

Dear Councillor

You are summoned to attend a **Meeting** of **St Austell Bay Parish Council** to be held on **Thursday 17 July 2025** at **6.00 pm** in **The Pattern Hall, Charlestown Road.**

*Julie Larter*

Julie Larter  
Clerk  
10 July 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. Apologies for Absence**
- 2. Minutes of a Meeting of the Parish Council held on 20 June 2025**  
*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  
*To consider any requests for dispensations relating to items on*

*Pages 4 - 7*

*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) PA25/04492 – 8 Duporth Bay: Non-material amendment in relation to decision notice PA24/07056 dated 22.11.2024 for retention of existing roof with small dormers to provide headroom at doors, additional first floor side window, omission of rooflight and rear window*

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

*(b) To put a system of delegation in place to respond to planning applications received prior to the next meeting*

**9. Energy Contract**

*To consider options for renewal of the council's electricity contract*

**10. The Pattern Hall**

*To consider purchasing additional tables and an additional table trolley*

**11. Charlestown Regatta Playing Field**

*(i) To receive a report of a meeting of the parish council's Regatta Committee held on 8 July*

*(ii) To review the Memorandum of Understanding with Charlestown Regatta and to consider Cornwall Council's draft management agreement*

*Appendix (i)*

**12. Safeguarding Policy**

*To review the safeguarding Policy*

*Appendix (ii)*

**13. Highways Matters**

*(i) Duporth Road Residents Parking Scheme/additional yellow lining around Charlestown – to respond to the public consultation and receive an update*

*(ii) To consider a request for additional yellow lining on Porthpean Beach Road*

*(iii) To note any concerns*

**14. Financial Matters**

*To note the current financial position and authorise payments*

*Appendix (iii)*

**15. Meetings/Training Attended**

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

**16. Correspondence**

*To note correspondence received since the last meeting*

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**17. Dates for the Diary**

*To note any forthcoming dates for members' diaries*

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

*11 September, 16 October, 20 November, 18 December 2025*

**MINUTES of a MEETING of ST AUSTELL BAY PARISH COUNCIL held on THURSDAY 19 JUNE 2025 at 6.00pm in The Pattern Hall, Charlestown**

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

**In attendance:** 6 members of the public, Julie Larter (Clerk)

**(25/022) Apologies for Absence**

Apologies were received from Cllr Jackie Bull and Cllr James Mustoe, CC.

**(25/023) Minutes of the Annual Meeting the Parish Council held on 15 May 2025**

It was **RESOLVED** that the minutes of the Annual Meeting of the Parish Council held on 15 May 2025 should be signed as an accurate record of the meeting.

**(25/024) Matters to Note**

The Clerk reported that she has spoken to the Countryside Officer regarding the pot holes on Quay Road and the officer said that Cornwall Council *does* have a duty of care to ensure that public footpaths are reasonably safe. The Countryside Officer is going to speak to Charlestown Harbour Ltd. Improvements are to be made to steps on the SWCP leading out of Charlestown towards Carlyon Bay in the Autumn and also the path heading towards The Battery. This work will necessitate temporary diversion of the path. The Countryside Officer is monitoring the surface of Mill Lane footpath and if required will arrange for more work to be undertaken at Cormac's expense.

Earlier this month the Clerk arranged for the toilet cubicles in The Pattern Hall to be painted and this was authorised by the Chairman in line with the Council's Financial Regulations.

The Clerk reminded councillors that they must attend Code of Conduct training during the first 6 months of holding office. She stated that she needed to keep a record of training and asked for councillors to inform her of the date they attend.

The Chairman and Cllr Sue Leach will follow up with the Countryside Officer next week the issue of potholes in Quay Road as they have a meetings scheduled for another matter.

**(25/025) Declarations of Interest on Items on the Agenda**

There were no declarations of interest.

**(25/026) Chairman's Announcements**

The Chairman announced that sadly Cllr Bull's husband passed away on Tuesday and expressed his condolences.

**(25/027) Cornwall Councillors Report**

Cllr Mustoe reported that he was given a tour of the new Minor Injuries Unit at St Austell Community Hospital and praised Matron Margaret West for realising her vision

for the improvements. Cllr Mustoe reiterated his wish to have the national speed limit moved further up Porthpean Road, past Porthpean Beach Road junction and he hopes the parish council will support this when the next round of the Community Area Partnership funding becomes available.  
Cllr Mustoe's full report can be found on the parish council's website.

#### **(25/028) Public Participation**

No members of the public wished to raise anything.

#### **(25/029) Planning Applications and Related Matters**

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

Councillors felt unable to comment on the application as the Tree Officer's report was not yet to hand. The Clerk was asked to remind the planning officer that the parish council had asked the Tree Officer to carry out a site visit rather than a desktop exercise.

#### **(25/030) Staffing Issues**

(i) Recruitment of a new Clerk

Cllr Sue Leach reported that the Staffing Committee met on 22 May and agreed a recruitment timetable. The Closing date for applications is 30 June, shortlisting will take place on 7 July and interviews are being held on 14 July.

