

You are summoned to attend the **Annual Meeting** of **St Austell Bay Parish Council** to be held on **Thursday 15 May 2025** at **6.00 pm** in **The Pattern Hall, Charlestown Road.**

*Julie Larter*

Julie Larter  
Clerk

8 May 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*

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## AGENDA

**1. Election of a Chairman**

**2. Election of a Vice Chairman**

**3. General Power of Competence**

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

**4. To note the number of vacancies following elections on 1 May**

**5. Apologies for Absence**

**6. Minutes of a meeting of St Austell Bay Parish Council held on 17 April 2025**

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

*Pages 4-6*

**7. Matters to note**

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

**8. 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.*

**9. Chairman's Announcements**

*To allow the Chairman to make any announcements.*

**10. Cornwall Councillor's Report**

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

**11. 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.*

**12. Planning Applications and Related Matters**

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

*PA25/02116 – Venetian Healthcare Ltd (The Grove), 181 Charlestown Road: New build two-storey extension to the existing care home, and localised tree removals*

*(ii) To note an Exception Notice has been issued under PA/00420/PREAPP – Land SW Quarry Walk, The Drive, Duporth to fell the remainder of 1 x mature Beech Tree due to danger from decay and damage to property and overhead lines*

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

- (i) Staffing Committee*
- (ii) Regatta Playing Field Committee*
- (iii) Traffic Working Party*
- (iv) Environment and Climate Crisis Working Party*
- (vii) History Working Party*
- (viii) South Cornwall Community Area Partnership*
- (ix) Oversight of The Pattern Hall*
- (x) Internal control checks*

- 14. Regatta Playing Field**  
*To receive a report of a meeting with Cornwall Council held on 7 May*
- 15. Historical Interpretation Board for Duporth**  
*To note the current situation and decide next steps*
- 16. Highways Matters**  
*(i) To receive an update on the proposed Duporth Road residents parking scheme and additional yellow lining as part of the previously approved Community Network Highways Scheme*  
*(ii) Pedestrian safety in Trenarren – to note the results of a speed monitoring exercise and decide next steps*  
*(iii) To note any Highways concerns* Appendix (i)
- 17. Financial Matters**  
*(i) To note the Internal Auditor's report*  
*(ii) To consider whether there is a conflict of interest with BDO*  
*(iii) To agree the Annual Governance Statement*  
*(iv) To agree the Annual Accounting Statements*  
*(v) To note the current financial position and authorise payments* Appendix (ii)  
To follow
- 18. Meetings/Training Attended**  
*To receive an update from meetings or training recently attended by members or the Clerk*
- 19. Correspondence**  
*To note correspondence received since the last meeting* Page 7
- 20. Dates for the Diary**  
*To note any forthcoming dates for members' diaries*
- 21. Dates of future Parish Council Meetings**  
*19 June, 17 July, 11 September, 16 October, 20 November, 18 December 2025*

**MINUTES of a MEETING of ST AUSTELL BAY PARISH COUNCIL held on THURSDAY 17 APRIL 2025 at 6.25pm in The Pattern Hall, Charlestown**

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

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

**(24/178) Apologies for Absence**

Apologies were received from Cllr Chrissie Wright.

**(24/179) Minutes of a meeting the Parish Council held on 20 March 2025**

It was **RESOLVED** that the minutes of the meeting of the Parish Council held on 20 March 2025 should be signed as an accurate record of the meeting.

**(24/180) Matters to Note**

The Clerk reported that the clay carts from the Shipwreck Centre are due to be delivered on 9 May. No valuation on the anchors is available yet. The replacement bench for the junction of Porthpean Road and Porthpean Beach Road as agreed in the November meeting has been ordered. A meeting has been arranged with Lou Jones to commence work on the interpretation board for Duporth.

**(24/181) Declarations of Interest on Items on the Agenda**

There were no declarations of interest.

**(24/182) Chairman's Announcements**

The Chairman thanked councillors for all their work over the past 12 months. Cllr Bull thanked the Chairman for his outstanding leadership.

**(24/183) Cornwall Councillors Report**

Cllr Mustoe reported on work that has been undertaken at Charlestown Battery and praised the work of Charlestown History Group. He also said that he has given his support to S106 money from the Nest development being allocated to the Regatta field. Cllr Mustoe's full report can be found on the parish council's website.

**(24/184) Public Participation**

There were no members of the public present.

**(24/185) Planning Applications and Related Matters**

PA25/02455 – 3 Rashleigh Mews: Replace existing white gloss painted softwood fascias, barge boards and soffits with white uPVC to the house and garage

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.

