

Dear Councillor

You are summoned to attend a **Meeting** of **St Austell Bay Parish Council** to be held on **Thursday 15 December 2022** at **6.00 pm** in **The Pattern Hall, Charlestown Road.**

Julie Larter

Julie Larter
Clerk
8 December 2022

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 17 November 2022

Pages 5 - 9

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 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

(a) To consider a response to the following planning application any planning applications received after publication of this agenda

(i) PA22/09315 and PA22/09316 (LBC) – Ivy Cottage, Higher Porthpean: Proposed 3 storey extension, together with internal and external refurbishment works to the existing Ivy Cottage

(ii) PA22/09373 and PA22/09374 (LBC) - 107 Charlestown Road: Demolition of rear 1.5 storey infill. Rebuilding of infill. Addition of roof dormer. Rear single storey extension

(iii) PA22/10095 – Crab Cottage, 2 Galleon Court: Remove and replace existing double glazed wooden sash windows and doors with windows and doors of an identical appearance constructed using "Heritage" style double glazed UPVC woodgrain effect

(iv) PA22/09849 – Former Lovering Clay Dry: Proposed demolition and redevelopment of Clay Dry to provide 15 dwellings and associated works without compliance with condition 2 of decision notice PA19/07235 dated 08/06/2020

(b) To receive an update on the following planning applications

(i) PA22/09064 – The Walled Garden, Charlestown Road: Works to trees within a Conservation Area; T1 Atlas Cedar, fell and remove; T2 Norway Spruce, fell and remove

The Tree Officer had no objections to the removal of the trees therefore the parish council responded by saying that it had no comment to make and based on the comments of the Tree Officer it was happy for the Planning Officer to determine. (Response agreed by email circulation with members)

(ii) PA22/08067 – Seascape, Porthpean Beach Road: Proposed garage, snug, porch and store

(ii) PA22/08197 – Polmear Farm, 32 Quay Road: Listed Building Consent for conversion of existing garages to form ancillary self contained accommodation to Polmear Farm

(iii) PA22/01715 – Land known as the Orchard (adjacent to Lovering Clay Dry), Quay Road: Application for Outline Planning Permission with all matters reserved for the construction of up to 3 dwellings and associated works (amended plans)

This application will be determined by the Planning Committee in the new year.

(iv) PA22/02532 – Land north east of recreation ground, Church Road: Development of 4 dwellings with associated road, garage/carport and parking

(v) PA22/02533 – Land to east of Charlestown Road: Construction of 2 detached houses with associated drives and parking

(c) Planning Appeal

To note that an appeal has been made to the Planning Inspectorate in respect of PA22/02261 – The Lovering Clay Dry: Submission of details to discharge condition 16 & 20 in respect of PA19/07235 dated 07/06/2022 and decide whether to make representation

9. Parish Council Governance

(i) To review and adopt amended Standing Orders

Appendix (i)

(ii) To review the council's grant policy

Pages 10-11

10. Working Parties

(i) Environment and Climate Crisis Working Party

To receive a report

(ii) History Working Party

To receive a report and consider expenditure

11. Highways Matters

(i) Traffic/Parking Issues

To note any response on the proposed Road Traffic Order

(ii) To note any Highways concerns

12. Financial Matters

(i) 2023/24 Budget

To set the budget for 2023/24 and determine precept required

Appendix (ii)

(ii) To appoint an internal auditor for 2023/24

(iii) To consider funding the cost of a Letter of Consent from Cornwall Council enabling a defibrillator to be installed on Cornwall Council owned premises at Porthpean

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(iv) To authorise payments and note the current balances

Appendix (iii)

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

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15. Dates for the Diary

To note any forthcoming dates for members' diaries

16. Dates of future Parish Council Meetings

15 December 2022; 19 January, 16 February, 16 March, 20 April, 18 May, 22 June, 20 July, 21 September, 19 October, 16 November, 14 December 2023

**MINUTES of a MEETING of ST AUSTELL BAY PARISH COUNCIL held on
THURSDAY 17 NOVEMBER 2022 at 6.00pm in The Pattern Hall, Charlestown**

Present: Cllrs Bill Leach, Sue Leach, Trudy Reynolds, Nick Foster, Jackie Bull, Sandie Bailey, Richard Hallows, Chrissie Wright

In attendance: Cllr James Mustoe, CC, Julie Larter (Clerk)

(22/098) Apologies for Absence

There were no apologies.

