

Dear Councillor

You are summoned to attend a **Meeting** of **St Austell Bay Parish Council** to be held on **Thursday 20 June 2024** at **6.00 pm** in **The Pattern Hall, Charlestown Road.**

*Julie Larter*

Julie Larter  
Clerk  
13 June 2024

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. Apologies for Absence**

**2. Minutes of the Annual Meeting of the Parish Council held on 16 May 2024**

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

*Pages 4 - 8*

**3. Matters to note**

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

**4. 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.*

**5. Chairman's Announcements**

*To allow the Chairman to make any announcements.*

**6. Cornwall Councillor' Report**

*To receive a report from Cllr James Mustoe*

**7. 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.*

**8. Planning Applications and Related Matters**

*(a) To consider a response to the following planning applications any planning applications received after publication of this agenda:*

(i) PA24/02219 – Pier House: Advertisement consent for proposed signage scheme to Grade II Listed pub  
*(Amended design for Harbourside)*

(ii) PA24/02382 – 5 Pavilion Walk, Duporth: To remove/vary section 106 legal agreement

(iii) PA24/03807 – Outbuilding Opposite Unit 2, Eleven Doors, Charlestown: Demolition of an unlisted building in a conservation area, namely removal of front and rear walls following a dangerous structure notification

(iv) PA24 04008 – Regatta Field: Works to trees subject to a TPO – removal of 1 broken branch from a Quercus Petraea and removal of 1 broken branch and reduction of branch adjacent to failed branch of 1 Fagus sylvatica

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*Awaiting amended plans*

(ii) PA24/01509 – Land known as the Orchard, adjacent to the Lovering Clay Dry: Erection of a new dwellinghouse  
*This application has been withdrawn*

(iii) PA23/07802 – Ocean House, Porthpean: Proposed change of use of garden to allow for the siting of temporary accommodation units

(iv) PA22/09849 – Former Lovering Clay Dry: Proposed demolition and redevelopment of Clay Dry to provide 15 dwellings and associated works without compliance with condition 2 of decision notice PA19/07235 dated 08/06/2020

**9. Charlestown Regatta Playing Field**

*To receive an update from Sarah Scoltock, Community Link Officer, Cornwall Council on Cornwall Council's position regarding the field*

**10. Charlestown Harbour Area**

*To consider issues raised at a meeting of the Environment and Climate Crisis Working Party held on 11 June 2024; namely around light pollution, noise pollution and rubbish*

**11. Provision of a Litter Bin for Mill Lane**

*To discuss the need for a litter bin and authorise expenditure*

**12. Highways Matters**

*(i) To note whether any progress has been made regarding a proposed residents parking scheme for Duporth Road  
(ii) To note any concerns*

**13. Financial Matters**

*To note the current financial position and authorise payments*

*Appendix (i)*

**14. Meetings/Training Attended**

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

**15. Correspondence**

*To note correspondence received since the last meeting*

*P 9*

**16. Dates for the Diary**

*To note any forthcoming dates for members' diaries*

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

*18 July, 5 September, 17 October, 21 November, 19 December 2024.*

**MINUTES of the ANNUAL MEETING of ST AUSTELL BAY PARISH COUNCIL held on THURSDAY 16 MAY 2024 at 6.40pm in The Pattern Hall, Charlestown**

**Present:** Cllrs Bill Leach, Sue Leach, Nick Foster, Chrissie Wright, Jackie Bull, Trudy Reynolds, Sandie Bailey

**In attendance:** Cornwall Councillor James Mustoe, Julie Larter (Clerk), 13 members of the public

**(24/001) Election of a Chairman**

It was **RESOLVED** that Cllr Bill Leach be elected as Chairman for the coming year.

**(24/002) Declaration of Acceptance of Office**

Cllr Leach duly signed the Declaration of Acceptance of Office.

**(24/003) Election of a Vice Chairman**

It was **RESOLVED** to elect Cllr Jackie Bull as Vice Chairman for the coming year.

**(24/004) Apologies for Absence**

Apologies were received from Cllrs Sanders and Whitehouse.

**(24/005) Minutes of a Meeting the Parish Council held on 18 April 2024**

It was **RESOLVED** that the minutes of 18 April 2024 should be signed as an accurate record of the meeting.

**(24/006) Matters to Note**

The Clerk reported a further meeting with Cormac to discuss the Regatta field had taken place on 1 May. Any groundwork to improve the drainage is out of the question as it would be both prohibitively expensive and there is no certainty that it would fix the waterlogging problem. It is likely that the only way forward is a horticultural solution. The Clerk is going to ask for a meeting with the horticultural officer from Cormac to discuss options. There is around £20,000 S106 available, but a scheme must be agreed in July otherwise the money will be lost.

Final tweaks to Cllr Reynolds walking booklet have been made and it is now with the printers.

Work to upgrade footpath 9 at Trenarren is due to commence on 20 May.

Kathy Still's book about the men from Porthpean that served in WW1 is currently at the publisher and she is hoping to carry out a book signing in the summer.

The Pattern Hall Post Office outreach service is under threat of withdrawal due to lack of use. It has been agreed that it will move its session to Tuesday mornings with effect from 4 June in the hope that it generates more usage.

**(24/007) Declarations of Interest on Items on the Agenda**

There were no declarations of interest.

### **(24/008) Chairman's Announcements**

The Chairman had no announcements to make.

### **(24/009) Public Participation**

Three members of the public spoke about planning application PA24/01509 – Land known as The Orchard, including one member of the public who outlined the history of the site.

The applicant for PA24/09903 – 20 Quay Road outlined the plans and informed the meeting of its intended use.

### **(24/010) Planning Applications and Related Matters**

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Councillors noted the comments of the WHS Planning Officer and deferred a decision pending sight of the Conservation Officer's comments.

(ii) PA24/02448 – 103 Charlestown Road: Listed Building Consent for window restoration

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) PA24/01509 – Land known as The Orchard Adjacent to the Lovering Clay Dry: Erection of a new dwellinghouse

It was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council is awaiting a determination from the Local Planning Authority as to whether this plot of land is greenfield or brownfield.**

**The proposed building is too large and modern, there is too much glass and the design is out of keeping with the vernacular of Charlestown. Therefore the parish councils objects to the application as it fails policy H1 of the St Austell Bay Neighbourhood Plan. Should planning permission be granted, the parish council would like a condition added that this should be a principal residence.**

(iv) PA24/02382 – 5 Pavilion Walk: To remove/vary S106 legal agreement  
Councillors wished to see the Affordable Housing Officer's comments before making a decision. The Clerk was asked to enquire whether a permanent residency condition could be applied should permission be granted.

(v) PA24/02550 – 12 Ridgewood Close: Works to trees subject to a TPO, works include 1 Sycamore cutting back the branches that are overhanging the property  
The matter was deferred pending sight of the Tree Officer's report.

(vi) PA24/02219 – Pier House: Advertisement Consent for Proposed Signage Scheme to Grade II Listed Pub

Amended designs for the Harbourside were considered and it was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council retains its strong objections to the proposal.**

*(b) An update was given on the following planning applications*

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The Clerk reported that the planning officer is currently in discussion with the agent and the parish council will be notified of the outcome in due course.

(ii) PA22/09849 – Former Lovering Clay Dry: Proposed demolition and redevelopment of Clay Dry to provide 15 dwellings and associated works without compliance with condition 2 of decision notice PA19/07235 dated 08/06/2020

There was no update.

#### **(24/011) Appointments to Committees, Working Parties and other organisations**

(i) Regatta Playing Field Working Party

Cllrs Bill Leach, Sue Leach, Sandie Bailey together with Sue Facey, Terry Butler and John Fowler

(ii) Staffing Committee

Cllrs Bill Leach, Chrissie Wright, Jackie Bull

(iii) Traffic Working Party

Cllrs Jackie Bull, Nick Foster and Sandie Bailey

(iv) Environment and Climate Crisis Working Party

Cllr Trudy Reynolds together with Nigel Chatterjee and Pat Smith

(v) History Working Party

Cllrs Trudy Reynolds and Nick Foster together with Andy Trudgian

(vi) South Cornwall Area Partnership Meetings

Cllrs Bill Leach and Jackie Bull (to alternate meetings)

(vii) Oversight of The Pattern Hall

Cllr Sue Leach

(viii) Internal Control Checks

Cllr Chrissie Wright

#### **(24/012) 80<sup>th</sup> Anniversary of D Day**

Cllr Sue Leach gave an update on progress so far. Cllr Leach still needs to source a first aider and it was **RESOLVED to allocate up to £200 to pay for a first aider if payment is required.** Cllr Leach is still trying to find a bugler and a number of names were suggested.

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It was **RESOLVED that councillors' profiles should be added to the website and Facebook page. Councillors were given the option of whether to include their photographs and to notify Cllr Foster of their decision.**

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The Clerk reported that despite chasing, she is still waiting for a response from Cllr Williams Pears and officers from Cornwall Council following the meeting of 18 April.

(ii) Highways Concerns

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It was noted that a number of trees have been removed from land adjacent to Duporth Road. Cllr Mustoe said that an enforcement case has been opened.

**(24/015) Financial Matters**

Audit Matters

It was confirmed that there is no conflict of interest with the external auditor BDO LLP.

(a) The Internal Auditor's report was noted.

(b) The Annual Governance Statement was approved.

(c) The Annual Accounting Statements were approved.

