

You are summoned to attend the **Annual Meeting** of **St Austell Bay Parish Council** to be held on **Thursday 28<sup>th</sup> May** at **6.00 pm** in **The Pattern Hall, Charlestown Road.**

Rachel Trudgeon  
Clerk

18<sup>th</sup> May 2026

07873 383400  
[enquiries@staustellbay-pc.gov.uk](mailto:enquiries@staustellbay-pc.gov.uk)

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

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## AGENDA

**1. Election of a Chairman**

**2. Election of a Vice Chairman**

**3. General Power of Competence**

*To determine whether the parish council meets the relevant criteria and to adopt the Power*

**4. Apologies for Absence**

**5. Minutes of a meeting of St Austell Bay Parish Council held on 16<sup>th</sup> April 2026**

*To resolve that the minutes of the above meeting be signed as a correct record of the meeting.*

*Pages 4-6*

**6. Matters to note**

*To receive a verbal update from the clerk on matters progressed since the last ordinary meeting*

**7. 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.*

**8. Chairman's Announcements**

*To allow the Chairman to make any announcements.*

**9. Cornwall Councillor's Report**

*To receive a report from Cllr James Mustoe, CC*

**10. 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.*

**11. Planning Applications and Related Matters**

*(i) To respond to the following planning application and any planning applications received after publication of this agenda*

*PA26/02774 – Outline Planning Permission for residential-led development for up to 325 residential units (Use Class C3) including preparatory works and demolition of existing farmstead at Higher Tregorrick Farm, as necessary; with associated landscaping works and public realm; other open space including parks, amenity green space, natural and semi-natural green spaces, equipped and natural play spaces; associated infrastructure and internal access roads with all matters reserved except for detailed access off Tregorrick Road and other associated highway works. Land South East of Gewans Farm Tregorrick Road Tregorrick St Austell*

*(b) To ratify to the comments of the Parish Council due to time restraints given.*

*(i) PA26/01309 – Menolas Porthpean Beach Road St Austell: Enlarge upper floor balcony and removal of decking area to create seating*

**12. Appointments to Committees, Working Parties and Other Bodies**

(i) Staffing Committee

(ii) Regatta Playing Field Committee

(iii) Traffic Working Party

(iv) History Working Party

(v) South Cornwall Community Area Partnership

(vi) Oversight of The Pattern Hall

(vii) Internal control checks

**13. Highways Matters**

- (i) To receive an update on the Duporth Road residents parking scheme and additional yellow lining*
- (ii) To note any Highways concerns*

**14. To consider the request to install a litter bin on Brick Hill/Duporth Road**

**15. To consider an additional afternoon clean of the public toilets during the Easter break**

**16. Financial Matters**

- (i) To note the Internal Auditor's report*
- (ii) To consider whether there is a conflict of interest with BDO*
- (iii) To agree the Annual Governance Statement*
- (iv) To agree the Annual Accounting Statements*
- (v) To note the current financial position and authorise payments*

*Appendix (i)*

**17. To consider applications to fill the Councillor vacancy by co-option**

**18. Meetings/Training Attended**

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

**19. Correspondence**

*To note correspondence received since the last meeting*

*Page 7*

**20. Dates for the Diary**

*To note any forthcoming dates for members' diaries*

**21. Dates of future Parish Council Meetings**

*19 June, 17 July, 11 September, 16 October, 20 November, 18 December 2025*

**MINUTES of a MEETING of ST AUSTELL BAY PARISH COUNCIL held on THURSDAY 16<sup>th</sup> APRIL at 6.00pm in The Pattern Hall, Charlestown**

**Present:** Cllrs Jackie Bull, Sandie Bailey, Sue Leach, Chrissie Wright and Richard Whitehouse.

**In attendance:** 2 members of the public, Cllr James Mustoe and Rachel Trudgeon (Clerk).

**(25/180) Apologies for Absence**

Apologies were received from Cllrs Bill Leach, Nick Foster and Richard Hallows. The Clerk reported that since the publication of the agenda a formal written resignation was received by Cllr Lyndon Allen on the 9<sup>th</sup> April. It was **RESOLVED the Chairman would write on behalf of the council to express its thanks. The Clerk confirmed that the Senior Electoral Officer has been notified and the legal 'Notice of Casual Vacancy' will be posted.**

