

MINUTES of THE ANNUAL MEETING of ST AUSTELL BAY PARISH COUNCIL held on THURSDAY 16 MAY 2019 at 6.00pm in THE PATTERN HALL, CHARLESTOWN

Present: Cllrs Bill Leach, Sue Leach, Malcolm Neill, Steve Morris, Sue Osbrink, Peter Tombs, Dave Nicklin, Trudy Reynolds

In attendance: Cllr Tom French CC; Julie Larter (Clerk); Chris Coldwell, Cornwall AONB Unit; 17 members of the public.

(19/001) Election of a Chairman

It was **RESOLVED** that **Cllr Bill Leach be elected as the Chairman of St Austell Bay Parish Council.**

Cllr Neill commented that it is now the 10th anniversary of the creation of the parish council and Cllr Leach has been the Chairman since its inception. He added that there are now only 3 founding members of the parish council left. Cllr Neill thanked the Chairman for the firm, fair and good humoured way Cllr Leach has led the council over the past 10 years. Cllr Leach then thanked Cllr Neill for the huge contribution he has made to the parish council.

(19/002) Declaration of Acceptance of Office

Cllr Leach duly signed the Declaration of Acceptance of Office.

(19/003) Election of a Vice Chairman

It was **RESOLVED** that **Cllr Malcolm Neill be elected as the Vice Chairman of St Austell Bay Parish Council.**

(19/004) Councillor Responsibilities

It was **RESOLVED** to designate the following roles to councillors:

- (i) Tree Warden – Cllr Trudy Reynolds**
- (ii) Overseeing running The Pattern Hall – Cllr Sue Osbrink**
- (iii) Internal Control – Cllrs Trudy Reynolds and Sue Osbrink**
- (iv) Clerk’s Appraisal – Cllr Bill Leach**

(19/005) Apologies for Absence

Apologies were received from Cllr Richard Hallows.

(19/006) Minutes of an Extraordinary Meeting of the Parish Council held on 12 May 2019

It was **RESOLVED** that **the minutes be signed as a true record of the meeting.** The Clerk reminded members that the Licensing Hearing for Charlestown Harbour’s application is scheduled for Tuesday 5 June. It was **RESOLVED** that **Cllr Dave Nicklin would represent the parish council. Cllr Nicklin said that he has some additional information he wishes to submit and he will forward this to the Clerk.**

(19/007) Matters to Note

The Clerk said that she is waiting to hear back from Jon Mitchell with a date for a joint meeting with Cornwall Council, the Regatta Committee and the parish council. The Chairman added that he will chase the Regatta Committee for an amendment to the wording of the document agreed at the April parish council meeting.

(19/008) Declarations of Interest on Items on the Agenda

There were no declarations of interest.

(19/009) Chairman's Announcements

The Chairman said that he is aware of a level of disquiet about signage recently installed on the Lusty Pirate Restaurant. He said that he and the Clerk had met the new owners earlier today and the owners are aware of the issue. They had tried to get advice from Cornwall Council but the owners were told that this advice would have taken 8 – 10 weeks and they need to get the restaurant open next week. The Chairman explained that the restaurant is named after a brand of pasty flavoured crisps that the new tenants created some 10 – 12 years ago. The Chairman has strongly recommended to the new tenants that they seek urgent pre-application advice from Cornwall Council for signs more in keeping with the village. Cllr Nicklin suggested that the new tenants work with the Shipwreck and Heritage Centre as signage installed by the entrance to the tunnel is oversized. Cllr Neill quoted the recommendations on signage from the Charlestown Conservation Area Character Appraisal and Management Plan.

(19/010) Heritage at Risk in the AONB

Chris Coldwell, Project Development Officer, Cornwall AONB Unit gave a presentation on the Heritage at Risk in the AONB Capacity Building project. He explained that the Area of Outstanding Natural Beauty covers approximately 1/3 of Cornwall, and the AONB contains 1/2 of all the Scheduled Monuments in Cornwall. From the 140 Heritage at Risk Scheduled Monuments in the county a shortlist of 40 sites have been prioritised for conservation and protection and this includes Black Head Fort and the rifle butts. Historic England funded development work and Cornwall Council, the AONB Unit and landowners including the National Trust are working collaboratively to put together a bid from the Lottery Heritage Fund. Mr Coldwell explained that the project aims to make sites more accessible and asked for the support of the parish council and community for the Black Head site. Cllr Reynolds suggested some signage at the top of Trenarren would be helpful. It was **RESOLVED that the Clerk should write a letter of support for the project that could be used in the Heritage Lottery Fund bid.** Cllr Sue Leach asked if it would be possible to have a copy of the aerial photograph of Black Head for the Neighbourhood Development Plan.

(19/011) Public Participation

Two members of the public wished to speak about the proposed closure of the footpath link between Foundry Parc and Church Road. The Chairman said they would be given an opportunity to speak later in the meeting.

