

Dear Councillor

You are summoned to attend a **Meeting** of **St Austell Bay Parish Council** to be held on **Thursday 19 June 2025** at **6.00 pm** in **The Pattern Hall, Charlestown Road.**

Julie Larter

Julie Larter
Clerk

12 June 2025

07873 383400
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 the Annual Meeting of the Parish Council held on 15 May 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 respond to the following planning application and any planning applications received after publication of this agenda

PA25/02116 – 181 Charlestown Road: New build two-storey extension to the existing care home, and localised tree removals

9. Staffing Issues

(i) To receive a report from the Staffing Committee regarding the recruitment of a new clerk

(ii) To note the resignation of one of the council's cleaners and receive an update on the current situation

10. Document Retention Policy

To adopt a Document Retention Policy

Pages 9 - 10

11. Regatta Playing Field

To note that Cornwall Council's Devolution Team has now met with officers from Charlestown Regatta Committee

12. Historical Interpretation Board for Duporth

To receive an update from Cllr Foster

13. Highways Matters

(i) To approve plans for additional yellow lining and a residents' parking scheme for Duporth Road

(ii) To note any Highways concerns

To follow

14. Financial Matters

(i) To appoint an internal auditor for 2025/36

(ii) To note the current financial position and authorise payments

Appendix (i)

15. Parish Councillor Vacancies

To co-opt to fill one or more of the current vacancies

16. Meetings/Training Attended

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

17. Correspondence

To note correspondence received since the last meeting

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18. Dates for the Diary

To note any forthcoming dates for members' diaries

19. Dates of future Parish Council Meetings

17 July, 11 September, 16 October, 20 November, 18 December 2025

MINUTES of the ANNUAL MEETING of ST AUSTELL BAY PARISH COUNCIL held on THURSDAY 15 MAY 2025 at 6.00pm in The Pattern Hall, Charlestown

Present: Cllrs Bill Leach, Sue Leach, Nick Foster, Jackie Bull, Sandie Bailey, Richard Hallows and Lyndon Allen.

In attendance: 14 members of the public, Cornwall Councillor James Mustoe, Julie Larter (Clerk)

(25/001) Election of a Chairman

It was **RESOLVED** to elect Cllr Leach as Chairman of St Austell Bay Parish Council.

The Chairman duly signed the Acceptance of Office form.

(25/002) Election of a Vice Chairman

It was **RESOLVED** to elect Cllr Bull as Vice Chairman of St Austell Bay Parish Council.

(25/003) General Power of Competence

It was determined that the parish council meets the criteria for adoption of the General Power of Competence and it was **RESOLVED** to adopt the General Power of Competence.

(25/004) Vacancies Following Elections on 1 May

It was noted that there is currently one vacancy for the Duporth ward and one for the Porthpean and Trenarren ward. The Clerk will put notices up and it is hoped to co-opt to fill the vacancies at the June meeting.

(25/005) Apologies for Absence

There were no apologies for absence.

(25/006) Minutes of a meeting the Parish Council held on 17 April 2025

It was **RESOLVED** that the minutes of the meeting of the Parish Council held on 17 April 2025 should be signed as an accurate record of the meeting.

(25/007) Matters to Note

The Clerk reported that following the last meeting she enquired when the railings adjacent to the leat at the bottom of Duporth Road would be repaired or replaced. Highways responded stating that they are on the structures list for repair but other issues on the list have a higher priority.

The replacement bench at the junction of Porthpean Road and Porthpean Beach Road has now been installed.

Clay carts from the former Shipwreck Centre clay carts have been delivered but are in need of a little TLC.

Two street trees were removed from Charlestown Road a number of years ago and Cormac agreed to replant but they were only able to replace one of the trees due to underground services. A resident asked whether it would be possible to re-visit this. The Clerk contacted the Highways Officer who has said it would not be possible. The Clerk reminded member that election expense forms must be returned to Cornwall Council by 29 May.

(25/008) Declarations of Interest on Items on the Agenda

There were no declarations of interest.

(25/009) Chairman's Announcements

The Chairman welcomed Cllrs Hallows and Allen to the council and also welcomed back councillors who held office previously.