**(25/181) Minutes of a Meeting of the Parish Council held on 19<sup>th</sup> March 2026**  
It was **RESOLVED that the minutes of a meeting held on 19<sup>th</sup> March 2026 should be signed as an accurate record of the meeting.**

**(25/182) Matters to Note**

The Clerk reported that in relation to the transfer of assets, Wellers Solicitors were in the process of locating deeds for the Church Hall, as they are aware of one subsisting.

**(25/183) Declarations of Interest on Items on the Agenda**

There were no declarations of interest.

**(25/184) Chairman's Announcements**

The Chairman had no announcements to make.

**(25/185) Cornwall Councillor Report**

Cllr Mustoe's report had been circulated.  
Cllr Mustoe's full report is on the Parish Council's website.

**(25/186) Public Participation**

No members of the public wished to speak.

**(25/187) Planning Applications and Related Matters**

*(i) PA26/01922 – The Beeches 60 Charlestown Road Charlestown St Austell: Works to trees covered by a Tree Preservation order (TPO) – T001 – Beech – Crown raise lower canopy on S side. T002 – Oak – Remove crossing limbs. T003 – Beech – Remove crossing limbs. T004 – Oak – Reduce overall height. T005 = Beech – Remove over extended-limb and reduce remaining canopy by 2-3m.*

It was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council's decision is pending subject to the Tree Officer's Report.**

*(ii) It was noted that a discharge of an S106 agreement had been issued under PA25/07059 – 23 Chandlers Walk St Austell PL25 3NB.*

*(b) The following Licensing application was responded to on Monday 13<sup>th</sup> April due to time constraints.*

*(i) Ten Ten Coffee Ltd – 79a Charlestown Road Charlestown: Strongly objects.*

***It was RESOLVED to ratify the decisions made. We had subsequently been informed that there would be a full hearing and it was suggested that Cllr Hallows would be the best person to represent the parish. The Clerk will contact him.***

**(25/188) Grant Application**

It was **RESOLVED** that Light Up Charlestown be awarded the amount of **£250.00** as requested.

**(25/189) Highway Matters**

(i) Duporth Residents Parking Scheme – It was noted that communication had been received advising that Cormac Solutions Ltd will attempt completion of the works again, they will put cones in the designated areas to deter cars from parking where the lines need to be installed. We will be notified upon completion. Once the order is fully completed the Duporth Resident Scheme permits can be issued and operational. The signage is now in place; it was **RESOLVED that this should be reviewed in three months to see if more signage is needed.**

(ii) To note the current traffic enforcement officer schedule and discuss potential future additional traffic enforcement officer time.

It was **RESOLVED that the Clerk will follow up with Cllr Mustoe on the number of hours being allocated to Charlestown for Traffic Enforcement Officers to be visible and enforce traffic restrictions.**

(iii) To discuss the Public Realm Improvement and Re-introduction of Weed Treatment.

It was **RESOLVED that the Clerk would not opt out of the Cornwall Council's new Public Realm Improvement and Re-introduction of Weed Treatment programme, which had a deadline of the 20<sup>th</sup> April 2026, as our current provider uses the same chemical, glyphosate. Cornwall Council's programme does not cover Porthpean Beach Road, to maintain continuity we will continue to use our current provider for this area only.**

**The Clerk will source costs for greener alternatives and if Cornwall Council adopt a greener alternative method in the future, we will be able to benefit straight away.**

**(25/190) CIL Funding**

Cllr Sue Leach notified the council that the Expression of Interest submitted for CIL funding had not been successful.

