

Dear Councillor

You are summoned to attend a **Meeting of St Austell Bay Parish Council** to be held on **Thursday 21 November 2024** at **6.00 pm** in **The Pattern Hall, Charlestown Road.**

*Julie Larter*

Julie Larter  
Clerk  
14 November 2024

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*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 a Meeting of the Parish Council held on 17 October 2024**  
*To resolve that the minutes of the above meeting be signed as a correct record of the meeting.*
- 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

*Pages 4-7*

*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) PA24/08182 – Woodland between Penrice Academy and Mill Lane: Works to trees covered by a TPO – Ash, T1 – T7 and T9 Full removal. T8 – Acer – remove back to union

(ii) PA24/08530 – 36 Duporth Bay: Proposed kitchen/entrance and rear extension with balcony

(iii) PA24/07549 – 8 Quay Road: Listed Building Consent to replace roof with matching grey slate roof and associated works (part retrospective)

*(b) To receive an update on the following planning applications:*

(i) PA24/05119/05120(LBC) – 10 Quay Road: Construction of a small cabin in a remote area of the garden at Marine Villa

**9. CCTV Policy**

*To adopt a policy on the use of CCTV cameras and to consider a Data Privacy Impact Assessment*

*Appendix (i)*

**10. Bleed Control Kits**

*To note correspondence received from Duchy Defibrillators and to determine whether to enter into a contract with Bleed Control UK*

*Appendix (ii)*

**11. Mill Lane Footpath**

*To consider whether to fund improvements to a section of the path*

**12. Porthpean Interpretation Board**

*To receive an update*

- 13. Regatta Playing Field**  
*To receive an update*
- 14. Working Parties**  
*Environment and Climate Crisis*  
*To receive a report on a meeting held on 12 November*
- 15. Highways Matters**  
*(i) Duporth Road Residents Parking Proposal*  
*To receive an update and determine next steps*  
*(ii) To note any concerns*
- 16. Financial Matters**  
*(i) To consider an application from Cornwall Air Ambulance for grant funding* Appendix (iii)  
*(ii) To agree a budget for 2025/26 and determine the amount of precept required* Appendix (iv)  
*(iii) To note that the Local Government Pay Award has been agreed and Cllr Wright has agreed with the Clerk's calculations. The Real Living Wage rate for 2024/5 has also been agreed*  
*(iv) To note the current financial position and authorise payments* Appendix (v)
- 17. Meetings/Training Attended**  
*To receive an update from meetings or training recently attended by members or the Clerk*
- 18. Correspondence** P8  
*To note correspondence received since the last meeting*
- 19. Dates for the Diary**  
*To note any forthcoming dates for members' diaries*
- 20. Dates of future Parish Council Meetings**  
*19 December 2024; 16 January, 20 February, 20 March, 17 April, 15 May 2025*

**MINUTES of a MEETING of ST AUSTELL BAY PARISH COUNCIL held on THURSDAY 17 OCTOBER 2024 at 6.00pm in The Pattern Hall, Charlestown**

**Present:** Cllrs Bill Leach, Sue Leach, Jackie Bull, Richard Whitehouse, Sandie Bailey, Matt Sanders, Nick Foster

**In attendance:** Cornwall Councillor James Mustoe, Julie Larter (Clerk), 7 members of the public.

**(24/071) Apologies for Absence**

Apologies were received from Cllrs Chrissie Wright and Trudy Reynolds.

**(24/072) Minutes of a meeting the Parish Council held on 5 September 2024**

It was **RESOLVED** that the minutes of the meeting of the Parish Council held on 5 September 2024 should be signed as an accurate record of the meeting.

**(24/073) Matters to Note**

The Clerk reported that she had received a note from Cornwall Croquet Club informing the council that the club had met its £65,000 target to purchase the ground and the matter is now in the hands of their solicitors. The club thanked the parish council for its support.

There have been issues with the alarm in The Pattern Hall and the Clerk is waiting for a new PIR to be fitted. It may be necessary to install a brand new system and she is awaiting a quote for this.

The Clerk informed councillors that the parish council would be setting its budget and precept requirement for 2025/2026 next month and asked councillors to give thought to any projects they may wish to pursue. The Clerk is keen to investigate a more energy efficient heating system for the hall and this could be built into the budget.

**(24/074) Declarations of Interest on Items on the Agenda**

There were no declarations of interest.

**(24/075) Chairman's Announcements**

The Chairman had no announcements to make.