(19/012) Planning Applications and Related Matters

- (a)
- (i) PA19/02147 – The Lovering, Quay Road: Retention of dwelling and extension as built (regularisation of works carried out following decision PA14/0221)
It was noted that this application has been withdrawn.
- (ii) PA19/03083 – 10 Pavilion Rise, Duporth: Application for works to a tree subject to a Tree Preservation Order – felling of a Monkey Puzzle tree
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) PA19/03128 – 6 Barkhouse Lane: Addition of a window to the front/north elevation, removal of French doors and install sliding/bifold doors to the rear and internal alterations
It was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council would prefer the applicant to copy the style of the existing windows and seek an alternative way of ventilating the bathroom.**

Cllr Morris declared an interest in planning application PA19/01774 as he is the Chairman of Duporth CIC. Cllr Morris duly left the room.

(iv) PA19/01774 – Duporth: Various treeworks
The Clerk explained that the planning officer is awaiting a report from the tree officer and the matter will be deferred until the next meeting.

Cllr Morris returned to the room.

(b) The Clerk updated members on the following planning applications:

(i) PA19/01454 and PA19/01455 (LBC) – 2 Quay Road: Proposed dormer window in place of rooflights (to serve the bathroom)
The WHS planning officer has objected to the proposal and the conservation officer has given advice which the applicant disputes. The application is ongoing.

(ii) PA19/00570/PREAPP - Strategic Planning Overview for Development in Charlestown
The conservation officer and planning officer have both been on leave.

(c) PA18/08947 – Land East of Rosemary Cottage, Higher Porthpean: Proposed Dwelling.
It was noted that an appeal has been lodged with the Planning Inspector. A draft submission from Cllr Reynolds had been previously circulated and it was **RESOLVED that the Clerk should forward the submission to the Planning Inspector.**

(19/013) Neighbourhood Development Plan

Cllr Sue Leach reported that the drop-in sessions were going well but there was still plenty of time for residents to take part. Information on wildlife and historic features in the parish are particularly being sought. Residents are being asked to state what they like/is important to them in the parish and what they don't want to lose. Cllr Leach said that the more people that contribute, the better. Cllr Leach said that when the consultation sessions have finished, documents will be left in the meeting room for a couple of weeks and will be accessible on Tuesday and Thursday mornings.

The NDP Strategic Group is still waiting for the analysis of the Housing Needs Survey.

(19/014) Cornwall Councillor's Report

Cllr French apologised that he was unable to attend the Extraordinary Meeting on 10 May. He said that sustainability of the harbour is important but the licensing application didn't have sufficient detail and he has objected to the application. The Chairman said that the parish council has requested a meeting with the harbour owner and also asked a representative of the company to attend the Extraordinary Meeting but to no avail. He said this was not constructive and we need to find a way forward.

Cllr Nicklin said that representatives of the harbour have called a meeting with Quay Road residents next week to discuss parking in the road.

(19/015) Tree Warden

Cllr Reynolds referred to the Grow Nature Seed Fund which she mentioned last month and said that she is investigating whether the parish council can apply. Cllr Reynolds highlighted some projects the parish council may wish to consider. She suggested planting 20 trees throughout the parish to celebrate 2020 (Project 2020). The aim would be to bring communities together and to kick start more local tree planting. An alternative would be to plant 20 trees in one defined area where trees are lacking, such as Foundry Parc. Cllr Reynolds also suggested planting a community orchard if some land could be found.

(19/016) Traffic Survey

Cllr Sue Leach thanked Cllr French for his Community Chest contribution of £400 towards the cost of a traffic survey. Cllr Leach reported that the World Heritage Site Board has awarded a grant of £500 towards commissioning the survey. Cllr Leach explained that this was a reduced amount as the Board wishes to give the bulk of any grant towards a solution. Cllr Leach is to approach Cornwall Council's Highways department to see if they will also contribute. The total cost of the survey is £4,200 to include the additional 2 count points, giving 3 in total. The parish council has already agreed to fund the survey. The proposed date for the commencement of the survey is the week beginning 17 June. It was **RESOLVED not to engage a consultant as had previously been discussed.**

(19/017) Non Designated Heritage Assets

Cllr Neill explained that there are a number of important heritage assets in Charlestown that are not Listed; these include the Cask Banks, the ponds and leat system, the Battery and the Ropewalk. It was **RESOLVED to make an application to list the Cask Banks as well as the tramway tunnel leading to the most southerly section of the linhay in the interim and consider putting forward the other sites at a later date.** The Clerk will seek the support of the World Heritage Site team.

(19/018) The Pattern Hall

(a) Acoustic Panelling

The acoustic survey conducted by the Woolly Shepherd had been previously circulated, together with 2 quotes. The Clerk explained that she has an additional quote for "off the peg" acoustic panels but there was no certainty these would be effective. It was **RESOLVED to accept the first quote from The Woolly Shepherd for acoustic clouds and wall panels for both the main hall and meeting room.** The Clerk was asked to write to Wainhomes and explain that the hall was not fit for purpose and enquiring if they would be willing to contribute to the cost.

