

You are summoned to attend a **Meeting** of **St Austell Bay Parish Council** to be held on **Thursday 20 March 2025** at **6.00pm** in **The Pattern Hall, Charlestown Road.**

*Julie Larter*

Julie Larter  
Clerk

13 March 2025

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*

---

## AGENDA

**1. Apologies for Absence**

**2. Minutes of a meeting of St Austell Bay Parish Council held on 20 February 2025**

*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's Report**

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

**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**

*To consider responding to the following planning application and any planning applications received after publication of this agenda*

(i) PA25/01500 – 1 Quay Road: Front and side extensions, alterations to archway and stepped access and replacement windows throughout

(ii) PA25/00929 – 4 Duporth Bay: Building refurbishment to provide enlarged kitchen/dining extension including ancillary areas

(iii) PA25/00595 – 6 Ridgewood Close: Works to trees subject to a TPO, works include Sycamore x 1 – reduce back. 5m reduction to approximately 5m from stem to suitable growth point. Sycamore x 2 – reduce back. 5m reduction to approximately 5m from stem to suitable growth point

(iv) PA25/01806 – Porthpean Outdoor Education Centre: Siting of 2 no caravans for staff accommodation, associated development including hardstanding, foul drainage connection and landscaping. Demolition of redundant concrete reservoir structure (part retrospective)

**9. Cornwall Council's Call for Sites**

*To receive an update from Cllr Sue Leach*

**10. Regatta Playing Field**

*To note the minutes of a meeting of the parish council's Regatta Committee held on 12 March*

*To follow*

**11. Highways Matters**

*(i) To receive an update on the proposed Duporth Road residents parking scheme*

*(ii) Speed limits: Church Road/Crinnis Road*

*(iii) Pedestrian safety in Trenarren*

*(iv) To note any Highways concerns*

**12. Financial Matters**

*(i) To consider whether the parish council has adequate insurance provision and accept a renewal quote*

*To follow*

*(ii) To note current position and authorise payments*

*Appendix (i)*

**13. Meetings/Training Attended**

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

**14. Correspondence**

*To note correspondence received since the last meeting*

*Page 9*

**15. Dates for the Diary**

*To note any forthcoming dates for members' diaries*

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

*17 April, 15 May, 19 June, 17 July, 11 September, 16 October, 20 November, 18 December 2025*

**MINUTES of a MEETING of ST AUSTELL BAY PARISH COUNCIL held on THURSDAY 20 FEBRUARY 2025 at 6.00pm in The Pattern Hall, Charlestown**

**Present:** Cllrs Bill Leach, Sue Leach, Trudy Reynolds, Chrissie Wright, Matt Sanders and Nick Foster.

**In attendance:** Cornwall Councillor James Mustoe, Julie Larter (Clerk)

**(24/144) Apologies for Absence**

Apologies were received from Cllr Jackie Bull

**(24/145) Minutes of a meeting the Parish Council held on 16 January 2025**

It was **RESOLVED** that the minutes of the meeting of the Parish Council held on 16 January 2025 should be signed as an accurate record of the meeting.

**(24/146) Matters to Note**

The Clerk reported that works to a section of Mill Lane footpath are nearly complete. Cormac were unable to use planings as planned as they didn't have any available in time but have instead gone with their second option of compacted recycled dust (mix of brick, tarmac and stone).

There has been another landslip below the SWCP in Porthpean and Cornwall Council engineers are currently investigating but the South West Coast Path remains open.

The interpretation board in Porthpean is now in situ.

The Clerk is still waiting for a valuation on the anchors.

**(24/147) Declarations of Interest on Items on the Agenda**

Cllr Sanders declared an interest in Agenda Item 8 (a) (i).

**(24/148) Chairman's Announcements**

The Chairman thanked councillors for attending the meeting at Porthpean Golf Club yesterday.

**(24/149) Cornwall Councillors Report**

Cllr Mustoe was pleased that Cornwall Council have had a change of heart and will now permit a small residents parking area in Duporth Road. He thanked Cllr Donnithorne for his support with this. Cllr Mustoe is pressing for road repairs in Ridgewood Close.

The Chairman thanked Cllr Mustoe for his intervention in the Duporth Road issue.