**(24/076) Cornwall Councillors Report**

Cllr Mustoe said that he is pleased to see that Charlestown Harbour has been granted their licence from the Marine and Maritime Organisation, thereby allowing them to start work on the lock gates. Work is being partly funded by the Shared Prosperity Fund and despite what is being said on social media, the applicants will not get any money until work has commenced, and full payment is only made upon completion of the work.

Cllr Mustoe reminded business owners including holiday lets that they must have a commercial waste licence to dispose of waste – it must not be put with domestic waste. A local business was prosecuted by Cornwall Council and faced a large fine for the incorrect disposal of waste. The Chairman thanked Cllr Mustoe and said that it is a shame that there has been a lot of misinformation regarding the harbour and if

people want to know the facts, Charlestown Harbour are posting regular updates on Facebook regarding progress with work.

### **(24/077) Public Participation**

The Chairman invited members of the public to speak when the agenda item they were interested in is discussed.

The Chairman then reordered the agenda.

### **(24/078) Charlestown Regatta Playing Field**

The Chairman, Clerk and Cllr Mustoe attended a meeting with officers from Cornwall Council's Open Space team and Sarah Scoltock earlier in the day. Three options had been given relating to the S106 money previously discussed and the correspondence had been circulated to members prior to the meeting. It was stressed that the S106 money must be used to improve sporting facilities and was a completely separate issue from the waterlogging problem. Suggestions were made about increasing the sports provision including a Pétanque piste, basketball ring, outdoor table tennis table and a trim trail. The Clerk is to enquire whether any of these could be funded with the S106 money. It was **RESOLVED that the money should be passed to Cormac who will sub-contract the work to make improvements to the football pitch and undertake some planting works. The design is to be agreed in consultation with the Regatta Committee and the parish council Chairman and Vice Chairman were delegated to make the final decision on what should take place.** There is no undertaking to take on the lease of the field at this stage. The Regatta Working Party will meet on 22 October.

### **(24/079) Planning Applications and Related Matters**

(a) PA24/07056 – 8 Duporth Bay: Proposed demolition of side extension, construction of new extension, balcony, garage roof and internal alterations plus associated works. It was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that there the parish council supports the proposal.**

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

(i) PA24/05119/05120 (LBC) – 10 Quay Road: Construction of a small cabin in a remote area of the garden at Marine Villa

The planning officer is waiting for the agent to decide whether to withdraw the application or issue a refusal notice.

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

It was noted that this application has been withdrawn.

### **(24/080) VE Day Commemoration**

Cllr Sue Leach gave an update. St Austell Town band has been booked and will perform a 30 min concert of music from the 1940s prior to lighting the beacon at 9.30pm. There will then be a proclamation and tribute and then another 30 mins of celebration music will follow. Charlestown Harbour staff are fully on board. Seats will be needed and Cllr Leach is to ask the Regatta Committee if the parish council can borrow some chairs. It may be necessary to purchase or hire some sort of gazebo as shelter for the musicians.

It was **RESOLVED to authorise expenditure of £300 to cover the cost of the band.** Cllr Leach will ask the bandmaster for a list of music to be played to ensure that it is fitting for the occasion. Cllr Sanders volunteered to be a first aider and will try to find another suitably qualified person to assist. Cllr Whitehouse is to write a press release. Groups wishing to hold their own commemoration are welcome to borrow the parish council's gazebos and bunting, but the parish council will not be funding the events.

**(24/081) Porthpean Interpretation Board**

A draft design had previously been circulated. The Clerk has spoken to Martin Petherick and it was **RESOLVED to amend the wording for Porthpean House to read "The house and gardens are not open to the general public but enquiries can be made via their website".**

**The house is best known as the setting for the Richard Curtis film About Time**  
Other minor amendments are to be made.

**(24/082) Highways Matters**

(i) Residents Parking scheme for Duporth Road

The working party met with one of the affected residents on 16 October. The resident is to consult her neighbours to find out whether either the whole of the parking bay or some of it could have restricted waiting times (1 hour maximum) and whether this would make matters better or worse for them. The Clerk is to write to Kate Kennally, CEO, Cornwall Council informing her of the background to the case for residents parking, which is linked to the whole safety issue of Duporth Road and asking her to break the stalemate.

(ii) Highways Concerns

Cllr Foster reported that trees are overhanging the top of Duporth Road, particularly by the first passing place. The Clerk will report the matter to Cornwall Council.