(b) Hearing Loop

The Clerk has received an indicative cost from the electrician to install an additional microphone, but he wishes to test the system first. It was **RESOLVED that an additional microphone should be installed.**

(19/019) Benches

The Clerk said that the council's caretaker was willing to carry out the refurbishment of the benches at Carrickowel Point at an approximate cost of £100 for materials plus his time and it was **RESOLVED to take this course of action.**

(19/020) Highways Matters

(a) Charlestown Street Trees

(i) The Clerk reported that following last month's meeting she contacted the Highways Officer who told her that Cornwall Council does not routinely label street trees but the Highways Officer was happy for the parish council to do so if it wished. It was **RESOLVED that the parish council would fund appropriate labels for the trees.**

(ii) Extending the Scheme

Cornwall Council has indicated that due to the high cost of the original scheme, it would not be extended to include the other 2 trees that were removed. Cllr Neill offered to speak to a resident who has previously installed a tree on Charlestown Road, with a view to the parish council considering funding the replacement of the 2 missing trees. The matter will appear on next month's agenda.

(iii) Other Highways matters

The new owner of the harbour has informed Charlestown Rowing Club that they can no longer store their gigs on harbour land, although they can continue to launch from the slipway. The club will find it difficult to move the boats between their store and the slipway and have been speaking to the Highways Officer to see if it would be possible to "park" them on the highway on the opposite side of the road from the Pier House which currently has double yellow lines. The rowing club asked the parish council if it would be willing to support them with this move. It was **RESOLVED that the parish council would support the rowing club's endeavours to permit them to park their gigs on Charlestown Road during the summer.** The Clerk will speak to the Highways Officer.

The Clerk contacted the Highways Officer to chase for replacement railings to be installed at the bottom of Duporth Road where temporary barriers have been in situ for a number of years. The Clerk was informed that this work keeps falling in priority as other more pressing structural work crops up on the highway network. The Highways Officer acknowledged that the work has been outstanding for a number of years and will try to get it onto the programme as soon as possible.

(19/021) Financial Matters

(a) Internal Audit

The Internal Auditor's report was noted.

(b) Annual Governance Statement

It was **RESOLVED to agree the Annual Governance Statement**

(c) Accounting Statements

It was **RESOLVED to approve the Accounting Statements for 2018/19**

(d) Current balances were noted and the following payments authorised

SO	JB and RJ Kneale	Lease on car park land	£212.50
DD	SWW	Water charges for hall	£18.50
DD	Cornwall Council	Business rates for toilets	£74.00
DD	E-On	Electricity for hall	£27413
BACS	Lyreco	Stationery	£70.70
BACS	Lyreco	Toilet cleaning supplies	£54.36
BACS	Complete Business Solutions	Toilet rolls	£122.40
BACS	Mrs L Coles	Internal Audit fee	£242,64
BACS	Vision ICT	Data backup	£72.00
BACS	Belmont Property Management	Dog waste bin (Minute 18/224)	169.00
BACS	BT	Telephone and broadband	£98.38
BACS	ITEC	Printing Charges	£33.76

BACS	Mrs J Larter	Expenses	£91.07
BACS	Staff	Salaries and oncosts	£1888.06

(19/022) Meetings/Training Attended

- 24 April – The Clerk attended an SLCC branch meeting
- 29 April – The Chairman, Cllr Neill and the Clerk attended a site meeting with the Conservation Officer in relation to planning application PA19/00570/PREAPP
- 9 May – Cllr Reynolds and the Clerk attended a Cormac Highways Engagement event
- 9 May – Cllr Neill and the Clerk attended the St Austell and Mevagissey Community Network Panel meeting

(19/023) Correspondence

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

- Cornwall AONB newsletter
- Correspondence from a Foundry Parc resident expressing concern about the proposed closure of the footpath linking Foundry Parc with Church Road. The Chairman permitted members of the public to speak on this matter.

A member of the public stated that residents of Foundry Parc pay the Foundry Parc Amenity Areas Management Company towards the upkeep of the estate. The management board had taken the decision to close the footpath without any consultation with residents. The Management Board has cited anti-social behaviour including drug use as the reason for stopping up the path. Residents present at the meeting disputed this and stated that Cornwall Council’s Anti-Social Behaviour officer has never been contacted. It was noted that the unmade path is only an “informal” path, there is no public right of way, and there was no formal agreement from Wainhomes to instate the path when the estate was developed. The Clerk was asked to write to the managing agent asking for proper consultation with all residents before a final decision is made.

(19/024) Dates for the Diary

- 18 May – Neighbourhood Plan drop-in, Pier House Hotel
- 21 and 23 May – Neighbourhood Plan drop ins, The Pattern Hall
- 30 May – Meeting with Peter Crawford of Wainhomes to discuss land ownership in Charlestown
- 5 June – Cornwall Council Licensing Hearing for Charlestown Harbour

(19/025) Dates of Future Meetings

13 June, 25 July, 22 August, 19 September, 17 October, 21 November, 19 December 2019

The meeting closed at 7.55 pm

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Chairman

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Date