

**MINUTES of a MEETING OF ST AUSTELL BAY PARISH COUNCIL held on THURSDAY 20 FEBRUARY 2020 in The Pattern Hall at 6.00pm**

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

**In attendance:** Cllr Tom French, CC; Julie Larter, Clerk; 6 members of the public.

**(19/193) Apologies for Absence**

Apologies were received from Cllr Peter Tombs.

**(19/194) Minutes of an Extraordinary Parish Council Meeting held on 30 January 2020**

It was **RESOLVED** that the minutes of the meeting held on 30 January 2020 be signed as an accurate record of the meeting.

**(19/195) Matters to Note**

The Clerk reported that the design for the interpretation board for Trenarren has been finalised and the content agreed by representatives from the National Trust and Cornwall Wildlife Trust. Cornwall Wildlife Trust has offered to quote for installation.

The Clerk has chased up the promised additional street trees for Charlestown Road and has been told that Cornwall Council has yet to decide upon a suitable scheme.

The parish council website is currently being re-vamped and the Clerk will forward a link to the new site when it is ready for councillors to advise of any amendments needed.

The Clerk is waiting for the Conservation Officer to inform her what sort of consultation (if any) will be required for the update of the Charlestown Conservation Area Character Appraisal and Management Plan. A draft document should be ready by the end of February.

**(19/196) Declarations of Interest on Items on the Agenda**

- (a) There were no declarations of pecuniary interest
- (b) Cllr Hallows declared an interest in agenda items 7(a)(iv) as the applicant is a close neighbour.

Cllr Nicklin declared an interest in agenda item 7(a)(v) as the applicant is a friend

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

**(19/197) Chairman's Announcements**

The Chairman had no announcements to make.

### **(19/198) Public Participation**

No members of the public wished to speak.

### **(19/199) Planning Applications and Related Matters**

Cllr Hallows left the room

(i) PA20/00110 – 1 The Old School, Charlestown: Works to a tree in a Conservation Area: Single Ash Tree (T1) to fell

It was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that subject to the Tree Officer being content, the parish council would support remedial action to pollard the tree, but not to fell it.**

Cllr Hallows returned to the room

(ii) PA20/00798 – Pier House Hotel: Listed Building Consent for installation of 1 external wi-fi access point on south east elevations

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) PA20/00543 – Charlestown Road Recreation Ground: Felling of an Ash

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) PA20/00547 – Charlestown Road Recreation Ground: Various works to trees covered by a TPO: felling of 2 diseased/dying trees, managing of smaller hedgerow trees, Holly, Hazel, Hawthorn on roadside boundary wall as hedge retaining large mature trees

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

Cllr Nicklin left the room

(v) PA19/11295 – 6 Quay Road: Listed Building Consent to repair the porch and re-colour the outside wooden parts of the porch including removal and replacement of leading

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

Cllr Nicklin returned to the room

(vi) PA20/00222 – 12 Duporth Bay: First floor extension and improvements

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

(vii) PA20/00323 – Polmear Farm: Notification of works to trees in a conservation area – crown reduction to Ash tree and felling of an Elm

This application was for notification only.

(b) To note the current situation regarding the following planning applications

(i) PA19/06858/59 (LBC) – 82 Charlestown Road: Raise roof height over kitchen and extend flat room extension for bedroom above and demolish existing stone wall at rear

The Clerk reported that revised plans are being submitted together with a revised Heritage Impact Assessment and the council are to be re-consulted.

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

The Clerk reported that this application is ongoing.

(iii) PA19/07235/6 (LBC) – Former Lovering Clay Dry: Proposed demolition and redevelopment of Clay Dry to provide 15 dwellings and associated works

The Clerk reported that the planning officer is currently on leave so no update was available.

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

The Clerk reported that the planning officer is on extended leave and she has been unable to speak to anyone else about the application so no update was available.

### **(19/200) Neighbourhood Plan**

Cllr Sue Leach reported that amendments have now been made to the draft document following the Extraordinary meeting last month and the revised document has been submitted to Cornwall Council who will decide if a Strategic Environmental Assessment is required. It will take 6 – 8 weeks to receive feedback. The revised draft is on the neighbourhood plan website.