Cllr Mustoe's full report is on the parish council's website.

**(24/150) Public Participation**

There were no members of the public in attendance.

**(24/151) Planning Applications and Related Matters**

Cllr Sanders left the room

(i) PA25/00595 – 6 Ridgewood Close: Works to trees subject to a Tree Preservation Order, works include sycamore x 1 – reduce back, 5m reduction approximately 5m from stem to suitable growth point. Sycamore x 2 – reduce back, 5m reduction to approximately 5m from stem to suitable growth point

Councillors wished to wait for the Tree Officer's report before commenting.

Cllr Sanders returned to the room.

(ii) PA25/00671 – Duporth Lodge, The Drive, Duporth: Works to trees subject to a Tree Preservation Order. Works include reduction of 4 lowest second order limbs over drive by 1.5m to leave 2m in length (T2-Holly), trimming and pruning of drive-side back by 0.5m and removal of 2 lowest branches on drive side (T2-Yew) and crown thinning by 10% (T7 – Holly)

Councillors wished to wait for the Tree Officer's report before commenting.

(iii) PA25/00929 – 4 Duporth Bay: Building refurbishment to provide enlarged kitchen/dining extension including ancillary space

This application was deferred until the next parish council meeting.

(iv) It was noted that an Appeal has been lodged against Enforcement Notice EN24/00233 relating to land east of Lobbs Shop Cottage

(b) The current position regarding the following planning applications was noted:

(i) PA24/09758 – Polmear, Charlestown: Hedgerow (planted over 30 years ago) removal application for creation of new crossway for livestock

This is not a planning application whereby planning policies apply – it is a notification for consideration under the Hedgerow Regulation 1997. Therefore the neighbourhood plan policies are not applicable to the application.

The application has been approved.

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

It was noted that this application has been refused.

#### **(24/152) Cornwall Council Call for Sites**

It was noted that fields between Campdowns Cemetery and the Ropewalk have been put forward. The Clerk is to respond to Cornwall Council's consultation stating that these fields are designated as Green Buffers in both the Cornwall Site Allocations DPD and the St Austell Bay Neighbourhood Plan.

Carlyon Parish Council has offered to work with the parish council on Cornwall Council's consultation as there was great concern that there could be a proliferation of inappropriate development around the parishes.

#### **(24/153) Duporth Tree Works**

It was noted that trees have been removed from a hedge on Manor Farm Road without the knowledge or permission of the landowner. Duporth CIC is currently in discussion with the householder responsible for removing the trees.

#### **(24/154) Regatta Playing Field**

The Chairman and Clerk met with Stuart Wallace, Open Space Officer, Cornwall Council together with Cornwall Council's Devolution Team and Sarah Scoltock on 30 January. The tender exercise for the proposed pitch improvements came in only slightly over the available budget. Unfortunately today Wain Homes have stated that as the money hasn't been spent according to the S106 (it should have been spent by August 2023) it needs to be returned to them so it appears that the work cannot go ahead.

In the meeting with Cornwall Council officers the Chairman re-iterated the parish council's reasons for not wanting to take over the lease on the field, which was accepted and the devolution team asked whether the parish council would be willing to enter into a license instead. The parish council would have total responsibility for operating the field, at their expense, and there would be a clause stating that the parish council would not be liable for any future issues caused by drainage failures. Officers at Cornwall Council do not know how much it costs to run the field and the Chairman asked officers to find out. Councillors are not willing to take on the field without some kind of bursary.

The Chairman and Clerk will be meeting with the officers again on 25 February.

#### **(24/155) History Working Party**

Cllr Reynolds reported on a meeting held on 24 January. Charlestown History Group has agreed to write narratives for the artifacts donated by the former Shipwreck Museum. The Group is organising another clearance session at Charlestown Battery on 23 February and will be organising a walk around the Leat on Sunday 13 April. Cllr Foster has agreed to lead on producing material for the history board to go in Duporth.

Notes from the meeting are on the parish council's website.