(d) Telephone/Broadband contract

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

			£
DD	EE	Mobile phone monthly charge	19.42
			£
DD	BT	Telephone and internet	69.80
			£
DD	Lloyds Bank	Credit card	115.79
	Swift Catering		£
DD	Supplies	Toilet rolls and cleaning products	97.08
			£
DD	SWW	Quarterly water charge (hall)	56.05
			£
BACS	ITEC	Monthly printing charge	12.04
			£
BACS	Royal Mail	Reply paid postage renewal	106.80
			£
BACS	Biffa	Monthly collection The Pattern Hall	26.38
			£
BACS	Vision ICT	Data Backup and Email account	96.00
			£
BACS	Cornwall ALC	Training	36.00
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BACS	Mrs L Coles	Internal Audit fee	225.00
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23 April – Cllr Sanders attended Engaging More Effectively with Young People training

24 April – Chairman, Cllrs Leach, Wright, Reynolds, Whitehouse, Bull and the Clerk attended a meeting regarding the redevelopment of the former Watering Lane Nursery  
30 April – The Clerk attended a meeting of the South West Coast Path Association which was followed by a walk to showcase work done to realign the SWCP in Charlestown and Duporth  
1 May – The Regatta Working Party met with an officer from Cormac to discuss drainage issues in the Regatta playing field  
9 May – The Clerk attended neurodiversity awareness training  
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#### **(24/017) Correspondence**

A list of correspondence had been previously circulated and in addition the following had been received:

- Copy of an email from a Duporth Road resident to Cllr Williams Pears outlining the need for a residents parking scheme on Duporth Road
- Invitation to attend CALC's Out and About surgeries
- Details of Cornwall Council's Listening to Residents roadshows

#### **(24/018) Dates for the Diary**

17 May – Diggers and Doers  
6 June – Lighting the D-Day beacon  
10 June – Defibrillator training in The Pattern Hall

#### **(24/019) Dates of future Parish Council Meetings**

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The meeting closed at 8.14pm

.....  
Chairman

.....  
Date



## **Agenda Item 18**

### **Correspondence Received**

The following correspondence has been received since the last meeting

- Statistics from Citizens Advice detailing how many residents of the parish have received help from the organisation
- Various emails from residents/groups regarding the proposed desalination plant at Par
- Guidance from CALC on the forthcoming election
- Reminder from Cornwall Council regarding the introduction of the Prior Notification Application that was brought in in 2023 concerning the temporary use of land for campsites
- Slides from Cornwall Council's recent budget information evening

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DD	Supplies	Toilet rolls and cleaning products	97.08
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DD	SWW	Quarterly water charge (hall)	56.05
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BACS	ITEC	Monthly printing charge	12.04
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BACS	Royal Mail	Reply paid postage renewal	106.80
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- Statistics from Citizens Advice detailing how many residents of the parish have received help from the organisation
- Various emails from residents/groups regarding the proposed desalination plant at Par
- Guidance from CALC on the forthcoming election
- Reminder from Cornwall Council regarding the introduction of the Prior Notification Application that was brought in in 2023 concerning the temporary use of land for campsites
- Slides from Cornwall Council's recent budget information evening

Dear Councillor

You are summoned to attend a **Meeting** of **St Austell Bay Parish Council** to be held on **Thursday 20 June 2024** at **6.00 pm** in **The Pattern Hall, Charlestown Road.**

*Julie Larter*

Julie Larter  
Clerk  
13 June 2024

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. Apologies for Absence**

**2. Minutes of the Annual Meeting of the Parish Council held on 16 May 2024**

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

*Pages 4 - 8*

**3. Matters to note**

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

**4. 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.*

**5. Chairman's Announcements**

*To allow the Chairman to make any announcements.*

**6. Cornwall Councillor' Report**

*To receive a report from Cllr James Mustoe*

**7. 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.*

**8. Planning Applications and Related Matters**

*(a) To consider a response to the following planning applications any planning applications received after publication of this agenda:*

(i) PA24/02219 – Pier House: Advertisement consent for proposed signage scheme to Grade II Listed pub  
*(Amended design for Harbourside)*

(ii) PA24/02382 – 5 Pavilion Walk, Duporth: To remove/vary section 106 legal agreement

(iii) PA24/03807 – Outbuilding Opposite Unit 2, Eleven Doors, Charlestown: Demolition of an unlisted building in a conservation area, namely removal of front and rear walls following a dangerous structure notification

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**9. Charlestown Regatta Playing Field**

*To receive an update from Sarah Scoltock, Community Link Officer, Cornwall Council on Cornwall Council's position regarding the field*

**10. Charlestown Harbour Area**

*To consider issues raised at a meeting of the Environment and Climate Crisis Working Party held on 11 June 2024; namely around light pollution, noise pollution and rubbish*

**11. Provision of a Litter Bin for Mill Lane**

*To discuss the need for a litter bin and authorise expenditure*

**12. Highways Matters**

*(i) To note whether any progress has been made regarding a proposed residents parking scheme for Duporth Road  
(ii) To note any concerns*

**13. Financial Matters**

*To note the current financial position and authorise payments*

*Appendix (i)*

**14. Meetings/Training Attended**

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

**15. Correspondence**

*To note correspondence received since the last meeting*

*P 9*

**16. Dates for the Diary**

*To note any forthcoming dates for members' diaries*

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

*18 July, 5 September, 17 October, 21 November, 19 December 2024.*

**MINUTES of the ANNUAL MEETING of ST AUSTELL BAY PARISH COUNCIL held on THURSDAY 16 MAY 2024 at 6.40pm in The Pattern Hall, Charlestown**

**Present:** Cllrs Bill Leach, Sue Leach, Nick Foster, Chrissie Wright, Jackie Bull, Trudy Reynolds, Sandie Bailey

**In attendance:** Cornwall Councillor James Mustoe, Julie Larter (Clerk), 13 members of the public

**(24/001) Election of a Chairman**

It was **RESOLVED** that Cllr Bill Leach be elected as Chairman for the coming year.

**(24/002) Declaration of Acceptance of Office**

Cllr Leach duly signed the Declaration of Acceptance of Office.

**(24/003) Election of a Vice Chairman**

It was **RESOLVED** to elect Cllr Jackie Bull as Vice Chairman for the coming year.

**(24/004) Apologies for Absence**

Apologies were received from Cllrs Sanders and Whitehouse.

**(24/005) Minutes of a Meeting the Parish Council held on 18 April 2024**

It was **RESOLVED** that the minutes of 18 April 2024 should be signed as an accurate record of the meeting.

**(24/006) Matters to Note**

The Clerk reported a further meeting with Cormac to discuss the Regatta field had taken place on 1 May. Any groundwork to improve the drainage is out of the question as it would be both prohibitively expensive and there is no certainty that it would fix the waterlogging problem. It is likely that the only way forward is a horticultural solution. The Clerk is going to ask for a meeting with the horticultural officer from Cormac to discuss options. There is around £20,000 S106 available, but a scheme must be agreed in July otherwise the money will be lost.

Final tweaks to Cllr Reynolds walking booklet have been made and it is now with the printers.

Work to upgrade footpath 9 at Trenarren is due to commence on 20 May.

Kathy Still's book about the men from Porthpean that served in WW1 is currently at the publisher and she is hoping to carry out a book signing in the summer.

The Pattern Hall Post Office outreach service is under threat of withdrawal due to lack of use. It has been agreed that it will move its session to Tuesday mornings with effect from 4 June in the hope that it generates more usage.

**(24/007) Declarations of Interest on Items on the Agenda**

There were no declarations of interest.

### **(24/008) Chairman's Announcements**

The Chairman had no announcements to make.

### **(24/009) Public Participation**

Three members of the public spoke about planning application PA24/01509 – Land known as The Orchard, including one member of the public who outlined the history of the site.

The applicant for PA24/09903 – 20 Quay Road outlined the plans and informed the meeting of its intended use.

### **(24/010) Planning Applications and Related Matters**

(i) PA24/09903 – 20 Quay Road: Proposed demolition of existing workshop redeveloped into a garden room and office/studio above  
Councillors noted the comments of the WHS Planning Officer and deferred a decision pending sight of the Conservation Officer's comments.

(ii) PA24/02448 – 103 Charlestown Road: Listed Building Consent for window restoration

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) PA24/01509 – Land known as The Orchard Adjacent to the Lovering Clay Dry: Erection of a new dwellinghouse

It was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council is awaiting a determination from the Local Planning Authority as to whether this plot of land is greenfield or brownfield.**

**The proposed building is too large and modern, there is too much glass and the design is out of keeping with the vernacular of Charlestown. Therefore the parish councils objects to the application as it fails policy H1 of the St Austell Bay Neighbourhood Plan. Should planning permission be granted, the parish council would like a condition added that this should be a principal residence.**

(iv) PA24/02382 – 5 Pavilion Walk: To remove/vary S106 legal agreement  
Councillors wished to see the Affordable Housing Officer's comments before making a decision. The Clerk was asked to enquire whether a permanent residency condition could be applied should permission be granted.

(v) PA24/02550 – 12 Ridgewood Close: Works to trees subject to a TPO, works include 1 Sycamore cutting back the branches that are overhanging the property  
The matter was deferred pending sight of the Tree Officer's report.

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Amended designs for the Harbourside were considered and it was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council retains its strong objections to the proposal.**

*(b) An update was given on the following planning applications*

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The Clerk reported that the planning officer is currently in discussion with the agent and the parish council will be notified of the outcome in due course.

