

Dear Councillor

You are summoned to attend a **Meeting of St Austell Bay Parish Council** to be held on **Thursday 16th April 2026** at **6.00 pm** in **The Pattern Hall, Charlestown Road.**

Rachel Trudgeon

Clerk

9th April 2026

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 a Meeting of the Parish Council held on 19th March 2026

To resolve that the minutes of the above meeting be signed as a correct record of the meeting. *Page 4-7*

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' 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 and any planning applications received after publication of this agenda:

(i) PA26/01922 – The Beeches 60 Charlestown Road Charlestown St Austell: Works to trees covered by a Tree Preservation Order (TPO) – T001 – Beech – Crown raise lower canopy on S side. T002 – Oak – Remove crossing limbs. T003 – Beech – Remove crossing limbs. T004 – Oak – Reduce overall height. T005 – Beech – Remove over extended limb and reduce remaining canopy by 2-3m.

(b) Notification of discharge of S106 agreement.

(i) PA25/07059 – 23 Chandlers Walk St Austell PL25 3NB: Discharge of existing S106 agreements dated 4th October 2001 due to 20year clause releasing the property from the affordable provisions.

9. Grant Application

To consider a grant application from Light Up Charlestown

10. Highways Matters

(i) Duporth Residents Parking Scheme – To receive a progress report.

(ii) To note the current traffic enforcement officer schedule and discuss potential future additional traffic enforcement officer time.

(iii) To discuss the Public Realm Improvement and Re-introduction of Weed Treatment.

11. CIL Funding

To receive an update.

12. Financial Matters

(i) To note the current financial 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

P 8

15. Dates for the Diary

To note any forthcoming dates for members' diaries

15. Dates of future Parish Council Meetings

*28th May, 25th June, 6th August, 17th September, 15th October,
19th November 17th December*

MINUTES of a MEETING of ST AUSTELL BAY PARISH COUNCIL held on THURSDAY 19th March 2026 at 6.00pm in The Pattern Hall, Charlestown

Present: Cllrs Bill Leach, Sandie Bailey, Jackie Bull, Sue Leach, Chrissie Wright and Richard Hallows and Richard Whitehouse.

In attendance: 4 members of the public, Cllr James Mustoe and Rachel Trudgeon (Clerk).

(25/161) Apologies for Absence

Apologies were received from Cllrs Lyndon Allen and Nick Foster

(25/162) Minutes of a Meeting of the Parish Council held on 19th February 2026

It was **RESOLVED** that the minutes of a meeting held on 19th February 2026 should be signed as an accurate record of the meeting.

(25/163) Matters to Note

The Clerk reported that there had been ongoing issues with the public toilet's doors and locks. This will impact the income generated from the public toilets, the issue is currently in the process of being resolved.

The Clerk informed the council that the parish clerk from St Mabyn has been instructed to carry out the internal audit at the end of the month.

The Clerk reported when visiting the Regatta Field, that an item of play equipment had been fenced off. Cornwall Council confirmed the play equipment was not fit for purpose and fenced off for safety reasons. They will be carrying out a survey to determine the best course of action. The Clerk is to follow this up with Cornwall Council as the park is well used by the community.

The Clerk informed the parish council an insurance valuation of The Pattern Hall and the public toilets had been carried out

The Clerk reported she has been aware that the litter bin on Porthpean Beach Road is restricting access to the fire hydrant. The Clerk will arrange to have the bin moved to enable clear access for the emergency services.

The Clerk reported that Charlestown History Group's recent St Piran's Day event held at The Pattern Hall was well attended and a great success.

The Clerk confirmed Cllr Sue Leach had submitted Expressions of Interest for both the Cornwall South Community Area Partnership and CIL funding.

The Clerk informed the council that since the agenda had been circulated the noticeboard at Duporth had broken and shared concerns over safety.

(25/164) Declarations of Interest on Items on the Agenda

There were no declarations of interest.

(25/165) Chairman's Announcements

The Chairman confirmed to the council that our Webmail provider, Vision ICT were having severe technical issues since Wednesday afternoon. No time frame has been established for a resolution. He shared the frustrations of the council and the Clerk and the impact it was causing for the parish council.

(25/166) Cornwall Councillor Report

Cllr Mustoe's report had been circulated.

Cllr Mustoe's full report is on the Parish Council's website.

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(25/167) Public Participation

No members of the public wished to speak.

(25/168) Planning Applications and Related Matters

(i) PA26/01491 – 7 Quay Road Charlestown St Austell: Listed Building Consent for building restoration works of external façade & walls

It was **RESOLVED** that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council has no objections as long as the application is in line with the Historic Environment Planning Officer and the World Heritage Site Officer reports.

(ii) PA25/09057 – St Austell Community Hospital Porthpean Road St Austell: Formation of ambulance bay, associated freestanding canopy and external work

It was **RESOLVED** that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council supports and welcomes any improvements that are made to our local services.

(iii) PA26/00250 – Land South East of Rashleigh Road Rashleigh Road Duporth St Austell: PA26/00250 – Works to trees subject to a Tree Preservation Order for; (Group G4) 1 x Beech – fell – tree is decaying. (T5) 1 x Sycamore – fell – extensive dieback. Replace these trees with 5 x new boundary trees from Oak, Beech, Lime or Sweet Chestnut (heavy standards). (Groups G8, G8 & G9) All Elms – fell – trees are dead/dying. All Ash – fell-tree(s) are dead/dying. (Group G9) 1 x Sycamore – prune to natural growth points to clear neighbouring house by 1-2m – tree growing close to neighbouring house.