#### **(24/156) Highways Matters**

##### **(i) Residents Parking scheme for Duporth Road**

Cornwall Council has now agreed that a residents parking scheme can proceed as the parish council would be funding it. An estimate for the works is £9,500 comprising the Traffic Regulation Order at £8,000 plus the works amounting to £1,500. The scheme will go hand in hand with yellow lining in Duporth and other parts of Charlestown as previously agreed. However this element of the scheme was agreed under the Community Network Highways Scheme and all the funds from the scheme are now committed so Cornwall Council is trying to source funding elsewhere. Cllr Bull is speaking to each resident in the row personally to ensure that they understand the scheme and are in agreement. The scheme cannot proceed without resident buy-in. Cormac does not have resources available to start on the design process until the end of April.

##### **(ii) Highways Concerns**

It was **RESOLVED to undertake pavement weed spraying again this year at a cost of £660 for 2 treatments.**

#### **(24/157) Financial Matters**

##### **(i) Risk Management Strategy, Risk Management Policy Statement and Risk Assessment**

The documents were reviewed with no amendments required.

(ii) Asset Register

The Asset Register was reviewed and found to be in order.

(iii) Insurance

This matter was deferred until the next meeting as all quotes have not yet been received.

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

DD	EE	Mobile phone monthly charge	£	19.42
DD	BT	Telephone and internet	£	59.94
DD	Lloyds Bank	Credit card	£	72.25
DD	Pennon Water	Monthly charge for water (public toilets)	£	202.00
DD	SWW	Quarterly charge for water (hall)	£	84.13
DD	Unity Trust Bank	Monthly bank charges	£	6.00
DD	SSE	Quarterly electricity charge for public toilets	£	193.51
DD	SSE	Quarterly electricity charge for hall	£	1854.11
SO	J Kneale	Lease	£	212.50
BACS	ITEC	Monthly photocopy charge	£	13.53
BACS	Parc Signs	Replacement vinyl for Pattern Hall sign	£	154.80
		Litter bin servicing (Orchard Way & Porthpean BR)	£	624.00
BACS	Biffa	Waste disposal (hall and toilets)	£	30.34
BACS	Bleed Control (UK)	Annual fee	£	288.00
	WFN Electrical,			
	Refrigeration and Air			
BACS	Conditioning	PAT Testing	£	86.40
BACS	Salaries and oncosts	Salaries and oncosts	£	2,916.96

**(24/158) Meetings/Training Attended**

- 24 January – Cllr Reynolds attended a meeting of the History Working Party
- 29 January – Cllr Sue Leach and the Clerk attended Cornwall Council's briefing on planning reform
- 30 January – The Chairman and Clerk attended a meeting with officers from Cornwall Council regarding the Regatta Playing field
- 12 February -the Clerk attended a meeting on the final round of Levelling Up funding
- 19 February – the Chairman, Cllrs Bailey, Leach, Reynolds, Sanders and Wright together with the Clerk met the owner and Executive Committee members of Porthpean Golf Club for a preapplication consultation

**(24/159) Correspondence**

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

- Cornwall Council's Town and Parish Council newsletter

**(24/160) Dates for the Diary**

- 25 February – Meeting regarding the Regatta Playing field, the Chairman and Clerk to attend
- Important date regarding the forthcoming parish council elections.

Election packs will be available from 14 March. The Clerk will have a supply or they can be downloaded from Cornwall Council's website. The pre-election period starts on Friday 14 March and after this time the parish council will be unable to agree to start any new projects.

Deadline for submission of candidate nomination papers is 2 April. Papers have to be handed in in person at Carlyon House (by appointment) – dates for this have yet to be set.

Election day is 1 May and the formal end of the current council is 6 May.

**(24/143) Dates of future Parish Council Meetings**

20 March, 17 April, 15 May, 19 June, 17 July, 11 September, 16 October, 20 November, 18 December 2025.

The meeting closed at 7.04 pm

.....  
Chairman

.....  
Date



**Correspondence Received**

The following correspondence has been received since the last meeting

- Invitation to attend a briefing on the forthcoming elections
- CALC training bulletin
- Correspondence regarding the proposed Tunes on the Shore event
- Cornwall and Isles of Scilly "Cornwall Together" newsletter
- Cornwall Council's Affordable Housing newsletter
- Cornwall Council's Town and Parish Council newsletter