Cllr Osbrink is reorganising the evidence base on the NP website and the Chairman thanked her for her work with this.

The Clerk was asked to write a letter of thanks to Kath Statham for her work on the Local Landscape Character Assessment.

### **(19/201) Cornwall Councillor's Report**

Cllr French said that he attended the Extraordinary meeting when the draft NP was discussed and he was full of praise and admiration for the Cllr Leach and her team for putting the document together.

Referring to the problem of Ash Dieback, Cllr French said that young trees are more susceptible than older trees.

Cllr French said that he helped deliver community safety leaflets in Charlestown this morning.

Cllr Leach thanked Cllr French for his kind words and said that the team comprised of 8 members who had all worked well together. The Chairman reiterated his thanks to the team for the incredible amount of hard work they had put in.

### **(19/202) Tree Warden's Report**

Cllr Reynolds reported that 2 large trees had blown down in Duporth woods during recent storms. The Crowdfunding application has been delayed for a few weeks but it is still hoped to plant the first batch of trees at the end of March. A meeting has been arranged next month with a local landowner to discuss planting on private land.

Cllr Morris reported that the Duporth CIC has 50 trees on order from The Woodland Trust – these will only be saplings but it is intended to plant some mature trees as well.

### **(19/203) Climate Change Working Party**

Cllr Reynolds reported that Pat Smith attended the first St Austell Clays and Bays workshop. 15 town and parish councils attended the meeting and St Austell Bay Parish Council was one of 7 councils in attendance that has declared a climate emergency. A further workshop will be held on 2 March and Cllr Hallows and Pat Smith will attend.

The next working party meeting will be held during the week commencing 9 March where members will be discussing planting wild flowers in the parish.

### **(19/204) Keep Charlestown Safe**

Cllr Hallows reported that Patrick Wharton has been appointed Chair of the working party and Code of Conduct and Register of Members Interests forms have been distributed.

The group is working with Neighbourhood Watch to set up an opt-in list in order to create a proper incident log. The relationship with Safer Cornwall, Cornwall Council and the Police is very good.

Today a group of 5 volunteers from Keep Charlestown Safe, Officers from Cornwall Council, Police Officer, Fire and Rescue Officers and Cllr French distributed leaflets to every house in Charlestown. Cllr Hallows thanked Cllr Nicklin for his work in producing the leaflet. The Chairman thanked all involved in the initiative. Cllr Hallows said that feedback on the doorstep was very good and residents seemed interested and engaged, and it was a useful exercise to get out and talk to people.

The group's focus is on anti-social behaviour and they will be taking the matter up with licensees.

Cllr Nicklin said that it is disappointing that Environmental Health do not appear to be interested in ASB problems in Charlestown.

It was **RESOLVED that the parish council would fund the printing costs of the leaflet distributed today.**

Cllr Neill thanked everyone involved in today's initiative and said that he was sure knocking on doors had a great impact.

### **(19/205) Regatta Playing Field**

Cllr Neill reported that the working party has now met with 3 play equipment providers on site and are waiting for designs and costings. Once they have been discussed by the working party, details will be presented to the parish council.

### **(19/206) Communication**

Cllr Reynolds said that the Climate Change Working party had discussed how best to get information out to the whole parish. There is lots going on but the group doesn't feel that the message is getting across to the vast majority of residents. Cllr Reynolds suggested that the parish council should produce an annual or bi-annual newsletter. She asked whether it would be possible to do a mailing after the Annual Parish Meeting. Cllr Sue Leach said that each area except Porthpean and Trenarren has a residents' newsletter which could be used as a vehicle for communication.

It was suggested that residents could be asked their views on the matter at the NP consultation events.

The Clerk suggested that it may be useful for councillors' photographs to be put on the website

The Chairman said that he would be happy to write a report twice a year but he would need input from others and a defined date for publication. It was suggested that a trial newsletter could be produced.

It was **RESOLVED that the parish council should communicate on a parish wide basis – annually initially. The Chairman's report would form part of the newsletter. The newsletter should be published by the end of April.**

To further enhance communication following a suggestion from the Chairman it was agreed that Standing Orders are to be amended next month to permit members of the public to speak about any matter of concern, not just those items on the agenda.