(ii) PA22/09849 – Former Lovering Clay Dry: Proposed demolition and redevelopment of Clay Dry to provide 15 dwellings and associated works without compliance with condition 2 of decision notice PA19/07235 dated 08/06/2020

There was no update.

#### **(24/011) Appointments to Committees, Working Parties and other organisations**

(i) Regatta Playing Field Working Party

Cllrs Bill Leach, Sue Leach, Sandie Bailey together with Sue Facey, Terry Butler and John Fowler

(ii) Staffing Committee

Cllrs Bill Leach, Chrissie Wright, Jackie Bull

(iii) Traffic Working Party

Cllrs Jackie Bull, Nick Foster and Sandie Bailey

(iv) Environment and Climate Crisis Working Party

Cllr Trudy Reynolds together with Nigel Chatterjee and Pat Smith

(v) History Working Party

Cllrs Trudy Reynolds and Nick Foster together with Andy Trudgian

(vi) South Cornwall Area Partnership Meetings

Cllrs Bill Leach and Jackie Bull (to alternate meetings)

(vii) Oversight of The Pattern Hall

Cllr Sue Leach

(viii) Internal Control Checks

Cllr Chrissie Wright

#### **(24/012) 80<sup>th</sup> Anniversary of D Day**

Cllr Sue Leach gave an update on progress so far. Cllr Leach still needs to source a first aider and it was **RESOLVED to allocate up to £200 to pay for a first aider if payment is required.** Cllr Leach is still trying to find a bugler and a number of names were suggested.

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It was **RESOLVED that councillors' profiles should be added to the website and Facebook page. Councillors were given the option of whether to include their photographs and to notify Cllr Foster of their decision.**

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(i) Residents Parking scheme for Duporth Road

The Clerk reported that despite chasing, she is still waiting for a response from Cllr Williams Pears and officers from Cornwall Council following the meeting of 18 April.



(ii) Highways Concerns

A Road Closure Notice for Charlestown Road on 18 and 19 May was noted.

It was noted that a number of trees have been removed from land adjacent to Duporth Road. Cllr Mustoe said that an enforcement case has been opened.

**(24/015) Financial Matters**

Audit Matters

It was confirmed that there is no conflict of interest with the external auditor BDO LLP.

(a) The Internal Auditor's report was noted.

(b) The Annual Governance Statement was approved.

(c) The Annual Accounting Statements were approved.

(d) Telephone/Broadband contract

Due to the switch over from copper broadband to digital it was necessary to enter into a new contract with BT. The Clerk explained that the council is currently paying for a landline in the office that is rarely used. It was **RESOLVED to enter into a new contract with BT to provide a broadband only service.**

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

			£
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			£
DD	BT	Telephone and internet	69.80
			£
DD	Lloyds Bank	Credit card	115.79
	Swift Catering		£
DD	Supplies	Toilet rolls and cleaning products	97.08
			£
DD	SWW	Quarterly water charge (hall)	56.05
			£
BACS	ITEC	Monthly printing charge	12.04
			£
BACS	Royal Mail	Reply paid postage renewal	106.80
			£
BACS	Biffa	Monthly collection The Pattern Hall	26.38
			£
BACS	Vision ICT	Data Backup and Email account	96.00
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BACS	Cornwall ALC	Training	36.00
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BACS	Staff/HMRC/CPF	Salaries and oncosts	3,765.27

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30 April – The Clerk attended a meeting of the South West Coast Path Association which was followed by a walk to showcase work done to realign the SWCP in Charlestown and Duport  
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9 May – The Clerk attended neurodiversity awareness training  
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**(24/017) Correspondence**

A list of correspondence had been previously circulated and in addition the following had been received:

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- Invitation to attend CALC's Out and About surgeries
- Details of Cornwall Council's Listening to Residents roadshows

**(24/018) Dates for the Diary**

17 May – Diggers and Doers  
6 June – Lighting the D-Day beacon  
10 June – Defibrillator training in The Pattern Hall

**(24/019) Dates of future Parish Council Meetings**

20 June, 18 July, 5 September, 17 October, 21 November, 19 December 2024.

The meeting closed at 8.14pm

.....  
Chairman

.....  
Date

## **Agenda Item 18**

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Clerk  
13 June 2024

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DD	Supplies	Toilet rolls and cleaning products	97.08
			£
DD	SWW	Quarterly water charge (hall)	56.05
			£
BACS	ITEC	Monthly printing charge	12.04
			£
BACS	Royal Mail	Reply paid postage renewal	106.80
			£
BACS	Biffa	Monthly collection The Pattern Hall	26.38
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10 June – Defibrillator training in The Pattern Hall

#### **(24/019) Dates of future Parish Council Meetings**

20 June, 18 July, 5 September, 17 October, 21 November, 19 December 2024.

The meeting closed at 8.14pm

.....  
Chairman

.....  
Date

## **Agenda Item 18**

### **Correspondence Received**

The following correspondence has been received since the last meeting

- Statistics from Citizens Advice detailing how many residents of the parish have received help from the organisation
- Various emails from residents/groups regarding the proposed desalination plant at Par
- Guidance from CALC on the forthcoming election
- Reminder from Cornwall Council regarding the introduction of the Prior Notification Application that was brought in in 2023 concerning the temporary use of land for campsites
- Slides from Cornwall Council's recent budget information evening

Dear Councillor

You are summoned to attend a **Meeting** of **St Austell Bay Parish Council** to be held on **Thursday 20 June 2024** at **6.00 pm** in **The Pattern Hall, Charlestown Road.**

*Julie Larter*

Julie Larter  
Clerk  
13 June 2024

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. Apologies for Absence**

**2. Minutes of the Annual Meeting of the Parish Council held on 16 May 2024**

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

*Pages 4 - 8*

**3. Matters to note**

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

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(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.*

**5. Chairman's Announcements**

*To allow the Chairman to make any announcements.*

**6. Cornwall Councillor' Report**

*To receive a report from Cllr James Mustoe*

**7. 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.*

**8. Planning Applications and Related Matters**

*(a) To consider a response to the following planning applications any planning applications received after publication of this agenda:*

(i) PA24/02219 – Pier House: Advertisement consent for proposed signage scheme to Grade II Listed pub  
*(Amended design for Harbourside)*

(ii) PA24/02382 – 5 Pavilion Walk, Duporth: To remove/vary section 106 legal agreement

(iii) PA24/03807 – Outbuilding Opposite Unit 2, Eleven Doors, Charlestown: Demolition of an unlisted building in a conservation area, namely removal of front and rear walls following a dangerous structure notification

(iv) PA24 04008 – Regatta Field: Works to trees subject to a TPO – removal of 1 broken branch from a Quercus Petraea and removal of 1 broken branch and reduction of branch adjacent to failed branch of 1 Fagus sylvatica

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*Awaiting amended plans*

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*This application has been withdrawn*

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**9. Charlestown Regatta Playing Field**

*To receive an update from Sarah Scoltock, Community Link Officer, Cornwall Council on Cornwall Council's position regarding the field*

**10. Charlestown Harbour Area**

*To consider issues raised at a meeting of the Environment and Climate Crisis Working Party held on 11 June 2024; namely around light pollution, noise pollution and rubbish*

**11. Provision of a Litter Bin for Mill Lane**

*To discuss the need for a litter bin and authorise expenditure*

**12. Highways Matters**

*(i) To note whether any progress has been made regarding a proposed residents parking scheme for Duporth Road  
(ii) To note any concerns*

**13. Financial Matters**

*To note the current financial position and authorise payments*

*Appendix (i)*

**14. Meetings/Training Attended**

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

**15. Correspondence**

*To note correspondence received since the last meeting*

*P 9*

**16. Dates for the Diary**

*To note any forthcoming dates for members' diaries*

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

*18 July, 5 September, 17 October, 21 November, 19 December 2024.*

**MINUTES of the ANNUAL MEETING of ST AUSTELL BAY PARISH COUNCIL held on THURSDAY 16 MAY 2024 at 6.40pm in The Pattern Hall, Charlestown**

**Present:** Cllrs Bill Leach, Sue Leach, Nick Foster, Chrissie Wright, Jackie Bull, Trudy Reynolds, Sandie Bailey

**In attendance:** Cornwall Councillor James Mustoe, Julie Larter (Clerk), 13 members of the public

**(24/001) Election of a Chairman**

It was **RESOLVED** that Cllr Bill Leach be elected as Chairman for the coming year.

**(24/002) Declaration of Acceptance of Office**

Cllr Leach duly signed the Declaration of Acceptance of Office.

**(24/003) Election of a Vice Chairman**

It was **RESOLVED** to elect Cllr Jackie Bull as Vice Chairman for the coming year.

**(24/004) Apologies for Absence**

Apologies were received from Cllrs Sanders and Whitehouse.

**(24/005) Minutes of a Meeting the Parish Council held on 18 April 2024**

It was **RESOLVED** that the minutes of 18 April 2024 should be signed as an accurate record of the meeting.

**(24/006) Matters to Note**

The Clerk reported a further meeting with Cormac to discuss the Regatta field had taken place on 1 May. Any groundwork to improve the drainage is out of the question as it would be both prohibitively expensive and there is no certainty that it would fix the waterlogging problem. It is likely that the only way forward is a horticultural solution. The Clerk is going to ask for a meeting with the horticultural officer from Cormac to discuss options. There is around £20,000 S106 available, but a scheme must be agreed in July otherwise the money will be lost.

Final tweaks to Cllr Reynolds walking booklet have been made and it is now with the printers.

