

**MINUTES of a MEETING of ST AUSTELL BAY PARISH COUNCIL held on THURSDAY 18 September at 6.00pm in The Pattern Hall, Charlestown**

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

**In attendance:** 6 members of the public, Cllr James Mustoe CC, Rachel Trudgeon (Clerk)

**(25/068) Apologies for Absence**

Apologies were received from Cllr Foster and Cllr Allen.

**(25/069) Minutes of an Extraordinary Meeting of the Parish Council held on 6<sup>th</sup> August 2025**

It was **RESOLVED** that the minutes of an Extraordinary Meeting Held on 06<sup>th</sup> August 2025 should be signed as an accurate record of the meeting.

**(25/070) Matters to Note**

The Clerk reported a steep learning curve and felt she was just settling into the role. She did boundary walk and identified a defective bridge at Hallane which has been reported. No timescale has been given on repairs. Cllr Mustoe has also reported this and will liaise with Clerk on updates. Vegetation was overgrown at this location; the Clerk is ascertaining whether the 2<sup>nd</sup> cut has been done

**(25/071) Declarations of Interest on Items on the Agenda**

There were no declarations of interest.

**(25/072) Chairman's Announcements**

The Chairman welcomed The Clerk to her first Parish Council Meeting.

**(25/073) Cornwall Councillor Report**

Cllr Mustoe reported on a number of matters including undertaking a beating of the bounds walk.

It was also highlighted that Cornwall Council is refreshing its Right of Way Improvement Plan (RoWIP) –

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

**(25/074) Public Participation**

No members of the public wished to speak at this time, The Chairman said he was happy for members of the public to speak when the appropriate Planning Application was being discussed

**(25/075) Planning Applications and Related Matters**

(i) PA25//06163 - Porthpean Golf Club: 8 Letting rooms along with building accommodating golf simulator and plant room.

Applicant has been invited to speak.

It was **RESOLVED** that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the Parish Council objects to the proposal in its current form.

The applicant will liaise with the Parish Council and submit revised plans

(ii) PA25/05807 – 10 Quay Road Charlestown: Proposed siting of a Shepherds Hut for holiday accommodation purposes.

The application was deferred pending reports from the World Heritage Planning Officer and the Historic Environment Officer.

(iii) PA25/06140 – 8 Duport Bay: Proposed demolition of side extension, construction of new extension, balcony, garage roof and internal alterations plus associated works without compliance with condition 2 of decision notice PA24/07056 dated 22.11.2024.

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.**

(iv) PA25/06282 – Millwood House Charlestown: Application for tree works within a Tree Preservation Order (TPO) area. Crownlift of Sycamore over Highway, letter issued by Highways ref: MW/E/1376990 and removal of Beech in Millwood House Woodland, overhanging boundary to The Grove Care Home.

(Amended plans)

It was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating decision pending subject to the Tree Officers Report.**

(v) PA25/06216 – 64 Charlestown Road: Application for tree works within a conservation area: Removal of apple tree.  
*This application was for notification only.*

*The following applications had been received since publication of the agenda.*

(vi) PA25/06941 - 36 Duport Bay: Non material amendment in relation to decision notice PA24/08530 dated 06/12/2024 to add window on the north west elevation and change to size and position of rooflights to the north west elevation.....

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**

(vii) PA25/06765 - Dunstan House The Drive: Works to trees subject to a Tree Preservation Order (TPO), works include T1 mature turkey oak, removal of small limb over house as per photo. T2 Sycamore removal of small limb toward house. T3 Sycamore removal of stunted and damaged tree of poor form, low amenity value. T4 Oak, removal of low epicormic growth as per photo.

It was **RESOLVED that this application be deferred pending receipt of the Tree Officer's Report.**

(b) The following applications were responded to in August under the Clerk's delegated powers.

(i) PA25/04450 – 7 Charlestown Road: New fence boundary, replacement matching windows, re-slate roof with reclaimed natural slates off existing roof, enlarge existing rear window by combining 2 smaller windows, alter existing rear window to form door and block up existing rear door with matching materials. *No objections.*

(ii) PA25/06014 – Woodland at Duport Estate: Works to trees subject to a Tree Preservation Order. Works include the crown reduction of a Turkey Oak (T19) by four metres to leave a radial crown spread of four metres and an overall tree height of fifteen metres. *No objections.*

(iii) PA25/04322 – 11 Ridgewood Close: Proposed first floor extension, detached single garage and associated internal alterations. *No objections.*

(iv) PA25/05293: Open space South of Rashleigh Road: Works to trees subject to a Tree Preservation Order (TPO), works include T1 Lawson Cypress – Fell to ground level and replace with Sessile Oak Standard. *Following receipt of the Tree Officer's report no objections.*

It was **RESOLVED** to ratify the decisions made.

#### **(25/076) Charlestown Regatta Playing Field**

*Councillors were unsure whether the management agreement had been negated by Wain Homes offer. A meeting is to be arranged with Peter Crawford from Wain Homes and the Regatta Committee.*

#### **(25/077) Damage to Information Board at Porthpean**

The information board has been accidentally damaged. The cost of replacing is £320+VAT. The insurance excess is £250. **It was RESOLVED to replace the board without going through the insurance**

#### **(25/078) Highways Matters**

Duport Road Residents Parking Scheme - . This matter was deferred pending receipt of a report on the outcome of the public consultation from the Highways Officer.