**(25/191) Financial Matters**

The current financial position was noted, and the following payments authorised

**(i) April 2026 Payments Authorised**

DD	EE	Mobile Phone Monthly Charge	<b>15.02</b>
DD	BT	Internet	<b>71.23</b>
DD	Lloyds Bank	Credit Card	<b>3.00</b>
DD	Pennon Water Services	Public Toilets	<b>183.00</b>
DD	Unity Trust Bank	Monthly Bank Charges	<b>7.00</b>
DD	Ecotricity	Electricity The Pattern Hall March	<b>737.02</b>
DD	Ecotricity	Electricity The Public Toilets March	<b>57.37</b>
DD	Xerox	Lease on photocopier	<b>141.26</b>
BACS	Biffa	General Waste	<b>34.58</b>
BACS	ITEC	Monthly printing charge	<b>22.19</b>
BACS	Duchy Defibrillators	Annual monitoring fee – The Pattern Hall	<b>246.00</b>
BACS	Wallgate	Wallgate Care Service Plan – Public toilets	<b>1556.10</b>

	01/03/26-28/02/2027	
BACS Zurich Municipal	Annual Insurance additional payment for increase in cover.	<b>75.70</b>
BACS CALC	Annual CALC/NALC Subscription 2026/27	<b>611.20</b>
BACS Salaries and oncosts	Salaries and oncosts	<b>2709.52</b>

**(25/192) Meeting/Training attended**

- 23<sup>rd</sup> March - Cllr Sue Leach completed Data Protection Training for Councillors.
- 24<sup>th</sup> March – Feedback and PDF handouts from Cllr Sue Leach Data Protection Training for Councillors was circulated by the Clerk for all councillors to read.
- 26<sup>th</sup> March – Meeting between Cllrs Bill Leach, Sue leach and Ryan and Rodney Morcom.
- 30<sup>th</sup> March – The Clerk completed Legionella training
- 31<sup>st</sup> March – The Clerk completed Health & Safety (3 parts)

**(25/193) Correspondence**

A list of correspondence had been previously circulated.

In addition, the following has been received since publication of the agenda.

- Cornwall South CAP – Community, Health and Wellbeing Marketplace event.
- 16<sup>th</sup> April Licensing Officer – Ten Ten Coffee Ltd.

**(25/194) Dates for the Diary**

- Mayor Making Ceremony – 27<sup>th</sup> May 2026

**(25/195) Dates of future Parish Council Meetings**

28<sup>th</sup> May, 25<sup>th</sup>, June, 6<sup>th</sup> August, 17<sup>th</sup> September, 15<sup>th</sup> October ,19<sup>th</sup> November, 17<sup>th</sup> December.

The meeting closed at 1855

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28<sup>th</sup> May 2026

## Agenda Item 19

### Correspondence Received

- 21<sup>st</sup> April – Notification from Cormac, Cornwall Council regarding Duporth Residents Parking scheme, that the lining and signage has been completed and will be enforceable from Monday 18<sup>th</sup> May
- 22<sup>nd</sup> April - -Notification of Cornwall Council and Imerys Public Rights of Way Open Day.
- 30<sup>th</sup> April – Cornwall Council’s update regarding Public Realm Improvement
- 5<sup>th</sup> May – Notification from Cornwall Council Planning and Sustainable Development of PA26/01922 being **Refused**, due to the Tree Officer’s comments
- 7<sup>th</sup> May – Notification from the Licensing Officer that the Licensing Act Sub-Committee made the decision to **Grant** Ten Ten Coffee Ltd, 79a Charlestown Road, Charlestown the premise licence, with amended timings and an added condition
- 7<sup>th</sup> May - Cornwall Community South Area partnership Report 29<sup>th</sup> April 2026
- 8<sup>th</sup> May – Town and Parish Council Newsletter
- 11<sup>th</sup> May – Planning News for Local Councils – Spring 2026
- 12<sup>th</sup> May – Invitation St Austell Town Council, Mayor Making Ceremony.
- 14<sup>th</sup> May – Invitation to attend Pentewan Valley Parish Council’s Extraordinary Meeting on Thursday 21<sup>st</sup> May to discuss the Outline Planning Permission for residential-led development, for up to 325 residential units, South East of Gewans Farm, Tregorrick Road, Tregorrick, St Austell