N.B. It is considered that the trees to which works are proposed in Groups G7, G8, G9 are not subject to the TPO

It was **RESOLVED** that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the council Agree to Disagree, on the agreement that the application follows the conditions imposed and a request for larger trees rather than whips to be used when replanting.

In addition, a member of the public would like it to be noted that they were unable to locate any signs or query notices, so felt many of the local residents were not aware of the proposed works.

The Clerk is to confirm a meeting between the developer, Cllr Mustoe and members of the parish council as discussed previously.

(iv) PA26/00205 – Cornelius House The Drive Duporth St Austell: Works to trees under a Tree Preservation Order, namely, 1) T1 to T8, we are proposing that these trees are removed as they are extremely close to the property, T1 is at the front of the property and T2 to T8 are at the rear of the property. The trees are all Beech Trees, there are 8 in total that we are proposing to be removed. This leaves in excess of 10-15 trees on the perimeter of the property that will remain.

The application had been withdrawn and the applicant will resubmit once a professional tree assessment has been carried out.

(25/169) Southwest Coast Path (SWCP)

It was **RESOLVED** that the Clerk and Cllr Mustoe follow up with the Countryside team and formally request they approach the Cornwall Council to budget for the maintenance of the old part of the SWCP.

(25/170) Staffing Issues

It was **RESOLVED** that the Clerk would advertise the vacancy for a weekend cleaner for the public toilets.

(25/171) Lower Porthpean Noticeboard

It was **RESOLVED** that the noticeboard at Lower Porthpean and at Duporth Bay should be replaced.

(25/172) Highway Matters

(i) To discuss road safety concerns: Charlestown School, Crinnis Road.

It was **RESOLVED** that the Clerk would liaise with the neighbouring parish to discuss the possibility of a joint bid when the Cornwall South Community Area Partnership (CAP) funding is next available to provide a pedestrian crossing, to alleviate the ongoing safety concerns.

(ii) Duporth Residents Parking Scheme – To receive a progress report.

The clerk reported Cormac had completed the greater part of the order but had failed to complete the markings of the bus stop and no return within 30 minutes had not been installed at Charlestown Road, also there are no signs on display at Duporth Road stating Residents Only Parking.

It was **RESOLVED** that the Clerk would follow up with Highways at Cornwall Council to complete the order.

(25/173) Policies and Procedures

To review the current Data Protection and IT Policy

It was **RESOLVED** for the Clerk to make small amendments to the existing Data Protection policy and add the new IT Policy to the website. The Clerk is to consult with Cllr Sue Leach.

(25/174) Financial Matters

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

(i) March 2026 Payments Authorised

DD	EE	Mobile Phone Monthly Charge	15.60
DD	BT	Internet	65.04
DD	Lloyds Bank	Credit Card	5.05
DD	Pennon Water Services	Public Toilets	183.00
DD	Unity Trust Bank	Monthly Bank Charges	6.00
DD	Ecotricity	Electricity The Pattern Hall March	669.59
DD	Ecotricity	Electricity The Public Toilets March	50.52
BACS	Biffa	General Waste	34.58
BACS	ITEC	Monthly printing charge	29.33
BACS	Corserv Solutions Ltd	Porthpean Village Salt Bin	360.82
BACS	WFN Electrical	PAT Report (2/3/26)	86.40
		Replaced damaged window – The Pattern	
BACS	St Austell Glass Supplies	Hall	397.20
BACS	Zurich Municipal	Annual Insurance Renewal	2255.48
BACS	Salaries and oncosts	Salaries and oncosts	2758.01

(ii) To review the parish council's Asset Register.

It was **RESOLVED** this is a working document and would continue to be reviewed.

The wagons which are located outside The Pattern Hall would be added to the register.

(25/175) Meeting/Training attended

- 26th February - Cllrs B Leach, Jackie Ball and Sue Leach met with Cllr James Mustoe to share thoughts and discuss CAP meetings. Community Area. Cllr S Leach will communicate feedback in due course.
- The Clerk attended the first of three sessions on Health and Safety.

(25/176) Correspondence

A list of correspondence had been previously circulated.

In addition, the following has been received since publication of the agenda.

- Cornwall South (CAP) Funding Newsletter March 2026

(25/177) Dates for the Diary

- Monday 23rd March 2026 - Councillors Data Protection Training
It was **RESOLVED** that Cllr Sue Leach will attend this training.
- 31st March at Porthpean Beach – Meeting with Cllr Mustoe to discuss timescales for Porthpean Slipway repairs.

(25/178) Successful completion of the Clerk’s probationary period.

The council formally congratulated the Clerk on completing her probationary period.

(25/179) Dates of future Parish Council Meetings

16th April 28th May 25th June 6th August 17th September

The meeting closed at 7.30pm

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16th April

Item 14

Correspondence Received

- Cornwall Council – Porthpean Slipway – Work Update
- NALC – Updates
- NALC – Events
- Data Protection for councillors training link sent to all councillors
- St Austell Town Council – Mayor Making Ceremony