*The proposal of yellow lines at Crinnis Road by the Highways Officer was supported by the Parish Council)*

#### **(25/079) Financial Matters**

The current financial position was noted and the following payments authorised

*(i) It was noted that the external audit has been completed, no matters were found*

#### **(ii) August 2025 Payments Authorised**

DD	SSE	Quarterly electricity – The Pattern Hall	<b>£415.68</b>
DD	SSE	Quarterly electricity – Public toilets	<b>£231.49</b>
SO	J Kneale	Quarterly lease	<b>£212.50</b>
DD	EE	Mobile phone monthly charge	<b>£15.60</b>
DD	BT	Internet	<b>£65.04</b>
DD	Lloyds Bank	Credit card	<b>£88.23</b>

DD	Pennon Water	Monthly charge for water (public toilets)	<b>£202.00</b>
DD	SouthWest Water	The Pattern Hall 17/04/25-14/07/25	<b>£209.00</b>
DD	Unity Trust Bank	Monthly bank charges	<b>£6.00</b>
BACS	APS Construction	Installation of Card Reader	<b>£162.00</b>
BACS	GOPAK	Small table trolley x2	<b>769.22</b>
BACS	Fowey Systems	Annual Fire Alarm Maintenance & Service	<b>311.10</b>
BACS	CIS	Safety & Workwear standard Coat and Embroidery	<b>30.83</b>
BACS	Duchy Defibrillators	Annul Monitoring Fee	<b>246.00</b>
BACS	Scribe	Scribe Accounts Renewal	<b>673.92</b>
BACS	CALC	Code of Conduct training – Cllr Bailey	<b>30.00</b>
BACS	Lyreco	Stationary	<b>28.56</b>
BACS	Vision ICT	Website Hosting 7 Support Sept 2025-26	<b>258.00</b>
BACS	Vision ICT	Email hosting	<b>£16.00</b>
BACS	ITEC	Monthly Printing Charge	<b>43.04</b>
BACS	BDO	Limited Assurance Review for the year ended 31/3/25	<b>378.00</b>
BACS	SLCC	ILCA Qualification Fee (Parish Clerk)	<b>144.00</b>
BACS	SLCC	Agenda & Minutes Training Nov (Parish Clerk)	<b>72.00</b>
BACS	SLCC	New Clerk Series 3 of 4 Training (Parish Clerk)	<b>24.00</b>
BACS	BIFFA	Waste Collection	<b>60.67</b>
BACS	Salaries and oncosts	Salaries and oncosts	<b>£3,867.49</b>

### **September 2025 Payments Authorised**

DD	EE	Mobile Phone Monthly Charge	<b>28.22</b>
DD	BT	Internet	<b>65.04</b>
DD	Lloyds Bank	Credit Card	<b>94.82</b>
DD	Pennon Water Services	Public Toilets	<b>202.00</b>

DD	Unity Trust Bank	Monthly Ban Charges	<b>6.00</b>
DD	The Renewable Energy	TBC-New Provider	
DD	The Renewable Energy	TBC-New Provider	
DD	ICO	Data Protection	<b>47.00</b>
DD	SWIFT	Cleaning Supplies	<b>123.05</b>
DD	SWIFT	Duplicate DD taken – deducted from next payment	<b>123.05</b>
BACS	Duchy Defibrillators	Annual Monitoring fee Porthpean and Charlestown Hall	<b>492.00</b>
BACS	BIFFA	General Waste	<b>30.34</b>
BACS	Healthmatic	Replacement Contactless Nayax Device (Toilets)	<b>672.00</b>
BACS	Lyreco	Stationary	<b>25.13</b>
BACS	Lyreco	Stationary (Arch files and Paper)	<b>53.22</b>
BACS	Lyreco	Stationary (Invoice from July)	<b>30.48</b>
BACS	ITEC	Monthly Printing Charge	<b>35.12</b>
BACS	Argos Fire Protection Ltd	Fire protection Service	<b>174.82</b>
BACS	Porthpean Golf Club	Room Hire	<b>150.00</b>
BACS	Porthpean Golf Club	Chairmans Allowance (Refreshments)	<b>219.80</b>
BACS	Salaries and oncosts	Salaries and oncosts	<b>4512.04</b>

#### **(25/080) Meetings/Training Attended**

*The Clerk reported that she has completed the SLCC New Clerk Series 3 of 4*

#### **(25/081) Correspondence**

A list of correspondence had been previously circulated

It was noted that Charlestown History Group would like the telephone box in Charlestown Road replaced with a red one. The matter had been discussed a number of years ago and the Clerk is to inform the History Group.

*It was decided to add the request to install a general waste bin at the recreation ground on Church Road to the October Agenda*

#### **(25/082) Dates for the Diary**

Cllr Sue Leach to attend the Neighbourhood Planning and Neighbourhood Priorities Statements training on the 30<sup>th</sup> September.

**(25/083) Exclusion of the Public and Press**

*This matter was referred following the earlier decision on point (25/076)*

**(24/084) Dates of future Parish Council Meetings**

16 October, 20 November, 18 December 2025.

The meeting closed at 06.58 pm

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Chairman

6 August 2025

DRAFT