### **(19/207) Car Parking in Charlestown**

The following points were raised in discussion

- there are very few other seaside towns in Cornwall that have such a large number of free parking spaces as Charlestown
- it is necessary to identify how many parking spaces there are in the village. Cllr Hallows offered to undertake a count
- it is necessary to identify when the problem arises as it is not all year round
- coach parking in the village needs managing
- there should be a displacement strategy for people and vehicles
- concern was raised that the Cask Bank could be removed and used for coach parking

The clerk was asked to find out how other villages and towns deal with parking issues, particularly in an historic environment, and whether any town and parish councils have used a traffic consultant.

The matter will be discussed further next month.

### **(19/208) Highways Matters**

The Clerk was asked to report a sinking utility trench just above Charlies Coffee Shop.

The Clerk reported that Charlestown Harbour Ltd intend repairing the potholes near the Cask Bank when the weather improves.

Cllr Morris reported that construction traffic for the Over 55s development in Duporth has damaged kerbstones and he hopes that the developer will rectify. The Chairman offered to speak to the developer.

### **(19/209) Financial Matters**

(a) Parish Council Asset Register

The Asset Register was reviewed and it was **RESOLVED that all was in order.**

(b) Insurance

Insurance renewal documents were reviewed and it was **RESOLVED that an appropriate level of cover is in place.**

(c) Table Trolley

It was **RESOLVED that the Clerk could purchase an additional table trolley for The Pattern Hall.**

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

DD	Cornwall Council	Business rates for toilets	£76.00
DD	SWW	Water for hall	£18.50
DD	E-On	Electricity for hall	£460.07
DD	Lloyds Bank Ltd	Monthly charge card gee	£3.00
DD	BT	Telephone and internet	£59.99
BACS	St Austell Printing Co	Maps for NP	£48.00
DD	ITEC	Monthly photocopy charge	£13.48
BACS	Lou Jones Design	Stage 1 payment for Trenarren board	£960.00
BACS	SLCC Enterprises Ltd	Clerk's attendance at Practitioners' Conference	£232.00
BACS	Lyreco	Stationery and toilet sundries	£42.48
BACS	AMPS Electrical Services	Adjust heating in hall	£36.00
BACS	Innoscent	Cleaning products for hall	£44.75
BACS	Cornish Barbarians Pilot Gig	Grant	£250.00
BACS	Mrs S J Leach	Reimbursement for stationery purchased for NP	£22.93
BACS	Staff/Cornwall Pension Fund	Salaries and oncosts	£2010.53

### **(19/209) Meetings/Training Attended**

29 January – Clerk attended SLCC Regional Training Seminar (obtained free place)

11 February – The Chairman and various councillors met Cathy Parkes and Graeme Kirkham to discuss the revision of the Charlestown Character Appraisal and Management Plan document

11 February – Cllrs Hallows and Nicklin attended a meeting of Keep Charlestown Safe

13 February – Cllr Neill and the Clerk together with members of the Regatta Field working party met with a play equipment supplier

17 February – Clerk attended an SLCC Clerks to Smaller Councils meeting

20 February – Cllrs Hallows and Nicklin took part in the Keep Charlestown Safe information morning

### **(19/210) Correspondence Received**

A list of correspondence had previously been circulated. In addition, the following had been received since publication of the agenda

- Email from the owner of the Mussel farm in St Austell Bay informing of his intention to expand the area and offering to meet – The Clerk to arrange a meeting
- Letter of thanks from a young man the parish council gave financial support to in order to partake in a cricket tour in South Africa last year

Discussion took place regarding correspondence about the Great British Spring Clean and it was decided that as many councillors and residents already undertake regular picks, no event would be held at this time.

### **(19/211) Dates for the Diary**

2 March – Environmental Growth Workshop – Cllr Hallows, the Clerk and Pat Smith to attend

### **(19/212) Dates of Forthcoming Meetings**

19 March, 16 April (Annual Parish Meeting also), 21 May (Annual Meeting of the Parish Council), 18 June, 16 July (20 August if needed), 17 September, 15 October, 19 November, 17 December 2020.

The meeting closed at 7.58 pm

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Chairman

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Date

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