**(24/083) Financial Matters**

(i) Grant Funding Request

It was **RESOLVED to award a grant to the Cornish Barbarians of £250 towards the cost of insurance for the group.** The Clerk was asked to make the club aware that the parish council does not as a rule award grants to the same group multiple times.

(ii) Internal Auditor

It was **RESOLVED to appoint Linda Coles as the council's internal auditor for 2024/25.**

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

		Purchase of Lost Voices from a Cornish Village		
BACS	Kathy Still	book	£	<b>9.99</b>
DD	EE	Mobile phone monthly charge	£	<b>19.42</b>
DD	BT	Telephone and internet	£	<b>59.94</b>
DD	Swift Catering Supplies	Toilet rolls for public toilets	£	<b>123.05</b>
DD	Xerox Finance	Quarterly lease on printer	£	<b>141.26</b>
DD	Lloyds Bank	Credit card	£	<b>88.63</b>
BACS	Cornwall Signs	Sign for hall	£	<b>42.00</b>
DD	Pennon Water	Monthly charge for water (public toilets)	£	<b>150.00</b>

BACS	Starboard Systems Ltd	Annual renewal of accounting package	£	<b>673.92</b>
BACS	Complete Weed Control	Pavement weed spraying – Charlestown	£	<b>320.40</b>
BACS	Vison ICT	Hosted email account (1) December 24-November 25	£	<b>24.00</b>
BACS	Biffa	Waste disposal	£	<b>26.38</b>
BACS	Lou Jones Design	Visualisation for Porthpean interpretation board	£	<b>1,320.00</b>
BACS	Duchy Defibrillators	Annual service charge - Duporth defibrillator	£	<b>372.00</b>
DD	Unity Trust Bank	Monthly bank charges	£	<b>5.40</b>
BACS	Salaries and oncosts	Salaries and oncosts	£	<b>2,172.31</b>

It was noted that the parish council has received a CIL payment from Cornwall Council of £1350.85 relating to PA20/09299, 91 Charlestown Road

#### **(24/084) Meetings/Training Attended**

- 9 September – Clerk attended a meeting of clerks to smaller councils.
- 7-9 October – Clerk attended the SLCC Annual Conference. The clerk gave a report on some of the seminars she attended.
- The Chairman, Cllrs Bull, Foster and Bailey together with the Clerk attended a meeting with a Duporth Road resident regarding a proposed residents parking scheme
- 17 October – Chairman and Clerk attended a meeting with officers from Cornwall Council to discuss the Regatta Playing field

#### **(24/085) Correspondence**

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

- CALC newsletter
- Invitation to attend CALC's AGM
- Correspondence between Cllr Mustoe and a resident about Charlestown Regatta Playing field
- NHS Cornwall Together newsletter

#### **(24/086) Dates for the Diary**

- 22 October – Local Plans and Class Q Permitted Development briefing (Cllr Reynolds to attend)
- 22 October – Regatta Working Party
- 23 October – South Cornwall Community Area Partnership meeting, The House, St Austell (Cllr Bull to attend)
- 24 October – St Austell Healthcare PPG AGM, 10.45 in The Pattern Hall.
- 31 October – Clerk to attend CCTV Practical Compliance for town and parish Councils webinar
- 3 November – Charlestown History Group's Battery Recharge 10.00am – 1.00pm (Cllr Reynolds to attend)
- 7 November – Cornwall Council budget update (Clerk to attend)
- 7 November – Cornwall Council Planning Policy update (Cllr Sue Leach and Clerk to attend)

#### **(24/087) Dates of future Parish Council Meetings**

21 November, 19 December 2024.

The meeting closed at 7.25pm

## **Agenda Item 13**

### **Correspondence Received**

The following correspondence has been received since the last meeting

- Cornwall and Isles of Scilly Integrated Care Board bulletin
- Correspondence from Cornwall Council's Emergency Manager regarding telecommunications resilience
- Making Space for Sand Autumn newsletter
- Correspondence from Lanteglos with Fowey Parish Council regarding Cornwall Council's affordable housing allocation
- Cornwall Council's Positive Planning newsletter
- Email from the Cornish Barbarians thanking the parish council for the grant it received
- Invitation to attend the AGM of Cornwall Association of Local Councils
- CALC planning updates
- Copy of correspondence regarding the future of Newquay Airport sent to Cornwall Councillors
- Cornwall Council's Affordable Housing newsletter