(22/099) Minutes of a meeting the Parish Council held on 20 October 2022

It was **RESOLVED** that the minutes of the meeting held on 20 October be signed as a correct record of the meeting.

(22/100) Matters to Note

There are a number of conditions relating to planning application PA19/07235: Former Lovering Clay Dry which have not been met. The developer has now submitted an application to regularise these which the council will be discussing next month. The Clerk suggested arranging a site meeting. Cllr Mustoe will arrange a meeting with the Planning Officer, to which councillors will be invited.

(22/101) Declarations of Interest on Items on the Agenda

Cllr Hallows declared an interest in Agenda item 12. (ii) (b) as he is the applicant.
Cllr Bailie declared an interest in Agenda item 12. (i) (a) as she is the applicant.

(22/102) Chairman's Announcements

The Chairman said that he had concerns that two councillors had submitted grant applications on behalf of an organisation that they are involved with and it may be advisable in the future to protect the parish council and individual councillors, for councillors to ask another member of any group they are involved with to submit applications rather than doing so themselves.

(22/103) Cornwall Councillor's Report

Cllr Mustoe thanked all those that had helped to get the South West Coast Path re-opened and for the high standard of work. He was also pleased to announce that agreement had been made with new providers for Porthpean Outdoor Education Centre. The Clerk was asked to set up a meeting with the new management team. Cllr Mustoe has asked Cormac to investigate the drainage problem on Porthpean Road at its junction with Duporth Road. Cllr Reynolds asked that the flooding problem by Porthpean Golf Club entrance also be investigated. Cllr Mustoe has agreed with the planning officers that comments from other officers such as the Conservation Officer are published on Cornwall Council's planning portal in future. Cllr Mustoe's full report can be found on the parish council's website.

(22/104) Public Participation

There were no members of the public present.

(22/105) Planning

(a)

(i) PA22/09064 – The Walled Garden, Charlestown Road: Works to trees within a Conservation Area: T1: Atlas Cedar, fell and remove. T2: Norway Spruce, fell and remove

This application will be considered at the December meeting when the Tree Officer's comments are available.

(ii) PA22/07624 – 179 Charlestown Road - Application for tree works in a Tree Preservation Order (TPO): T1 Ash – fell due to Ash Dieback (Approx 25% dieback/foliage loss)

It was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council notes the Tree Officer's comments and would ask for reassurance that the tree felled is the correct species and that the replacement tree be planted as close as possible to the current tree's position. The council is aware that Ash trees with less than 50% dieback do not need felling.**

(iii) PA22/03359 and 03360 – 14 Quay Road: Construction of glazed roof extension to the rear of existing house and outbuildings

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.**

(b) Update on outstanding planning applications:

(i) PA22/08067 – Seascape, Porthpean Beach Road: Proposed garage, snug, porch and store

No update was available.

(ii) PA22/08197 – Polmear Farm, 32 Quay Road: Listed Building Consent for conversion of existing garages to form ancillary self contained accommodation to Polmear Farm

No update was available.

(iii) PA22/01715 – Land known as the Orchard (adjacent to Lovering Clay Dry), Quay Road: Application for Outline Planning Permission with all matters reserved for the construction of up to 3 dwellings and associated works

This application will be determined by the Planning Committee in the new year.

(iv) PA22/02532 – Land north east of recreation ground, Church Road: Development of 4 dwellings with associated road, garage/carport and parking and PA22/02533 – Land to east of Charlestown Road: Construction of 2 detached houses with associated drives and parking.