Work to upgrade footpath 9 at Trenarren is due to commence on 20 May.

Kathy Still's book about the men from Porthpean that served in WW1 is currently at the publisher and she is hoping to carry out a book signing in the summer.

The Pattern Hall Post Office outreach service is under threat of withdrawal due to lack of use. It has been agreed that it will move its session to Tuesday mornings with effect from 4 June in the hope that it generates more usage.

**(24/007) Declarations of Interest on Items on the Agenda**

There were no declarations of interest.



### **(24/008) Chairman's Announcements**

The Chairman had no announcements to make.

### **(24/009) Public Participation**

Three members of the public spoke about planning application PA24/01509 – Land known as The Orchard, including one member of the public who outlined the history of the site.

The applicant for PA24/09903 – 20 Quay Road outlined the plans and informed the meeting of its intended use.

### **(24/010) Planning Applications and Related Matters**

(i) PA24/09903 – 20 Quay Road: Proposed demolition of existing workshop redeveloped into a garden room and office/studio above  
Councillors noted the comments of the WHS Planning Officer and deferred a decision pending sight of the Conservation Officer's comments.

(ii) PA24/02448 – 103 Charlestown Road: Listed Building Consent for window restoration

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) PA24/01509 – Land known as The Orchard Adjacent to the Lovering Clay Dry: Erection of a new dwellinghouse

It was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council is awaiting a determination from the Local Planning Authority as to whether this plot of land is greenfield or brownfield.**

**The proposed building is too large and modern, there is too much glass and the design is out of keeping with the vernacular of Charlestown. Therefore the parish councils objects to the application as it fails policy H1 of the St Austell Bay Neighbourhood Plan. Should planning permission be granted, the parish council would like a condition added that this should be a principal residence.**

(iv) PA24/02382 – 5 Pavilion Walk: To remove/vary S106 legal agreement  
Councillors wished to see the Affordable Housing Officer's comments before making a decision. The Clerk was asked to enquire whether a permanent residency condition could be applied should permission be granted.

(v) PA24/02550 – 12 Ridgewood Close: Works to trees subject to a TPO, works include 1 Sycamore cutting back the branches that are overhanging the property  
The matter was deferred pending sight of the Tree Officer's report.

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Amended designs for the Harbourside were considered and it was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council retains its strong objections to the proposal.**

*(b) An update was given on the following planning applications*

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The Clerk reported that the planning officer is currently in discussion with the agent and the parish council will be notified of the outcome in due course.

(ii) PA22/09849 – Former Lovering Clay Dry: Proposed demolition and redevelopment of Clay Dry to provide 15 dwellings and associated works without compliance with condition 2 of decision notice PA19/07235 dated 08/06/2020

There was no update.

#### **(24/011) Appointments to Committees, Working Parties and other organisations**

(i) Regatta Playing Field Working Party

Cllrs Bill Leach, Sue Leach, Sandie Bailey together with Sue Facey, Terry Butler and John Fowler

(ii) Staffing Committee

Cllrs Bill Leach, Chrissie Wright, Jackie Bull

(iii) Traffic Working Party

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(iv) Environment and Climate Crisis Working Party

Cllr Trudy Reynolds together with Nigel Chatterjee and Pat Smith

(v) History Working Party

Cllrs Trudy Reynolds and Nick Foster together with Andy Trudgian

(vi) South Cornwall Area Partnership Meetings

Cllrs Bill Leach and Jackie Bull (to alternate meetings)

(vii) Oversight of The Pattern Hall

Cllr Sue Leach

(viii) Internal Control Checks

Cllr Chrissie Wright

#### **(24/012) 80<sup>th</sup> Anniversary of D Day**

Cllr Sue Leach gave an update on progress so far. Cllr Leach still needs to source a first aider and it was **RESOLVED to allocate up to £200 to pay for a first aider if payment is required.** Cllr Leach is still trying to find a bugler and a number of names were suggested.

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It was **RESOLVED that councillors' profiles should be added to the website and Facebook page. Councillors were given the option of whether to include their photographs and to notify Cllr Foster of their decision.**

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(i) Residents Parking scheme for Duporth Road

The Clerk reported that despite chasing, she is still waiting for a response from Cllr Williams Pears and officers from Cornwall Council following the meeting of 18 April.

(ii) Highways Concerns

A Road Closure Notice for Charlestown Road on 18 and 19 May was noted.

It was noted that a number of trees have been removed from land adjacent to Duporth Road. Cllr Mustoe said that an enforcement case has been opened.

**(24/015) Financial Matters**

Audit Matters

It was confirmed that there is no conflict of interest with the external auditor BDO LLP.

(a) The Internal Auditor's report was noted.

(b) The Annual Governance Statement was approved.

(c) The Annual Accounting Statements were approved.

(d) Telephone/Broadband contract

Due to the switch over from copper broadband to digital it was necessary to enter into a new contract with BT. The Clerk explained that the council is currently paying for a landline in the office that is rarely used. It was **RESOLVED to enter into a new contract with BT to provide a broadband only service.**

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

			£
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			£
DD	BT	Telephone and internet	69.80
			£
DD	Lloyds Bank	Credit card	115.79
	Swift Catering		£
DD	Supplies	Toilet rolls and cleaning products	97.08
			£
DD	SWW	Quarterly water charge (hall)	56.05
			£
BACS	ITEC	Monthly printing charge	12.04
			£
BACS	Royal Mail	Reply paid postage renewal	106.80
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BACS	Biffa	Monthly collection The Pattern Hall	26.38
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BACS	Vision ICT	Data Backup and Email account	96.00
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23 April – Cllr Sanders attended Engaging More Effectively with Young People training

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30 April – The Clerk attended a meeting of the South West Coast Path Association which was followed by a walk to showcase work done to realign the SWCP in Charlestown and Duport  
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9 May – The Clerk attended neurodiversity awareness training  
15 May – Chairman and Cllr Leach attended a SWW meeting regarding the proposed desalination plant at Par

**(24/017) Correspondence**

A list of correspondence had been previously circulated and in addition the following had been received:

- Copy of an email from a Duport Road resident to Cllr Williams Pears outlining the need for a residents parking scheme on Duport Road
- Invitation to attend CALC's Out and About surgeries
- Details of Cornwall Council's Listening to Residents roadshows

**(24/018) Dates for the Diary**

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Clerk  
13 June 2024

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DD	Supplies	Toilet rolls and cleaning products	97.08
			£
DD	SWW	Quarterly water charge (hall)	56.05
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BACS	ITEC	Monthly printing charge	12.04
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BACS	Royal Mail	Reply paid postage renewal	106.80
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- Invitation to attend CALC's Out and About surgeries
- Details of Cornwall Council's Listening to Residents roadshows

#### **(24/018) Dates for the Diary**

17 May – Diggers and Doers  
6 June – Lighting the D-Day beacon  
10 June – Defibrillator training in The Pattern Hall

#### **(24/019) Dates of future Parish Council Meetings**

20 June, 18 July, 5 September, 17 October, 21 November, 19 December 2024.

The meeting closed at 8.14pm

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Chairman

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Date

## **Agenda Item 18**

### **Correspondence Received**

The following correspondence has been received since the last meeting

- Statistics from Citizens Advice detailing how many residents of the parish have received help from the organisation
- Various emails from residents/groups regarding the proposed desalination plant at Par
- Guidance from CALC on the forthcoming election
- Reminder from Cornwall Council regarding the introduction of the Prior Notification Application that was brought in in 2023 concerning the temporary use of land for campsites
- Slides from Cornwall Council's recent budget information evening

Dear Councillor

You are summoned to attend a **Meeting** of **St Austell Bay Parish Council** to be held on **Thursday 20 June 2024** at **6.00 pm** in **The Pattern Hall, Charlestown Road.**

*Julie Larter*

Julie Larter  
Clerk  
13 June 2024

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. Apologies for Absence**

**2. Minutes of the Annual Meeting of the Parish Council held on 16 May 2024**

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

*Pages 4 - 8*

**3. Matters to note**

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

**4. 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.*

**5. Chairman's Announcements**

*To allow the Chairman to make any announcements.*

**6. Cornwall Councillor' Report**

*To receive a report from Cllr James Mustoe*

**7. 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.*

**8. Planning Applications and Related Matters**

*(a) To consider a response to the following planning applications any planning applications received after publication of this agenda:*

(i) PA24/02219 – Pier House: Advertisement consent for proposed signage scheme to Grade II Listed pub  
*(Amended design for Harbourside)*

(ii) PA24/02382 – 5 Pavilion Walk, Duporth: To remove/vary section 106 legal agreement

(iii) PA24/03807 – Outbuilding Opposite Unit 2, Eleven Doors, Charlestown: Demolition of an unlisted building in a conservation area, namely removal of front and rear walls following a dangerous structure notification

(iv) PA24 04008 – Regatta Field: Works to trees subject to a TPO – removal of 1 broken branch from a Quercus Petraea and removal of 1 broken branch and reduction of branch adjacent to failed branch of 1 Fagus sylvatica

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*Awaiting amended plans*

(ii) PA24/01509 – Land known as the Orchard, adjacent to the Lovering Clay Dry: Erection of a new dwellinghouse  
*This application has been withdrawn*

(iii) PA23/07802 – Ocean House, Porthpean: Proposed change of use of garden to allow for the siting of temporary accommodation units



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*To receive an update from Sarah Scoltock, Community Link Officer, Cornwall Council on Cornwall Council's position regarding the field*

**10. Charlestown Harbour Area**

*To consider issues raised at a meeting of the Environment and Climate Crisis Working Party held on 11 June 2024; namely around light pollution, noise pollution and rubbish*

**11. Provision of a Litter Bin for Mill Lane**

*To discuss the need for a litter bin and authorise expenditure*

**12. Highways Matters**

*(i) To note whether any progress has been made regarding a proposed residents parking scheme for Duporth Road  
(ii) To note any concerns*

**13. Financial Matters**

*To note the current financial position and authorise payments*

*Appendix (i)*

**14. Meetings/Training Attended**

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

**15. Correspondence**

*To note correspondence received since the last meeting*

*P 9*

**16. Dates for the Diary**

*To note any forthcoming dates for members' diaries*

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

*18 July, 5 September, 17 October, 21 November, 19 December 2024.*

**MINUTES of the ANNUAL MEETING of ST AUSTELL BAY PARISH COUNCIL held on THURSDAY 16 MAY 2024 at 6.40pm in The Pattern Hall, Charlestown**

**Present:** Cllrs Bill Leach, Sue Leach, Nick Foster, Chrissie Wright, Jackie Bull, Trudy Reynolds, Sandie Bailey

**In attendance:** Cornwall Councillor James Mustoe, Julie Larter (Clerk), 13 members of the public

**(24/001) Election of a Chairman**

It was **RESOLVED** that Cllr Bill Leach be elected as Chairman for the coming year.