**(24/186) Regatta Playing Field**

The Clerk's report was noted. It was **RESOLVED that the parish council should enter into a management agreement with Cornwall Council, with a rider that the parish council will not be liable for any subsidence or flooding caused by ancient mine workings.** Any management agreement is to be approved by the parish council's solicitor prior to signing.

### **(24/187) Highways Matters**

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

A site meeting with a member of Cormac's design team has been arranged for 22 April. Cllrs Bull, Foster and Bailey together with Cllr Mustoe and the Clerk will attend. The Clerk has received confirmation that the previously discussed yellow lining scheme for Duporth Road, Charlestown Road and Church Road will go hand in hand with the residents parking scheme. Funds for the yellow lining will be made available by Cornwall Council. It was **RESOLVED that as the 2 schemes are to be run simultaneously, the parish council would proceed to fund a residents parking scheme for Duporth Road.** £12,500 has been earmarked in the budget for the work and the remainder will be paid out of CIL funds.

#### **(ii) Pedestrian Safety in Trenarren**

A speed monitoring exercise is currently being undertaken. The Highways Officer considers that painting Slow or dragons teeth on the road are inappropriate for this rural location.

#### **(iii) Highways Concerns**

The Clerk was asked to enquire when the metal rail at the bottom of Duporth Road is to be repaired/replaced. Temporary orange fencing has been in situ for a very long time and is not appropriate for a Conservation Area.

### **(24/188) Financial Matters**

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

DD	EE	Mobile phone monthly charge	£	19.42
DD	BT	Internet	£	59.94
DD	Lloyds Bank	Credit card	£	16.36
DD	Pennon Water	Monthly charge for water (public toilets)	£	202.00
DD	Unity Trust Bank	Monthly bank charges	£	6.00
DD	Xerox Finance	Quarterly lease on photocopier	£	141.26
BACS	Zurich Municipal	Insurance	£	2,178.29
BACS	ITEC	Monthly printing charge	£	24.40
BACS	Biffa	Waste disposal	£	30.34
BACS	Cornwall ALC	Membership subscription	£	576.61
BACS	Duchy Defibrillators	Annual monitoring fee – Pattern Hall unit	£	246.00
BACS	Furniture	Replacement bench Porthpean Road	£	545.00
BACS	Cornwall Training & Consultancy	First aid cover for VE Day commemoration	£	206.40
BACS	Salaries and oncosts	Salaries and oncosts	£	3,371.48

It was noted that Cllr Wright conducted an Internal Control check on 25 March.

### **(24/189) Meetings/Training Attended**

- 7 April – Chairman and Clerk met with officers from Cornwall Council regarding the Regatta Playing Field
- 11 April – Chairman, Cllr Sue Leach and the Clerk met with staff from Charlestown Harbour to discuss the VE Day commemorative event. Cllr Leach outlined arrangements for the VE Day commemoration. The event will start at 8.45pm with a concert of 40s music played by St Austell Town Band. At 9.15 there will be a 2 minute silence to be followed by a tribute, to be read by Cllr James Mustoe. The beacon will be lit by Jean Caddy at 9.30 and this will be followed by a further 15 minutes of music from the 1940s. Cllr Leach asked for volunteers to act as marshalls.
- 14 April – Clerk attended a CALC briefing on the elections. She reported that of 287 parishes in Cornwall having elections, only 23 councils have contested elections and 1 council is inquorate meaning Cornwall Council has to step in and run the council. The Clerk then reminded councillors to return their election expenses forms to Cornwall Council before 29 May. Councillors for Duporth ward can do this now but councillors standing for Charlestown ward must wait until after the election. Nil returns can be submitted by email.
- 16 April – Clerk attended a meeting of clerks to smaller councils.

#### **(24/190) Correspondence**

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

- NHS Cornwall and Isles of Scilly newsletter

#### **(24/191) Dates for the Diary**

- 22 April Proposed Duporth Road residents parking site meeting (Chairman, Cllrs Bull, Foster and Bailey to attend together with the Clerk)
- 23 April – South Cornwall Community Area Partnership meeting, 6.00pm St Austell Arts Centre (Cllr Bull to attend)
- 24 April – Cllr Foster and Clerk to meet Lou Jones regarding Duporth Interpretation board

#### **(24/192) Dates of future Parish Council Meetings**

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

The meeting closed at 7.09pm

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Chairman

.....  
Date

## **Agenda Item 14**

### **Correspondence Received**

The following correspondence has been received since the last meeting

- Cornwall Council's Planning newsletter