The Planning Officer is waiting for the agent to update her statement regarding the land being offered to the parish council as the parcel off Mount Charles roundabout is outside the parish boundary.

(v) PA21/07841: 179 Charlestown Road: Proposed summer house and decking

This application has been withdrawn and an enforcement case has been opened regarding the pergola.

(22/106) Cornwall Council Community Network Review

It was **RESOLVED** that the Clerk should respond to the consultation by raising the following points:

- **The current structure is not working**
- **Community Network areas should not be enlarged as this would remove the local focus. This was the very reason they were set up**
- **Panels can be interesting and informative and can act as training tools, but they need to be focussed**
- **Most members of the public don't know that they exist or what they are for**
- **Apart from the Community Network Highways Scheme what functions does it carry out that can't be carried out elsewhere**
- **The paper is poorly written, overlong and confusing**

(22/107) Working Parties

(i) Environment and Climate Crisis

Cllr Reynolds reported that she attended the "In and Beyond Neighbourhood Plans for Community, Nature and Climate" conference on 22 October. The day served as a good reminder that our neighbourhood plan has some good policies on renewable energy and climate change which the council should be using when looking at planning applications. It also highlighted the fact that as well as a climate emergency, we are currently suffering an ecological emergency.

The Diggers and Doers have planted 2 sacks of daffodils in various locations around Charlestown and have also carried out a tidy up session at Carrickowel. There will be a further planting session at Charlestown Battery on 4 December.

The consignment of 100 saplings from the Woodland Trust has now arrived and these will be planted in December or January.

(ii) History

Cllr Reynolds reported that the History Working Party have been working on the proposed information board for Charlestown. They view this as an ongoing programme to better highlight the historical features of the parish, which began with the interpretation board at Trenarren in 2020. The group will be working with partners such as the World Heritage Site, Cornwall AONB Unit, National Trust, Duporth CIC etc. A series of walking routes are to be created. Cllr Reynolds outlined proposals for the board together with a number of short walks, with QR codes along the way to give historical information.

It was **RESOLVED** that the parish council would allocate **£3,000 towards the provision of an information board for Charlestown and to progress the project, with 50% of this coming from CIL funds. £2,000 will be allocated each year for projects in other areas of the parish.** The Chairman is to speak to Charlestown Harbour to ensure that they are agreeable with the project.

(iii) Traffic

Cllr Bull reported that the group met on 10 November and completed prioritising issues from the traffic survey.

Cormac has quoted a figure of £23,385 for the provision of a residents' parking scheme for Charlestown Road and Duporth Road, but Cormac will not fund this.

After discussion, it was agreed that a questionnaire should be written and mailed out to all addresses in Charlestown Road seeking to establish (a) whether the house is a principal residence; (b) whether any part of it is used as a business or letting property (including B & B/Airbnb); (c) whether they have any off-road parking and if not (d) would they be interested in having one space and making a contribution towards the cost.

It was **RESOLVED to allocate £23,385 towards the cost of a residents parking scheme, with £12,500 coming from the parish council's Highways budget and the remainder from CIL funds.**

(22/108) Highways

(i) Duport Salt Bins

As part of the process to adopt the roads in the new Duport estate, it has been recommended that 2 salt bins be included in the scheme. The parish council has been asked if it will take over future responsibility for the bins.

It was **RESOLVED that the parish council would assume future responsibility for the bins.**

(ii) Highways have now provided a quote for tree cages for the 2 replacement street trees.

It was **RESOLVED to allocate £1,874.56 for the provision of protective cages for the replacement street trees to be planted on Charlestown Road.**

(iii) Highways Concerns

The hedges along Duport Road need cutting back and the Clerk was asked to report this to Cormac.