**(24/002) Declaration of Acceptance of Office**

Cllr Leach duly signed the Declaration of Acceptance of Office.

**(24/003) Election of a Vice Chairman**

It was **RESOLVED** to elect Cllr Jackie Bull as Vice Chairman for the coming year.

**(24/004) Apologies for Absence**

Apologies were received from Cllrs Sanders and Whitehouse.

**(24/005) Minutes of a Meeting the Parish Council held on 18 April 2024**

It was **RESOLVED** that the minutes of 18 April 2024 should be signed as an accurate record of the meeting.

**(24/006) Matters to Note**

The Clerk reported a further meeting with Cormac to discuss the Regatta field had taken place on 1 May. Any groundwork to improve the drainage is out of the question as it would be both prohibitively expensive and there is no certainty that it would fix the waterlogging problem. It is likely that the only way forward is a horticultural solution. The Clerk is going to ask for a meeting with the horticultural officer from Cormac to discuss options. There is around £20,000 S106 available, but a scheme must be agreed in July otherwise the money will be lost.

Final tweaks to Cllr Reynolds walking booklet have been made and it is now with the printers.

Work to upgrade footpath 9 at Trenarren is due to commence on 20 May.

Kathy Still's book about the men from Porthpean that served in WW1 is currently at the publisher and she is hoping to carry out a book signing in the summer.

The Pattern Hall Post Office outreach service is under threat of withdrawal due to lack of use. It has been agreed that it will move its session to Tuesday mornings with effect from 4 June in the hope that it generates more usage.

**(24/007) Declarations of Interest on Items on the Agenda**

There were no declarations of interest.

### **(24/008) Chairman's Announcements**

The Chairman had no announcements to make.

### **(24/009) Public Participation**

Three members of the public spoke about planning application PA24/01509 – Land known as The Orchard, including one member of the public who outlined the history of the site.

The applicant for PA24/09903 – 20 Quay Road outlined the plans and informed the meeting of its intended use.

### **(24/010) Planning Applications and Related Matters**

(i) PA24/09903 – 20 Quay Road: Proposed demolition of existing workshop redeveloped into a garden room and office/studio above  
Councillors noted the comments of the WHS Planning Officer and deferred a decision pending sight of the Conservation Officer's comments.

(ii) PA24/02448 – 103 Charlestown Road: Listed Building Consent for window restoration

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) PA24/01509 – Land known as The Orchard Adjacent to the Lovering Clay Dry: Erection of a new dwellinghouse

It was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council is awaiting a determination from the Local Planning Authority as to whether this plot of land is greenfield or brownfield.**

**The proposed building is too large and modern, there is too much glass and the design is out of keeping with the vernacular of Charlestown. Therefore the parish councils objects to the application as it fails policy H1 of the St Austell Bay Neighbourhood Plan. Should planning permission be granted, the parish council would like a condition added that this should be a principal residence.**

(iv) PA24/02382 – 5 Pavilion Walk: To remove/vary S106 legal agreement  
Councillors wished to see the Affordable Housing Officer's comments before making a decision. The Clerk was asked to enquire whether a permanent residency condition could be applied should permission be granted.

(v) PA24/02550 – 12 Ridgewood Close: Works to trees subject to a TPO, works include 1 Sycamore cutting back the branches that are overhanging the property  
The matter was deferred pending sight of the Tree Officer's report.

(vi) PA24/02219 – Pier House: Advertisement Consent for Proposed Signage Scheme to Grade II Listed Pub

Amended designs for the Harbourside were considered and it was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council retains its strong objections to the proposal.**

*(b) An update was given on the following planning applications*

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The Clerk reported that the planning officer is currently in discussion with the agent and the parish council will be notified of the outcome in due course.

(ii) PA22/09849 – Former Lovering Clay Dry: Proposed demolition and redevelopment of Clay Dry to provide 15 dwellings and associated works without compliance with condition 2 of decision notice PA19/07235 dated 08/06/2020

There was no update.

#### **(24/011) Appointments to Committees, Working Parties and other organisations**

(i) Regatta Playing Field Working Party

Cllrs Bill Leach, Sue Leach, Sandie Bailey together with Sue Facey, Terry Butler and John Fowler

(ii) Staffing Committee

Cllrs Bill Leach, Chrissie Wright, Jackie Bull

(iii) Traffic Working Party

Cllrs Jackie Bull, Nick Foster and Sandie Bailey

(iv) Environment and Climate Crisis Working Party

Cllr Trudy Reynolds together with Nigel Chatterjee and Pat Smith

(v) History Working Party

Cllrs Trudy Reynolds and Nick Foster together with Andy Trudgian

(vi) South Cornwall Area Partnership Meetings

Cllrs Bill Leach and Jackie Bull (to alternate meetings)

(vii) Oversight of The Pattern Hall

Cllr Sue Leach

(viii) Internal Control Checks

Cllr Chrissie Wright

#### **(24/012) 80<sup>th</sup> Anniversary of D Day**

Cllr Sue Leach gave an update on progress so far. Cllr Leach still needs to source a first aider and it was **RESOLVED to allocate up to £200 to pay for a first aider if payment is required.** Cllr Leach is still trying to find a bugler and a number of names were suggested.

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It was **RESOLVED that councillors' profiles should be added to the website and Facebook page. Councillors were given the option of whether to include their photographs and to notify Cllr Foster of their decision.**

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The Clerk reported that despite chasing, she is still waiting for a response from Cllr Williams Pears and officers from Cornwall Council following the meeting of 18 April.

(ii) Highways Concerns

A Road Closure Notice for Charlestown Road on 18 and 19 May was noted.

It was noted that a number of trees have been removed from land adjacent to Duporth Road. Cllr Mustoe said that an enforcement case has been opened.

**(24/015) Financial Matters**

Audit Matters

It was confirmed that there is no conflict of interest with the external auditor BDO LLP.

(a) The Internal Auditor's report was noted.

(b) The Annual Governance Statement was approved.

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Due to the switch over from copper broadband to digital it was necessary to enter into a new contract with BT. The Clerk explained that the council is currently paying for a landline in the office that is rarely used. It was **RESOLVED to enter into a new contract with BT to provide a broadband only service.**

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			£
DD	Lloyds Bank	Credit card	115.79
	Swift Catering		£
DD	Supplies	Toilet rolls and cleaning products	97.08
			£
DD	SWW	Quarterly water charge (hall)	56.05
			£
BACS	ITEC	Monthly printing charge	12.04
			£
BACS	Royal Mail	Reply paid postage renewal	106.80
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BACS	Biffa	Monthly collection The Pattern Hall	26.38
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19 April – Cllr Wright and the Clerk attended Cormac's Spring Workshop

23 April – Cllr Sanders attended Engaging More Effectively with Young People training

24 April – Chairman, Cllrs Leach, Wright, Reynolds, Whitehouse, Bull and the Clerk attended a meeting regarding the redevelopment of the former Watering Lane Nursery  
30 April – The Clerk attended a meeting of the South West Coast Path Association which was followed by a walk to showcase work done to realign the SWCP in Charlestown and Duport  
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9 May – The Clerk attended neurodiversity awareness training  
15 May – Chairman and Cllr Leach attended a SWW meeting regarding the proposed desalination plant at Par

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A list of correspondence had been previously circulated and in addition the following had been received:

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Clerk  
13 June 2024

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	Swift Catering		£
DD	Supplies	Toilet rolls and cleaning products	97.08
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DD	SWW	Quarterly water charge (hall)	56.05
			£
BACS	ITEC	Monthly printing charge	12.04
			£
BACS	Royal Mail	Reply paid postage renewal	106.80
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BACS	Biffa	Monthly collection The Pattern Hall	26.38
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23 April – Cllr Sanders attended Engaging More Effectively with Young People training

24 April – Chairman, Cllrs Leach, Wright, Reynolds, Whitehouse, Bull and the Clerk attended a meeting regarding the redevelopment of the former Watering Lane Nursery  
30 April – The Clerk attended a meeting of the South West Coast Path Association which was followed by a walk to showcase work done to realign the SWCP in Charlestown and Duporth  
1 May – The Regatta Working Party met with an officer from Cormac to discuss drainage issues in the Regatta playing field  
9 May – The Clerk attended neurodiversity awareness training  
15 May – Chairman and Cllr Leach attended a SWW meeting regarding the proposed desalination plant at Par

