, massing, overlooking of neighbouring properties and the proximity of the proposed terrace to the line of trees. It also notes that the pre-application advice suggested 10 properties as a suitable number for the size of the site. The Parish Council is happy to work with the applicant and immediate affected neighbours to try to find a more acceptable scheme and to this end is arranging a meeting with all parties in the next few days.**

(iii) PA18/07965 – 36 Quay Road: Construction of rear extension and associated remodelling

Rob Gould outlined the application. It was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the Parish Council objects to the proposal as it stands and has asked the agent to meet with the immediate neighbours to try to find a more acceptable scheme. The Parish Council would like the opportunity to comment again on the application when the comments of the planning officer are available.**

(iv) PA18/7277 – Charlestown Road Recreation Ground: Proposal for the installation of play equipment of 5m height in existing play area

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

(v) PA18/07428 – Rashleigh Arms, Quay Road, Charlestown: LBC: Installation of 4 CCTV cameras

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

(b) It was noted that the applicant for PA17/11421 and 11422 (LBC) – Wreckers, Charlestown Road: Proposed glass box extension to property has been invited to submit amended plans.

Cllr French left the meeting as he was due to attend the St Austell and Mevagissey Community Network Panel Meeting.

### **(18/071) Neighbourhood Development Plan**

Cllr Sue Leach reported that there had been a 40.5% return rate for the NDP questionnaires sent to residents. The prize draw took place and 6 respondents each won a cheque for £50. Cllr Leach confirmed that all unsuccessful entry forms would be shredded at the end of tonight's meeting.

Cllr Leach reported that analysis of the data is ongoing and a volunteer who has extensive experience of data analysis has offered to lead on this. Members of the Strategic Group are progressing a consultation with businesses. The vacancy in Charlestown has been filled by a resident with planning experience and there is still a vacancy for Duporth.

The Strategic Group wish to commission Kath Latham to undertake the Local Landscape Character Assessment which will cost in the region of £3,000. Ms Latham has recommended that a "light touch" appraisal is appropriate for the parish. The money will be taken out of the NDP grant when it is received. Cllr Leach confirmed that there are sufficient volunteers to assist Ms Latham with the assessment. It was **RESOLVED that Kath Latham should be commissioned to undertake the Local Landscape Character Assessment for the Neighbourhood Development Plan.**

Cllr Leach reported that responses received from Charlestown School have been analysed and the Clerk was asked to write to the school on behalf of the Parish Council and NDP Strategic Group thanking them for their co-operation. There has been no response from Penrice Academy yet and the Chairman of the Parish Council is seeking a meeting with the Headteacher to discuss.

Cllr Reynolds reported that expenditure so far this financial year amounts to £1679.83 plus £300 for the prize draw.

### **(18/072) Devon and Cornwall Police Report**

No report was available.

### **(18/073) Cornwall Councillor's Report**

No report was available.

### **(18/074) Charlestown World Heritage Site**

The Chairman reported that he, Cllr Sue Leach (representing the NDP Strategic Group), Cllr Hallows and the Clerk met with Deborah Boden and Ainsley Cocks of the World Heritage Site office on 25 July.

Cllr Sue Leach summarised the meeting:

The Chairman explained that the Parish Council wishes to maintain the character of Charlestown. Ms Boden explained that the NDP would help in this accord and she has offered to deliver training to councillors on how to respond to planning applications using the WHS Supplementary Planning document. The training has been arranged for 19 October. Ms Boden also suggested the Parish Council should use members of the World Heritage Site Board to reflect concerns. Ms Boden suggested a meeting with James Staunton of St Austell Brewery to discuss sustainable development in Charlestown. She also gave advice on signage. The next WHS 5 year plan may prioritise Charlestown. At the meeting it was agreed that traffic in Charlestown was a problem and Cllr Hallows offered to scope and cost a traffic study and report back to the Parish Council. Some money may be forthcoming from the WHS budget towards the cost. Cllr Hallows said he had tried to get an indicative figure in time for tonight's meeting but to no avail. He hopes to have a figure in time for consideration at the October meeting.

### **(18/075) Community Infrastructure Levy Allocation and Spend Netigate Survey**

Members noted that councils with an NDP would qualify for 25% of CIL whereas parishes without an NDP only qualify for 15%.

The Clerk read out the questions and will forward the following answers to Cornwall Council.