The Chairman announced that there would be a closed session at the end of the meeting to discuss a confidential matter.

The Chairman thanked all those involved in the VE Day Celebration event on 8 May.

(25/010) Cornwall Councillors Report

Cllr Mustoe congratulated the Chair and vice chair on their re-election. He also congratulated the two new councillors. Cllr Mustoe reported that his main focus since the election has been dealing with complaints about the A391 resurfacing work and he continues to liaise with Cornwall Council. Cllr Mustoe said he was pleased to be asked to play a part in the VE Day commemoration on 8 May.

Cllr Mustoe's full report can be found on the parish council's website.

The Chairman congratulated Cllr Mustoe on his re-election commenting that he has worked very hard for the parish in the past.

(25/011) Public Participation

A member of the public wished to speak regarding agenda item 14, Regatta Playing field. The Chairman said he would allow this at that point on the agenda. The member of the public complained to Cllr Mustoe that he has not received any communication from Sarah Scoltock regarding their discussion about flooding issues on the Regatta field. Cllr Mustoe offered to chase this up.

A member of the public wished to speak about potholes on Quay Road. The Chairman said he would permit this under Highways.

A member of the public wished to speak about yellow lining on Charlestown Road.

The Chairman said he would permit this under agenda item 16(i).

A member of the public expressed his delight that the Chairman had been re-elected. He commented that the Cllr Leach has always led the council in a fair and goodwilled way. He was also pleased to see Cllr Bull elected as Vice Chair.

(25/012) Planning Applications and Related Matters

(i) PA25/02116 – 181 Charlestown Road: New build two-storey extension to the existing care home, and localised tree removals

A member of the public stated that there is some conflict within the application over exactly which trees are to be felled. Cllr Bull added that whilst the application tries to protect the privacy of neighbours, it would be good if the applicant could re-think the design.

The Clerk was asked to contact the planning officer saying that whilst the parish council wishes to support the application, it would wait until the tree officer's report is to hand. She is also to ask if the tree officer could do a site visit.

(ii) It was noted that an Exception Notice has been issued under PA25/00420/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.

(iii) PA25/03355 – The Cottage, 72 Charlestown Road: Works to a tree in a Conservation Area – T1 Eastern White Pine – remove and replace with a variety of smaller broadleaves. This application is for notification only.

(25/013) Appointments to Committees, Working Parties and Other Bodies

- (i) Staffing Committee: Cllr Sue Leach, Cllr Jackie Bull, Cllr Lyndon Allen
- (ii) Regatta Playing Field Committee: Cllr Bill Leach, Cllr Sue Leach and Cllr Sandie Bailey together with Terry Butler, John Fowler and Sue Facey for consistency
- (iii) Traffic Working Party: Cllr Jackie Bull, Cllr Nick Foster and Cllr Sandie Bailey
- (iv) Environment and Climate Crisis Working Party – It was decided that although this is an important subject, it was better to talk about individual issues as and when they arise. It was decided not to continue with the working party
- (v) History Working Party: Cllr Nick Foster and Cllr Lyndon Allen together with Andy Trudgian, Sue Facey and Paula Robinson
- (vi) South Cornwall Community Area Partnership: Cllr Richard Hallows
- (vii) Oversight of The Pattern Hall Cllr Sue Leach
- (viii) Internal Control Checks: Cllr Sandie Bailey

(25/014) Regatta Playing Field

The Clerk reported that on 7 May she and the Chairman met with officers from Cornwall Council's Devolution team and Sarah Scoltock. The Devolution officer will be able to forward a draft copy of a management agreement to the parish council very shortly – it is currently with Cornwall Council's legal team for approval. The Devolution officer is trying to ascertain what if any planning permission is required for the storage container. There will be a site visit to identify any remedial works that needs to be undertaken before the parish council takes over management of the field and this will come out of a pot of devolution funding. Identified work will need to be programmed as will work to level the football pitch. The Devolution officer is now arranging a meeting with the Regatta Committee.

A member of the public read out an email he had previously sent to the parish council setting out his views on the possible management agreement. The Chairman pointed out that the parish council had already made its decision on entering into an agreement. The draft agreement (when received) will be considered by councillors in the first instance before being passed to the parish council's legal representative.