#### **(24/017) Correspondence**

A list of correspondence had been previously circulated and in addition the following had been received:

- Copy of an email from a Duporth Road resident to Cllr Williams Pears outlining the need for a residents parking scheme on Duporth Road
- Invitation to attend CALC's Out and About surgeries
- Details of Cornwall Council's Listening to Residents roadshows

#### **(24/018) Dates for the Diary**

17 May – Diggers and Doers  
6 June – Lighting the D-Day beacon  
10 June – Defibrillator training in The Pattern Hall

#### **(24/019) Dates of future Parish Council Meetings**

20 June, 18 July, 5 September, 17 October, 21 November, 19 December 2024.

The meeting closed at 8.14pm

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Chairman

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Date

## **Agenda Item 18**

### **Correspondence Received**

The following correspondence has been received since the last meeting

- Statistics from Citizens Advice detailing how many residents of the parish have received help from the organisation
- Various emails from residents/groups regarding the proposed desalination plant at Par
- Guidance from CALC on the forthcoming election
- Reminder from Cornwall Council regarding the introduction of the Prior Notification Application that was brought in in 2023 concerning the temporary use of land for campsites
- Slides from Cornwall Council's recent budget information evening



Dear Councillor

You are summoned to attend a **Meeting** of **St Austell Bay Parish Council** to be held on **Thursday 20 June 2024** at **6.00 pm** in **The Pattern Hall, Charlestown Road.**

*Julie Larter*

Julie Larter  
Clerk  
13 June 2024

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. Apologies for Absence**

**2. Minutes of the Annual Meeting of the Parish Council held on 16 May 2024**

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

*Pages 4 - 8*

**3. Matters to note**

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

**4. 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.*

**5. Chairman's Announcements**

*To allow the Chairman to make any announcements.*

**6. Cornwall Councillor' Report**

*To receive a report from Cllr James Mustoe*

**7. 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.*

**8. Planning Applications and Related Matters**

*(a) To consider a response to the following planning applications any planning applications received after publication of this agenda:*

(i) PA24/02219 – Pier House: Advertisement consent for proposed signage scheme to Grade II Listed pub  
*(Amended design for Harbourside)*

(ii) PA24/02382 – 5 Pavilion Walk, Duporth: To remove/vary section 106 legal agreement

(iii) PA24/03807 – Outbuilding Opposite Unit 2, Eleven Doors, Charlestown: Demolition of an unlisted building in a conservation area, namely removal of front and rear walls following a dangerous structure notification

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*Awaiting amended plans*

(ii) PA24/01509 – Land known as the Orchard, adjacent to the Lovering Clay Dry: Erection of a new dwellinghouse  
*This application has been withdrawn*

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(iv) PA22/09849 – Former Lovering Clay Dry: Proposed demolition and redevelopment of Clay Dry to provide 15 dwellings and associated works without compliance with condition 2 of decision notice PA19/07235 dated 08/06/2020

**9. Charlestown Regatta Playing Field**

*To receive an update from Sarah Scoltock, Community Link Officer, Cornwall Council on Cornwall Council's position regarding the field*

**10. Charlestown Harbour Area**

*To consider issues raised at a meeting of the Environment and Climate Crisis Working Party held on 11 June 2024; namely around light pollution, noise pollution and rubbish*

**11. Provision of a Litter Bin for Mill Lane**

*To discuss the need for a litter bin and authorise expenditure*

**12. Highways Matters**

*(i) To note whether any progress has been made regarding a proposed residents parking scheme for Duporth Road  
(ii) To note any concerns*

**13. Financial Matters**

*To note the current financial position and authorise payments*

*Appendix (i)*

**14. Meetings/Training Attended**

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

**15. Correspondence**

*To note correspondence received since the last meeting*

*P 9*

**16. Dates for the Diary**

*To note any forthcoming dates for members' diaries*

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

*18 July, 5 September, 17 October, 21 November, 19 December 2024.*

**MINUTES of the ANNUAL MEETING of ST AUSTELL BAY PARISH COUNCIL held on THURSDAY 16 MAY 2024 at 6.40pm in The Pattern Hall, Charlestown**

**Present:** Cllrs Bill Leach, Sue Leach, Nick Foster, Chrissie Wright, Jackie Bull, Trudy Reynolds, Sandie Bailey

**In attendance:** Cornwall Councillor James Mustoe, Julie Larter (Clerk), 13 members of the public

**(24/001) Election of a Chairman**

It was **RESOLVED** that Cllr Bill Leach be elected as Chairman for the coming year.

**(24/002) Declaration of Acceptance of Office**

Cllr Leach duly signed the Declaration of Acceptance of Office.

**(24/003) Election of a Vice Chairman**

It was **RESOLVED** to elect Cllr Jackie Bull as Vice Chairman for the coming year.

**(24/004) Apologies for Absence**

Apologies were received from Cllrs Sanders and Whitehouse.

**(24/005) Minutes of a Meeting the Parish Council held on 18 April 2024**

It was **RESOLVED** that the minutes of 18 April 2024 should be signed as an accurate record of the meeting.

**(24/006) Matters to Note**

The Clerk reported a further meeting with Cormac to discuss the Regatta field had taken place on 1 May. Any groundwork to improve the drainage is out of the question as it would be both prohibitively expensive and there is no certainty that it would fix the waterlogging problem. It is likely that the only way forward is a horticultural solution. The Clerk is going to ask for a meeting with the horticultural officer from Cormac to discuss options. There is around £20,000 S106 available, but a scheme must be agreed in July otherwise the money will be lost.

Final tweaks to Cllr Reynolds walking booklet have been made and it is now with the printers.

Work to upgrade footpath 9 at Trenarren is due to commence on 20 May.

Kathy Still's book about the men from Porthpean that served in WW1 is currently at the publisher and she is hoping to carry out a book signing in the summer.

The Pattern Hall Post Office outreach service is under threat of withdrawal due to lack of use. It has been agreed that it will move its session to Tuesday mornings with effect from 4 June in the hope that it generates more usage.

**(24/007) Declarations of Interest on Items on the Agenda**

There were no declarations of interest.

### **(24/008) Chairman's Announcements**

The Chairman had no announcements to make.

### **(24/009) Public Participation**

Three members of the public spoke about planning application PA24/01509 – Land known as The Orchard, including one member of the public who outlined the history of the site.

The applicant for PA24/09903 – 20 Quay Road outlined the plans and informed the meeting of its intended use.

### **(24/010) Planning Applications and Related Matters**

(i) PA24/09903 – 20 Quay Road: Proposed demolition of existing workshop redeveloped into a garden room and office/studio above  
Councillors noted the comments of the WHS Planning Officer and deferred a decision pending sight of the Conservation Officer's comments.

(ii) PA24/02448 – 103 Charlestown Road: Listed Building Consent for window restoration

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) PA24/01509 – Land known as The Orchard Adjacent to the Lovering Clay Dry: Erection of a new dwellinghouse

It was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council is awaiting a determination from the Local Planning Authority as to whether this plot of land is greenfield or brownfield.**

**The proposed building is too large and modern, there is too much glass and the design is out of keeping with the vernacular of Charlestown. Therefore the parish councils objects to the application as it fails policy H1 of the St Austell Bay Neighbourhood Plan. Should planning permission be granted, the parish council would like a condition added that this should be a principal residence.**

(iv) PA24/02382 – 5 Pavilion Walk: To remove/vary S106 legal agreement  
Councillors wished to see the Affordable Housing Officer's comments before making a decision. The Clerk was asked to enquire whether a permanent residency condition could be applied should permission be granted.

(v) PA24/02550 – 12 Ridgewood Close: Works to trees subject to a TPO, works include 1 Sycamore cutting back the branches that are overhanging the property  
The matter was deferred pending sight of the Tree Officer's report.

(vi) PA24/02219 – Pier House: Advertisement Consent for Proposed Signage Scheme to Grade II Listed Pub

Amended designs for the Harbourside were considered and it was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council retains its strong objections to the proposal.**

*(b) An update was given on the following planning applications*

(i) PA23/07802 – Ocean House, Porthpean: Proposed change of use of garden to allow for the siting of temporary two holiday accommodation units

The Clerk reported that the planning officer is currently in discussion with the agent and the parish council will be notified of the outcome in due course.

(ii) PA22/09849 – Former Lovering Clay Dry: Proposed demolition and redevelopment of Clay Dry to provide 15 dwellings and associated works without compliance with condition 2 of decision notice PA19/07235 dated 08/06/2020

There was no update.

#### **(24/011) Appointments to Committees, Working Parties and other organisations**

(i) Regatta Playing Field Working Party

Cllrs Bill Leach, Sue Leach, Sandie Bailey together with Sue Facey, Terry Butler and John Fowler

(ii) Staffing Committee

Cllrs Bill Leach, Chrissie Wright, Jackie Bull

(iii) Traffic Working Party

Cllrs Jackie Bull, Nick Foster and Sandie Bailey

(iv) Environment and Climate Crisis Working Party

Cllr Trudy Reynolds together with Nigel Chatterjee and Pat Smith

(v) History Working Party

Cllrs Trudy Reynolds and Nick Foster together with Andy Trudgian

(vi) South Cornwall Area Partnership Meetings

Cllrs Bill Leach and Jackie Bull (to alternate meetings)

(vii) Oversight of The Pattern Hall

Cllr Sue Leach

(viii) Internal Control Checks

Cllr Chrissie Wright

#### **(24/012) 80<sup>th</sup> Anniversary of D Day**

Cllr Sue Leach gave an update on progress so far. Cllr Leach still needs to source a first aider and it was **RESOLVED to allocate up to £200 to pay for a first aider if payment is required.** Cllr Leach is still trying to find a bugler and a number of names were suggested.