1. Town or Parish Council
2. Yes areas where no levy is charged should automatically be allocated a share of funds held by Cornwall Council
3. The Levy should be spent on a mixture of projects but in favour of local projects (75% with 25% saved for strategic projects)
4. Town and Parish Councils should decide how CIL is spent
5. The 70 – 80% CIL should be allocated proportionately to the scale of development in the area
6. CIL should be spent on Highways, Parks/Open Spaces and Community Facilities

### **(18/076) Highways Matters**

The clerk read an email from Cornwall Council regarding proposed resurfacing work on A390 and she was asked to respond saying that the Parish Council would prefer to see the work undertaken at night in order to keep disruption to a minimum.

Cllr Nicklin said that in September 2017 he contacted Cormac regarding signage south of the roundabout in Charlestown and was dismayed to report that they removed one sign and replaced it with two.

The Chairman commented how splendid the new Welcome to Charlestown sign on Church Road was and asked the Clerk to write to Mr Newton to thank him for his support in helping to secure the replacement signage at the top of Holmbush Arch Road.

**(18/077) Financial Matters**

(a) It was noted that the Annual Audit has been completed and no matters were raised.

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

DD	SWW	Toilets	£141.50
DD	SWW	Hall	£25.50
DD	BT	Telephone	£47.90
DD	BT	Broadband charges	£132.84
DD	E-On	Electricity for hall	£26.73
DD	SSE	Electricity for toilets	£47.37
DD	Fintec	Quarterly printer rental	£136.91
DD	Cornwall Council	Business Rates (toilets)	£74.00
000822	St Austell Bay PC	To open bank account with Unity	£500
000823	Wallgate	Annual service contract	£1,101.60
000824	Information Commissioner	Data Protection Registration renewal	£40.00
000825	Lyrco	Toilet supplies	£110.06
000826	Cornwall Council	NDP printing mailing charge	£1,770.32
000827	Argos Fire Protection	Annual fire extinguisher service	£77.80
000828	PKF Littlejohn	Annual audit fee	£360.00
000829	ITEC	Monthly photocopy charges	£15.82
000830-33	Employees	August salaries and expenses	£1575.60
000834	Unity Bank	Transfer of funds	£5,000
000835	Cornwall Pension Fund	EE and ER contributions	*
BACS	Lyreco	Toilet supplies	£217.06
BACS	Fowey Systems	Annual fire alarm service	£120.00
BACS	A Wherry Decorating	Painting The Pattern Hall	£620.00
BACS	Employees	September salaries and expenses	£1430.69
BACS	HMRC	NI/PAYE	£711.34
BACS	Cornwall Pension Fund	EE and ER contributions	*

(c) It was noted that the second half of the Precept has been received.

**(18/078) Meetings/Training Attended**

25 July – Chairman, Cllrs Leach and Hallows and the Clerk met with Deborah Boden and Ainsley Cocks from the WHS team

26 July – Councillors and the Clerk took part in Charlestown Carnival judging

7 August – Chairman, Cllr Leach, Cllr Neill and the Clerk met with SWW following completion of improvement works in Charlestown

10 September – Chairman, Cllr Neill and the Clerk met with Jon Mitchell, CC's Open Space Officer to discuss the Regatta playing field improvements

12 September – Chairman and Clerk met with Peter Crawford from Wainhomes to discuss the Pattern Hall roof and land ownership in Charlestown

**(18/079) Correspondence**

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

- Details of a consultation regarding Cornwall Council's Licensing Act Policy
- CALC training dates
- A30 – St Austell Link Road newsletter
- Details of #Litterless Cornwall Campaign
- NALC newsletter

- Correspondence between a resident and Cornwall Council regarding CC's unwillingness to share enforcement details
- Details of Poldark filming in Charlestown
- Details of The White Gold Festival of Clay

### **(18/080) Dates for the Diary**

20 September – Cllr Hallows Code of Conduct training  
 27 September – Cllr Morris Code of Conduct training  
 2 October – Chairman and Clerk to meet with Tim Smit  
 4 October – CALC GDPR training – all councillors and Clerk  
 19 October – WHS planning training – all councillors and Clerk

### **(18/081) Dates of Future Meetings**

18 October, 22 November, 20 December

The meeting was temporarily suspended at 8.00pm

The meeting resumed at 8.05 pm

### **(18/082) Exclusion of Public and press**

Under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, it was **RESOLVED that because of the confidential nature of the business to be transacted, the public and press be excluded from the meeting for agenda item 20**

### **(18/083) Clerk's Annual Appraisal**

The Chairman explained that from the Clerk's appraisal it was revealed that she was still carrying out her duties largely from her home address and as such many PC telephone calls were being conducted on her home phone account. It was resolved that a sum of fifteen pounds (£15) per month should be paid to the Clerk to cover these costs. It was further agreed that, should there be a requirement for the Clerk to travel on days when she is not working in the PC office, mileage will be paid.

The meeting closed at 8.15 pm

.....  
 Chairman

.....  
 Date