(25/015) Historical Interpretation Board for Duporth

The Clerk reported that the directors of Duporth Community Interest Company don't want a board on the green but propose to have a display of historic photos in one of the chalets instead. Cllr Foster is to liaise with the Chairman of the CIC.

(25/015) Highways Matters

- (i) Residents Parking scheme for Duporth Road

Clrs Bull, Foster, Bailey and the Clerk had a site meeting with a member of Cormac's design team on 22 April to discuss the scheme. The officer suggested 8 parking spaces, to allow for visitor parking. There will be separate Traffic Regulation Orders for this piece of work and the additional lining around Charlestown and on Duporth Road.

A member of the public has had issues with drivers obstructing the driveway of 79 Charlestown Road and asked whether double yellow lines could be installed and also whether the markings for the limited waiting bays could be renewed. The Clerk advised that it would be possible to add this to the Traffic Regulation Order for lining around the parish. It was therefore **RESOLVED to request that a small stretch of double yellow lines outside the driveway to 79 Charlestown Road be added to the Traffic Regulation Order consultation.** A request was also made for the limited waiting bay markings to be re-painted.

(ii) Pedestrian Safety in Trenarren

The results of the speed monitoring exercise had been previously circulated. Only 59 return journeys were made over the 8 day period, with the average speed being 11.2 MPH. It was therefore **RESOLVED to take no further action.**

(iii) Highways Concerns

A resident spoke about her concern over the number and depth of potholes on Quay Road. It was pointed out that as the landowner, the owner of the harbour is responsible for the upkeep of the road.

Although it was noted that Stephens & Stephens had previously undertaken some repairs to the road, these were of poor quality. The Clerk is to ask the planning officer whether planning conditions regarding reinstatement of the road have been discharged. As Quay Road is a Public Right of Way, the Clerk is also to ask the Countryside Officer whether Cornwall Council has a duty of care.

(25/016) Financial Matters

(i) The internal auditor's report was noted

(ii) It was confirmed that there is no conflict of interest with BDO

(iii) The Annual Governance Statement was agreed

(iv) The Annual Accounting Statements were agreed

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

DD	EE	Mobile phone monthly charge	£	20.65
DD	BT	Internet	£	65.04
DD	Lloyds Bank	Credit card	£	16.98
DD	Pennon Water	Monthly charge for water (public toilets)	£	202.00
DD	South West Water	Quarterly charge for water (Pattern Hall)	£	125.77
DD	Unity Trust Bank	Monthly bank charges	£	6.00
DD	Swift Catering Supplies	Toilet rolls for public toilets	£	141.02
BACS	Biffa	Annual litter bin contract (Trenarren)	£	312.00
BACS	Biffa	Waste disposal	£	15.17
BACS	Lyreco	Stationery	£	13.55
BACS	Biffa	Waste disposal	£	30.34
BACS	Vision ICT	Email hosting and data backup	£	96.00
BACS	Eric Foster	Sound system for VE Day commemoration	£	80.00
BACS	Carlyon Parish Council	Reimbursement for annual renewal payroll software	£	103.20
BACS	A & A Garden Services	Removal of old bench and installation of replacement	£	75.00

BACS Mrs L Coles	Internal Audit fee	£ 225.00
BACS Salaries and oncosts	Salaries and oncosts	£ 3,225.28

(25/016) Meetings/Training Attended

- 22 April – Cllrs Bull, Foster and Bailey together with the Clerk met with Cormac’s designer to discuss the Duporth Road residents parking scheme
- 23 April – Cllr Bull attended the South Cornwall Community Area Partnership meeting Cllr Bull said she felt the meeting was a waste of time and was a missed opportunity to share issues. Cllr Bull is to draft a letter for the Clerk to send to the Localism Team
- 24 April – Cllr Foster and the Clerk met with Lou Jones to discuss the proposed Duporth history board
- 1 May – Clerk attended a CALC briefing on the Statement of Assurance
- 7 May – Diggers and Doers met
- 8 May – The Chairman, Cllrs Leach, Whitehouse, Foster and Bailey together with the Clerk attended the VE Day commemoration concert