#### **(24/013) Social Media**

It was **RESOLVED that councillors' profiles should be added to the website and Facebook page. Councillors were given the option of whether to include their photographs and to notify Cllr Foster of their decision.**

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(i) Residents Parking scheme for Duporth Road

The Clerk reported that despite chasing, she is still waiting for a response from Cllr Williams Pears and officers from Cornwall Council following the meeting of 18 April.

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A Road Closure Notice for Charlestown Road on 18 and 19 May was noted.

It was noted that a number of trees have been removed from land adjacent to Duporth Road. Cllr Mustoe said that an enforcement case has been opened.

**(24/015) Financial Matters**

Audit Matters

It was confirmed that there is no conflict of interest with the external auditor BDO LLP.

(a) The Internal Auditor's report was noted.

(b) The Annual Governance Statement was approved.

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Due to the switch over from copper broadband to digital it was necessary to enter into a new contract with BT. The Clerk explained that the council is currently paying for a landline in the office that is rarely used. It was **RESOLVED to enter into a new contract with BT to provide a broadband only service.**

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			£
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			£
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			£
DD	Lloyds Bank	Credit card	115.79
	Swift Catering		£
DD	Supplies	Toilet rolls and cleaning products	97.08
			£
DD	SWW	Quarterly water charge (hall)	56.05
			£
BACS	ITEC	Monthly printing charge	12.04
			£
BACS	Royal Mail	Reply paid postage renewal	106.80
			£
BACS	Biffa	Monthly collection The Pattern Hall	26.38
			£
BACS	Vision ICT	Data Backup and Email account	96.00
			£
BACS	Cornwall ALC	Training	36.00
			£
BACS	Mrs L Coles	Internal Audit fee	225.00
			£
BACS	Staff/HMRC/CPF	Salaries and oncosts	3,765.27

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19 April – Cllr Wright and the Clerk attended Cormac's Spring Workshop

23 April – Cllr Sanders attended Engaging More Effectively with Young People training

24 April – Chairman, Cllrs Leach, Wright, Reynolds, Whitehouse, Bull and the Clerk attended a meeting regarding the redevelopment of the former Watering Lane Nursery  
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Dear Councillor

You are summoned to attend a **Meeting** of **St Austell Bay Parish Council** to be held on **Thursday 20 June 2024** at **6.00 pm** in **The Pattern Hall, Charlestown Road.**

*Julie Larter*

Julie Larter  
Clerk  
13 June 2024

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

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It was **RESOLVED** that Cllr Bill Leach be elected as Chairman for the coming year.

**(24/002) Declaration of Acceptance of Office**

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			£
DD	Lloyds Bank	Credit card	115.79
	Swift Catering		£
DD	Supplies	Toilet rolls and cleaning products	97.08
			£
DD	SWW	Quarterly water charge (hall)	56.05
			£
BACS	ITEC	Monthly printing charge	12.04
			£
BACS	Royal Mail	Reply paid postage renewal	106.80
			£
BACS	Biffa	Monthly collection The Pattern Hall	26.38
			£
BACS	Vision ICT	Data Backup and Email account	96.00
			£
BACS	Cornwall ALC	Training	36.00
			£
BACS	Mrs L Coles	Internal Audit fee	225.00
			£
BACS	Staff/HMRC/CPF	Salaries and oncosts	3,765.27

**(24/016) Meetings/Training Attended**

19 April – Cllr Wright and the Clerk attended Cormac's Spring Workshop

23 April – Cllr Sanders attended Engaging More Effectively with Young People training



24 April – Chairman, Cllrs Leach, Wright, Reynolds, Whitehouse, Bull and the Clerk attended a meeting regarding the redevelopment of the former Watering Lane Nursery

30 April – The Clerk attended a meeting of the South West Coast Path Association which was followed by a walk to showcase work done to realign the SWCP in Charlestown and Duport

1 May – The Regatta Working Party met with an officer from Cormac to discuss drainage issues in the Regatta playing field

9 May – The Clerk attended neurodiversity awareness training

15 May – Chairman and Cllr Leach attended a SWW meeting regarding the proposed desalination plant at Par

#### **(24/017) Correspondence**

A list of correspondence had been previously circulated and in addition the following had been received:

- Copy of an email from a Duport Road resident to Cllr Williams Pears outlining the need for a residents parking scheme on Duport Road
- Invitation to attend CALC's Out and About surgeries
- Details of Cornwall Council's Listening to Residents roadshows

#### **(24/018) Dates for the Diary**

17 May – Diggers and Doers

6 June – Lighting the D-Day beacon

10 June – Defibrillator training in The Pattern Hall

#### **(24/019) Dates of future Parish Council Meetings**

20 June, 18 July, 5 September, 17 October, 21 November, 19 December 2024.

The meeting closed at 8.14pm

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Chairman

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Date

## **Agenda Item 18**

### **Correspondence Received**

The following correspondence has been received since the last meeting

- Statistics from Citizens Advice detailing how many residents of the parish have received help from the organisation
- Various emails from residents/groups regarding the proposed desalination plant at Par
- Guidance from CALC on the forthcoming election
- Reminder from Cornwall Council regarding the introduction of the Prior Notification Application that was brought in in 2023 concerning the temporary use of land for campsites
- Slides from Cornwall Council's recent budget information evening

Dear Councillor

You are summoned to attend a **Meeting** of **St Austell Bay Parish Council** to be held on **Thursday 20 June 2024** at **6.00 pm** in **The Pattern Hall, Charlestown Road.**

*Julie Larter*

Julie Larter  
Clerk  
13 June 2024

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. Apologies for Absence**

**2. Minutes of the Annual Meeting of the Parish Council held on 16 May 2024**

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

*Pages 4 - 8*

**3. Matters to note**

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

**4. 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.*

**5. Chairman's Announcements**

*To allow the Chairman to make any announcements.*

**6. Cornwall Councillor' Report**

*To receive a report from Cllr James Mustoe*

**7. 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.*

**8. Planning Applications and Related Matters**

*(a) To consider a response to the following planning applications any planning applications received after publication of this agenda:*

(i) PA24/02219 – Pier House: Advertisement consent for proposed signage scheme to Grade II Listed pub  
*(Amended design for Harbourside)*

(ii) PA24/02382 – 5 Pavilion Walk, Duporth: To remove/vary section 106 legal agreement

(iii) PA24/03807 – Outbuilding Opposite Unit 2, Eleven Doors, Charlestown: Demolition of an unlisted building in a conservation area, namely removal of front and rear walls following a dangerous structure notification

(iv) PA24 04008 – Regatta Field: Works to trees subject to a TPO – removal of 1 broken branch from a Quercus Petraea and removal of 1 broken branch and reduction of branch adjacent to failed branch of 1 Fagus sylvatica

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*Awaiting amended plans*

(ii) PA24/01509 – Land known as the Orchard, adjacent to the Lovering Clay Dry: Erection of a new dwellinghouse  
*This application has been withdrawn*

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(iv) PA22/09849 – Former Lovering Clay Dry: Proposed demolition and redevelopment of Clay Dry to provide 15 dwellings and associated works without compliance with condition 2 of decision notice PA19/07235 dated 08/06/2020

**9. Charlestown Regatta Playing Field**

*To receive an update from Sarah Scoltock, Community Link Officer, Cornwall Council on Cornwall Council's position regarding the field*

**10. Charlestown Harbour Area**

*To consider issues raised at a meeting of the Environment and Climate Crisis Working Party held on 11 June 2024; namely around light pollution, noise pollution and rubbish*

**11. Provision of a Litter Bin for Mill Lane**

*To discuss the need for a litter bin and authorise expenditure*

**12. Highways Matters**

*(i) To note whether any progress has been made regarding a proposed residents parking scheme for Duporth Road  
(ii) To note any concerns*

**13. Financial Matters**

*To note the current financial position and authorise payments*

*Appendix (i)*

**14. Meetings/Training Attended**

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

**15. Correspondence**

*To note correspondence received since the last meeting*

*P 9*

**16. Dates for the Diary**

*To note any forthcoming dates for members' diaries*

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

*18 July, 5 September, 17 October, 21 November, 19 December 2024.*

**MINUTES of the ANNUAL MEETING of ST AUSTELL BAY PARISH COUNCIL held on THURSDAY 16 MAY 2024 at 6.40pm in The Pattern Hall, Charlestown**

**Present:** Cllrs Bill Leach, Sue Leach, Nick Foster, Chrissie Wright, Jackie Bull, Trudy Reynolds, Sandie Bailey

**In attendance:** Cornwall Councillor James Mustoe, Julie Larter (Clerk), 13 members of the public

**(24/001) Election of a Chairman**

It was **RESOLVED** that Cllr Bill Leach be elected as Chairman for the coming year.

**(24/002) Declaration of Acceptance of Office**

Cllr Leach duly signed the Declaration of Acceptance of Office.

**(24/003) Election of a Vice Chairman**

It was **RESOLVED** to elect Cllr Jackie Bull as Vice Chairman for the coming year.