(22/109) – Financial Matters

(i) Grant Funding Request

Cllrs Hallows and Bailey left the room

(a) St Austell Society of Art

It was **RESOLVED that the parish council would purchase picture rails for displaying pictures at art exhibitions in The Pattern Hall up to the value of £250 with St Austell Society of Art arranging to affix them to the walls.**

(b) It was **RESOLVED to purchase litter picking equipment on behalf of the Charlestown Chums up to the value of £250.**

Cllrs Hallows and Bailey returned to the room. Cllr Hallows was not happy with the decision and the grant policy will be reviewed next month.

(ii) It was noted that the Local Government Workers' pay award for 2022/23 has now been agreed. Cllr Hallows has checked the backdated pay figure. The award includes 1 day additional leave.

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

DD	SWW	Water for public toilets	£193.50
DD	BT	Mobile phone	£24.00
DD	BT	Telephone and internet	£51.54
DD	Xerox Finance	Printer quarterly lease	£141.26
DD	Lloyds Bank	Credit card	£122.94
DD	Blenheims	Foundry Parc estate service charge	£14.87
DD	Southern Electric	Electricity for public toilets	£134.59
DD	Southern Electric	Electricity for The Pattern Hall	£176.52

SO	JB & J Kneale	Quarterly lease	£212.50
BACS	A & A Maintenance	Footpath cutting – SWCP & PRow	£2325.00
BACS	Cornwall Waste Solutions	Waste disposal	£23.98
BACS	ALC	Training	£54.00
BACS	SLCC	Clerk's attendance at annual conference	£564.80
BACS	Wisdom Signs	Replacement noticeboard for Porthpean Beach	£306.00
BACS	Lyreco	Road	£94.94
BACS	Poppy Appeal	Toilet rolls	£20.00
BACS	St Austell Print	Wreath for Higher Porthpean	£260.00
		Charlestown CAAMP	
BACS	ITEC	Printing/photocopying charges	£81.00
BACS	Staff/HMRC/CPF	Salaries and oncosts	£3,485.20

(22/110) Meetings/Training Attended

17 October – Cllr Wright attended planning training
 22 October – Cllr Reynolds attended In and Beyond Neighbourhood Plans briefing
 25 October – History Working Party
 1-3 November – the Clerk attended the SLCC Annual Conference where the focus was on sustainability and the Climate emergency. The Clerk thanked councillors for part-funding her to attend the conference
 10 November – Traffic Working Party
 17 November – Cllr Bailey attended planning training

(22/111) Correspondence

A list of correspondence had been previously circulated. In addition, the following has been received:

- A reminder about the Dogs on Beaches consultation
- Details of the devolution deal for Cornwall announced by the Chancellor today

(22/112) Dates for the Diary

There were no dates for the diary.

(22/113) Dates of future Parish Council Meetings

15 December; 19 January, 16 February, 16 March, 20 April, 18 May, 22 June, 20 July, 21 September, 19 October, 16 November, 14 December 2023

The meeting closed at 7.50 pm

St Austell Bay Parish Council

Grant Policy

The Council recognises the importance of supporting groups, organisations and charities that benefit the local community, and that making grants is a valuable method of support. The purpose of this document is to ensure that St Austell Bay Parish Council has an open, consistent and easily understood approach to awarding grants.

The Parish Council has statutory powers which enable it to make funds available to local organisations for the overall benefit of the parish. The Council will consider an application for grant aid from any local community group, voluntary or charitable organisation where the group's activities can be seen to be of benefit to the parish and its residents. The total figure available for grant aid will be agreed by the council as part of its budget each financial year.

Applications must be made on the Council's grant application form. This form is available from the clerk or on the website www.staustellbay-pc.gov.uk. Applicants must have a bank account.