(ii) Resignation of one of the Council's Cleaners

It was noted that Laura Byers has resigned as the council's weekend cleaner. Interviews were held on 16 June and Gail Roberts was appointed and will start on 4 July. Roy Rodriguez is able to provide some cover until then but has leave booked so with the agreement of the Staffing Committee APS Construction are providing relief cover.

#### **(25/031) Document Retention Policy**

It was **RESOLVED** to adopt the draft Document Retention Policy previously circulated.

#### **(25/032) Regatta Playing Field**

It was noted that officers from Cornwall Council's Devolution team met with representatives from Charlestown Regatta on 3 June and the representatives were broadly supportive of the parish council entering into a management agreement with Cornwall Council. The parish council's Regatta Committee will meet again on 8 July to consider the management agreement and revise the current Memorandum of Understanding. The parish council will be considering the terms of the Management Agreement at the next meeting.

#### **(25/033) Historical Interpretation Board for Duporth**

Cllr Foster reported that he has contacted the Chair and one of the directors of Duporth CIC. The CIC is happy for Cllr Foster to suggest ideas for a display in one of the chalets and in collaboration with Cllr Allen will write a narrative and provide some photographs. Cllr Foster recently visited an interpretation centre in St Just in Roseland and this has given him some ideas for a display.

### **(25/034) Highways Matters**

(i) Residents Parking scheme for Duporth Road

Draft plans had been previously circulated. Councillors approved the plans but queried the side of the road a small parking area was proposed. The original plans had the area adjacent to the footpath, but the current plans show it on the woodland side of the road. It was felt safer for pedestrians if it is on the pavement side and the Clerk is to speak to Cormac's designer. It is likely that the proposed schemes will go out to public consultation in late July.

(ii) Highways Concerns

Visibility is currently very restricted at the top of Duporth Road at the junction with Porthpean Road. The Clerk was asked to report this to Cormac.

### **(25/035) Financial Matters**

(i) It was **RESOLVED to appoint Linda Coles as the Council's Internal Auditor for 2025/26.**

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

DD	SSE	Quarterly electricity – The Pattern Hall	<b>£2107.97</b>
DD	SSE	Quarterly electricity – Public toilets	<b>£200.56</b>
SO	J Kneale	Quarterly lease	<b>£212.50</b>
DD	EE	Mobile phone monthly charge	<b>£20.65</b>
DD	BT	Internet	<b>£65.04</b>
DD	Lloyds Bank	Credit card	<b>£231.20</b>
DD	Pennon Water	Monthly charge for water (public toilets)	<b>£202.00</b>
DD	Unity Trust Bank	Monthly bank charges	<b>£6.00</b>
DD	First Port	Annual community charge Foundry Parc	<b>£210.84</b>
BACS	ITEC	Monthly printing charge	<b>£29.15</b>
BACS	Biffa	Waste disposal	<b>£30.34</b>
BACS	Sym Fletcher	Painting in The Pattern Hall	<b>£450.00</b>
BACS	Biffa	Waste disposal	<b>£30.34</b>
BACS	Vision ICT	Email hosting	<b>£24.00</b>
BACS	Cornwall Council	Advertising Clerk's job	<b>£96.00</b>
BACS	Complete Weed Control	Pavement weed spraying	<b>£330.00</b>
BACS	Wallgate	Soap for handwashing units in public toilets	<b>£120.43</b>
BACS	Mrs L Coles	Internal Audit fee	<b>£225.00</b>
BACS	Salaries and oncosts	Salaries and oncosts	<b>£3,048.88</b>

### **25/037) Parish Council Vacancies**

Three applications had been made for the 2 current vacancies.

It was **RESOLVED to co-opt Christine Wright to fill the vacancy in the Duporth Ward**

It was **RESOLVED to co-opt Richard Whitehouse to fill the vacancy in the Porthpean and Trenarren Ward**

**(25/036) Meetings/Training Attended**

- 21 May – Clerk attended a webinar on Tree Management
- 9 June – Clerk attended a meeting of clerks to smaller councils

**(25/037) Correspondence**

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

- Report from Citizens Advice Cornwall informing of how many residents of St Austell Bay Parish had sought advice from them
- CALC newsletter
- Consultation on the Government's proposed changes to the Planning System – July agenda

**(25/038) Dates for the Diary**

- 23 July – South Cornwall Community Area Partnership meeting (Cllr Hallows to attend)

**(24/039) Dates of future Parish Council Meetings**

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

The meeting closed at 6.30 pm

## **Agenda Item 15**

### **Correspondence Received**

The following correspondence has been received since the last meeting

- Cornwall and Isles of Scilly Cornwall Together newsletter
- Cornwall Council's Positive Planning briefing note regarding planning consultations and working papers
- News item from CALC regarding the retirement of the County Officer