**(24/004) Apologies for Absence**

Apologies were received from Cllrs Sanders and Whitehouse.

**(24/005) Minutes of a Meeting the Parish Council held on 18 April 2024**

It was **RESOLVED** that the minutes of 18 April 2024 should be signed as an accurate record of the meeting.

**(24/006) Matters to Note**

The Clerk reported a further meeting with Cormac to discuss the Regatta field had taken place on 1 May. Any groundwork to improve the drainage is out of the question as it would be both prohibitively expensive and there is no certainty that it would fix the waterlogging problem. It is likely that the only way forward is a horticultural solution. The Clerk is going to ask for a meeting with the horticultural officer from Cormac to discuss options. There is around £20,000 S106 available, but a scheme must be agreed in July otherwise the money will be lost.

Final tweaks to Cllr Reynolds walking booklet have been made and it is now with the printers.

Work to upgrade footpath 9 at Trenarren is due to commence on 20 May.

Kathy Still's book about the men from Porthpean that served in WW1 is currently at the publisher and she is hoping to carry out a book signing in the summer.

The Pattern Hall Post Office outreach service is under threat of withdrawal due to lack of use. It has been agreed that it will move its session to Tuesday mornings with effect from 4 June in the hope that it generates more usage.

**(24/007) Declarations of Interest on Items on the Agenda**

There were no declarations of interest.

### **(24/008) Chairman's Announcements**

The Chairman had no announcements to make.

### **(24/009) Public Participation**

Three members of the public spoke about planning application PA24/01509 – Land known as The Orchard, including one member of the public who outlined the history of the site.

The applicant for PA24/09903 – 20 Quay Road outlined the plans and informed the meeting of its intended use.

### **(24/010) Planning Applications and Related Matters**

(i) PA24/09903 – 20 Quay Road: Proposed demolition of existing workshop redeveloped into a garden room and office/studio above  
Councillors noted the comments of the WHS Planning Officer and deferred a decision pending sight of the Conservation Officer's comments.

(ii) PA24/02448 – 103 Charlestown Road: Listed Building Consent for window restoration

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) PA24/01509 – Land known as The Orchard Adjacent to the Lovering Clay Dry: Erection of a new dwellinghouse

It was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council is awaiting a determination from the Local Planning Authority as to whether this plot of land is greenfield or brownfield.**

**The proposed building is too large and modern, there is too much glass and the design is out of keeping with the vernacular of Charlestown. Therefore the parish councils objects to the application as it fails policy H1 of the St Austell Bay Neighbourhood Plan. Should planning permission be granted, the parish council would like a condition added that this should be a principal residence.**

(iv) PA24/02382 – 5 Pavilion Walk: To remove/vary S106 legal agreement  
Councillors wished to see the Affordable Housing Officer's comments before making a decision. The Clerk was asked to enquire whether a permanent residency condition could be applied should permission be granted.

(v) PA24/02550 – 12 Ridgewood Close: Works to trees subject to a TPO, works include 1 Sycamore cutting back the branches that are overhanging the property  
The matter was deferred pending sight of the Tree Officer's report.

(vi) PA24/02219 – Pier House: Advertisement Consent for Proposed Signage Scheme to Grade II Listed Pub

Amended designs for the Harbourside were considered and it was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council retains its strong objections to the proposal.**

*(b) An update was given on the following planning applications*

(i) PA23/07802 – Ocean House, Porthpean: Proposed change of use of garden to allow for the siting of temporary two holiday accommodation units

The Clerk reported that the planning officer is currently in discussion with the agent and the parish council will be notified of the outcome in due course.

(ii) PA22/09849 – Former Lovering Clay Dry: Proposed demolition and redevelopment of Clay Dry to provide 15 dwellings and associated works without compliance with condition 2 of decision notice PA19/07235 dated 08/06/2020

There was no update.

#### **(24/011) Appointments to Committees, Working Parties and other organisations**

(i) Regatta Playing Field Working Party

Cllrs Bill Leach, Sue Leach, Sandie Bailey together with Sue Facey, Terry Butler and John Fowler

(ii) Staffing Committee

Cllrs Bill Leach, Chrissie Wright, Jackie Bull

(iii) Traffic Working Party

Cllrs Jackie Bull, Nick Foster and Sandie Bailey

(iv) Environment and Climate Crisis Working Party

Cllr Trudy Reynolds together with Nigel Chatterjee and Pat Smith

(v) History Working Party

Cllrs Trudy Reynolds and Nick Foster together with Andy Trudgian

(vi) South Cornwall Area Partnership Meetings

Cllrs Bill Leach and Jackie Bull (to alternate meetings)

(vii) Oversight of The Pattern Hall

Cllr Sue Leach

(viii) Internal Control Checks

Cllr Chrissie Wright

#### **(24/012) 80<sup>th</sup> Anniversary of D Day**

Cllr Sue Leach gave an update on progress so far. Cllr Leach still needs to source a first aider and it was **RESOLVED to allocate up to £200 to pay for a first aider if payment is required.** Cllr Leach is still trying to find a bugler and a number of names were suggested.

#### **(24/013) Social Media**

It was **RESOLVED that councillors' profiles should be added to the website and Facebook page. Councillors were given the option of whether to include their photographs and to notify Cllr Foster of their decision.**

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(i) Residents Parking scheme for Duporth Road

The Clerk reported that despite chasing, she is still waiting for a response from Cllr Williams Pears and officers from Cornwall Council following the meeting of 18 April.



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A Road Closure Notice for Charlestown Road on 18 and 19 May was noted.

It was noted that a number of trees have been removed from land adjacent to Duporth Road. Cllr Mustoe said that an enforcement case has been opened.

**(24/015) Financial Matters**

Audit Matters

It was confirmed that there is no conflict of interest with the external auditor BDO LLP.

(a) The Internal Auditor's report was noted.

(b) The Annual Governance Statement was approved.

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			£
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			£
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	Swift Catering		£
DD	Supplies	Toilet rolls and cleaning products	97.08
			£
DD	SWW	Quarterly water charge (hall)	56.05
			£
BACS	ITEC	Monthly printing charge	12.04
			£
BACS	Royal Mail	Reply paid postage renewal	106.80
			£
BACS	Biffa	Monthly collection The Pattern Hall	26.38
			£
BACS	Vision ICT	Data Backup and Email account	96.00
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Dear Councillor

You are summoned to attend a **Meeting** of **St Austell Bay Parish Council** to be held on **Thursday 20 June 2024** at **6.00 pm** in **The Pattern Hall, Charlestown Road.**

*Julie Larter*

Julie Larter  
Clerk  
13 June 2024

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

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It was **RESOLVED** that Cllr Bill Leach be elected as Chairman for the coming year.

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Cllr Chrissie Wright

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Audit Matters

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(a) The Internal Auditor's report was noted.

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			£
DD	Lloyds Bank	Credit card	115.79
	Swift Catering		£
DD	Supplies	Toilet rolls and cleaning products	97.08
			£
DD	SWW	Quarterly water charge (hall)	56.05
			£
BACS	ITEC	Monthly printing charge	12.04
			£
BACS	Royal Mail	Reply paid postage renewal	106.80
			£
BACS	Biffa	Monthly collection The Pattern Hall	26.38
			£
BACS	Vision ICT	Data Backup and Email account	96.00
			£
BACS	Cornwall ALC	Training	36.00
			£
BACS	Mrs L Coles	Internal Audit fee	225.00
			£
BACS	Staff/HMRC/CPF	Salaries and oncosts	3,765.27

**(24/016) Meetings/Training Attended**

19 April – Cllr Wright and the Clerk attended Cormac's Spring Workshop

23 April – Cllr Sanders attended Engaging More Effectively with Young People training

24 April – Chairman, Cllrs Leach, Wright, Reynolds, Whitehouse, Bull and the Clerk attended a meeting regarding the redevelopment of the former Watering Lane Nursery  
30 April – The Clerk attended a meeting of the South West Coast Path Association which was followed by a walk to showcase work done to realign the SWCP in Charlestown and Duport  
1 May – The Regatta Working Party met with an officer from Cormac to discuss drainage issues in the Regatta playing field  
9 May – The Clerk attended neurodiversity awareness training  
15 May – Chairman and Cllr Leach attended a SWW meeting regarding the proposed desalination plant at Par

**(24/017) Correspondence**

A list of correspondence had been previously circulated and in addition the following had been received:

- Copy of an email from a Duport Road resident to Cllr Williams Pears outlining the need for a residents parking scheme on Duport Road
- Invitation to attend CALC's Out and About surgeries
- Details of Cornwall Council's Listening to Residents roadshows

**(24/018) Dates for the Diary**

17 May – Diggers and Doers  
6 June – Lighting the D-Day beacon  
10 June – Defibrillator training in The Pattern Hall

**(24/019) Dates of future Parish Council Meetings**

20 June, 18 July, 5 September, 17 October, 21 November, 19 December 2024.

The meeting closed at 8.14pm

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Chairman

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Date

## **Agenda Item 18**

### **Correspondence Received**

The following correspondence has been received since the last meeting

- Statistics from Citizens Advice detailing how many residents of the parish have received help from the organisation
- Various emails from residents/groups regarding the proposed desalination plant at Par
- Guidance from CALC on the forthcoming election
- Reminder from Cornwall Council regarding the introduction of the Prior Notification Application that was brought in in 2023 concerning the temporary use of land for campsites
- Slides from Cornwall Council's recent budget information evening