In deciding on the award of a grant, the council will consider the following criteria:

- The level of benefit to St Austell Bay parish residents and the impact the grant will make
- The financial sustainability and viability of the group and/or project.
- Generally the minimum grant awarded will be £25 and the maximum £250
- Only one grant will be given to a group in any one financial year, but groups may submit an application for grant aid in each year

The council will not fund the following:

- General appeals (including national and international appeals)
- Statutory organisations or the direct replacement of statutory funding
- Political groups or activities promoting political beliefs
- Religious groups where funding is to be used to promote religious beliefs
- Commercial "for profit" projects
- Retrospective awards. Projects that may take place or equipment that may be purchased before an application can be decided.
- Upward appeals where a local organisation contributes fund raising to a central headquarters or national body or raises funds to contribute to other charities

Successful Applicants

- A grant award must only be used for the purpose stated on the application. If the grant, or any part of it, is not used for the purpose stated within 12 months of the award, then all monies, or unexpended part of such monies must be returned to the council. The council may request proof of expenditure.
- Organisations receiving grants are required to advise their users/members that the grant has been received from St Austell Bay Parish Council and the council may also publish details of any grants it makes. Where appropriate the support of the council should also be acknowledged in documentation and promotional material, including websites, press releases etc.
- Where equipment is gifted to an organisation, the council requires that it be insured and maintained at the expense of the user.
- Where possible within VAT regulations, the parish council may purchase items and gift them to the applicant, thereby maximising the possibility of reclaiming VAT to the benefit of the parish budget.

Grant Application Form

Name of organisation	Project title
Address of organisation	Amount requested If you have obtained match funding, please provide details
If a registered charity, what is the registration number or I hereby declare that this organisation is non-profit making	
Purpose of the grant request	What will be the benefit to the residents of St Austell Bay parish
Approximately how many people will benefit from this grant	
I hereby declare that to the best of my knowledge the information given on this application form is correct. Should any grant offered not be used in accordance with the terms and conditions set out by the parish council, I undertake to repay the amount to the parish council on demand. Signatory Date Name and Position in organisation <i>It may assist your request if a representative from your organisation attends the council meeting when application is to be considered. Don't forget to send a copy of your most recent bank statement</i>	

Agenda Item 12 (iii) Defibrillator for Porthpean Beach

Background

In November 2021 the parish council was approached by a member of the public requesting a public access defibrillator be installed at Porthpean Beach. In December 2021 the parish council agreed to fund the ongoing maintenance cost of such a unit if the member of the public could raise the funds to purchase and install it.

Current Situation

The full cost of the unit was raised by September as a result of Crowdfunding and with help from Cllrs Mustoe and Rowse making donations from their Community Chest. The fundraiser has secured agreement from Porthpean Sailing Club to position the unit on the retaining wall of the club. (Originally it was the intention that the unit be installed on the café wall, but it was felt that this would be more prone to storm damage). The fundraiser has also liaised with Duchy Defibrillators. The Sailing Club will dig a trench ready for electric cable to be laid by Duchy who already have the unit.

Decision Required

In August the Clerk contacted Cornwall Council to check whether Cornwall Council would need to give permission for a unit to be positioned on property owned by themselves. The Clerk finally received a reply from Cornwall Council on 29 November. They have stated that a Letter of Consent would be needed confirming the unit's location and confirmation that the parish council would be taking over the asset. There will be a charge of £250 to cover officer's time to provide this letter, which the parish council is being asked to fund.

It is evident that the fundraiser has put a tremendous amount of hard work into bringing this project to fruition.

Julie Larter
Clerk
7 December 2022

Correspondence Received

The following correspondence has been received since the last meeting

- Confirmation of Public Path Orders (HAD 282 Diversion Order; HAE019 Extinguishment Order in relation to the SWCP from Charlestown to Duporth
- Notification of a review by Cornwall Council of youth provision
- Email from "Let Cornwall Decide" regarding the provision of a Mayor for Cornwall
- Notification from Forest for Cornwall about a tree planting event taking place at Heartlands on 2 December
- Newsletter from the Cornish Buildings Group
- Town and Parish Council newsletter
- Citizens Advice Cornwall newsletter