(25/017) Correspondence

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

- NHS Cornwall and Isles of Scilly newsletter
- Email thanking the parish council for organising the VE Day commemoration event

(25/018) Dates for the Diary

- 20 May – Code of Conduct training (further dates to come). Cllr Allen is due to attend training arranged by Treverbyn Parish Council and will notify the Clerk once this has been undertaken.
- 12 June – Cornwall Council planning training

(24/019) Dates of future Parish Council Meetings

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

(25/020) Exclusion of the Public and Press

It was **RESOLVED** that under **Section 1 (2) of the Public Bodies (Admissions to Meetings) Act 1960**, the public and press were excluded from the meeting as the matter involved a staffing matter and was therefore confidential.

(25/021) Resignation of the Clerk

It was noted that the Clerk had tendered her resignation. The Staffing Committee will meet to progress the recruitment process. The Chairman thanked the Clerk for her work over the past 16 years and wished her well in her new role.

Document Retention Policy

St Austell Bay Parish Council has duties under the Data Protection Act 2018 and the Freedom of Information Act 2000 relating to information it holds. This retention policy sets out how long documents should be retained and what should happen thereafter. Documents for long term retention are to be deposited with Kresen Kernow (Cornwall Record Office).

Document	Retention Period by council	Reason	Disposal
Information regarding creation of St Austell Bay Parish Council	5 years	Historical interest	CRO
Parish Plan	10 years	Historical interest	CRO
Neighbourhood Plan	10 years	Historical interest	CRO
Minutes	5 years	Archive	CRO
Agendas	5 years	Archive	CRO
Reports circulated with agendas not attached to signed minutes	5 years	Archive	CRO
Accident/Incident reports	20 years	Potential claims	Shred
Accounts	7 years	VAT	CRO
Annual Audited Accounts	7 years	Operational	Shred
Bank Statements	Last completed audit year	Audit	Shred
Invoices	7 years	VAT	Shred
VAT records	7 years	VAT	Shred
Postage records	7 years	Audit	Shred
Loan sanctions	6 years after end of loan	Operational	Shred
Quotations and Tenders	Successful 6 years. Unsuccessful as soon as confirmation of successful bid	Limitations Act (1980) as amended	Shred
Asset Register	Continually updated		
Staff records	Duration of employment plus 6 years	References, Tax, NI, Superannuation. Claims against the council	Shred
Payroll	12 years	Superannuation	Shred
Insurance Policy Numbers	Indefinitely	Management	-
Employers Liability Certificates	40 years from the date on which insurance commenced or was renewed	The Employers Liability (Compulsory Insurance) Regulations 1988	Shred
Recruitment data			

Successful	9 months after recruitment finalised		Shred
Unsuccessful	12 months after recruitment finalised		Shred
Inspection Reports	21 years	Insurance	Shred
Records relating to hiring hall or grounds	6 years	Management	Shred
Title Deeds, leases, agreements	Transfer to CRO as soon as there is no longer an administrative requirement (see also below)	Archive	CRO
General correspondence	Only for as long as is needed but 1 year which can be extended to 2 years.	Management	Shred
Documents from legal matters, negligence and other torts Most legal proceedings are governed by the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period. Where the limitation periods are longer than other periods specified, the documentation should be kept for the longer period specified. Some types of legal proceedings may fall within two or more categories. If in doubt keep for the longest of the three limitation periods.			
Negligence	6 years		Shred
Defamation	1 year		Shred
Contract	6 years		Shred
Leases	12 years		CRO
Sums recoverable by statute	6 years		Shred
Personal injury	3 years		Shred

Sources of Information

Archives and Cornish Studies Service (Kresen Kernow)
Society of Local Council Clerks

To be adopted on 19 June 2025

Correspondence Received

The following correspondence has been received since the last meeting

- Cornwall Council's Planning newsletter
- Notification of Cornwall Council's consultation on its Street Trading Policy review
- NHS Cornwall and Isles of Scilly newsletter
- Notification of a Road Closure Notice for Alexandra Road 9 – 20 June
- Notification of Road Closures for Charlestown Regatta