

MINUTES of the ANNUAL MEETING of ST AUSTELL BAY PARISH COUNCIL held on WEDNESDAY 17 MAY 2023 at 6.40pm in The Pattern Hall, Charlestown

Present: Cllrs Bill Leach, Sue Leach, Nick Foster, Jackie Bull, Trudy Reynolds, Sandie Bailey

In attendance: Cllr James Mustoe, CC, Julie Larter (Clerk), Helen Nicholson (Community Link Officer, Cornwall Council), 2 members of the public

(23/001) Election of a Chairman

It was **RESOLVED** to elect Cllr Bill Leach to serve as Chairman for the forthcoming year.

(23/002) Declaration of Acceptance of Office

Cllr Leach duly signed the Declaration of Acceptance of office.

(23/003) Election of a Vice-Chairman

It was **RESOLVED** to elect Cllr Jackie Bull to serve as Vice-Chairman for the forthcoming year.

(23/004) Apologies for Absence

Apologies were received from Cllr Chrissie Wright.

(23/005) Minutes of a meeting the Parish Council held on 20 April 2023

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

(23/006) Matters to Note

The Clerk reported that she and Terry Butler from the Regatta Committee met with a representative from RBS Groundwork on 10 May to discuss drainage issues within the Regatta field. An initial survey of the trees in the vicinity of the boggy area will need to be undertaken in the first instance.

The Clerk has not received any response to the council's query around its request for a TPO on some trees in the Church Road football field and why Cornwall Council placed a blanket Order on them and she has chased this with the planning department.

(23/007) Declarations of Interest on Items on the Agenda

There were no declarations of interest.

The Clerk reminded members to consider whether their Register of Members Interests form requires updating.

(23/008) Chairman's Announcements

The Chairman had no announcements to make.

(23/009) Cornwall Councillor's Report

Cllr Mustoe has written to Cornwall Council's Cabinet member for Transportation regarding the handling of the Charlestown and Duporth Road traffic management scheme and continues to pursue this matter.

Cllr Mustoe was pleased to note that roadworks from Lobbs Shop to Trenarren are well underway.

Cllr Mustoe reported that he is in discussion with Cormac's Countryside Officers about making improvements to the footpath past Polmear Farm.

Cllr Mustoe also spoke about changes to Cornwall Council's recycling scheme and grant funding opportunities.

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

(23/010) Public Participation

No members of the public wished to speak.

(23/011) Planning

(a) Current Planning Applications

(i) PA23/02452 – Land to the East of 6 Cooperage Court, Charlestown Road: Works to trees subject to a TPO

It was **RESOLVED** that the Clerk should respond to the Planning Authority (Cornwall Council) stating that if the Tree Officer is confident that more than 50% of each of the two trees are affected then the parish council has no objections to their removal.

(ii) PA23/03456 – Land to the East of 6 Cooperage Court, Charlestown Road: Works to trees within a conservation area – Notification of works to trees in a Conservation Area

It was noted that these trees do not have TPOs on them but the parish council would like to see them replaced.

(iii) PA23/03189 and 90 – 107 Charlestown Road: Demolition and rebuild of rear 1.5 storey infill extension. Addition of roof dormer. Rear single storey extension. Refurbishment and alterations to dwelling

It was **RESOLVED** that the Clerk should respond to the Planning Authority (Cornwall Council) expressing the parish council's disappointment that this is a part-retrospective application and that some of the historic fabric of the building has already been removed. However, the parish council does not raise any objections provided the applicant adheres to the conditions recommended by the Conservation Officer.

(b) An update on the following planning applications was given

(i) PA22/10248 -Workshop and Office (Formerly Square Sail Workshop), junction of Charlestown Road and Barkhouse Lane: Rebuilding and extension of existing boatbuilding

workshop for boatbuilding and general Class E (Commercial, Business and Service) use together with car parking and associated development

The Clerk reported that additional documents have been submitted to the planning officer to address comments from the Conservation Officer and WHS planning officer on finishes, but as the parish council has already responded with no objections in principle, there was no need for further comments. Details of the additional documents had been circulated to councillors previously.

(ii) 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

Parish councillors and residents are due to meet on 18 May to understand residents concerns, following which a virtual meeting has been arranged between councillors and the Planning Officer on 26 May.

(iii) PA22/08067 – Seascope, Porthpean Beach Road: Proposed garage, snug, porch and store
No update was available.

(iv) PA22/01715 – Land known as The Orchard, Quay Road: Erection of 3 dwellings.
It was noted that this application has now been withdrawn.

(v) PA22/11093 – The Longstore, Charlestown Road: It was noted that revised plans have been submitted which are being supported by the Conservation Officer and complies with the requirements of the enforcement notice. After email consultation with councillors, the Clerk was asked to respond by saying that the parish council has no objections to the proposal but would like to see some form of landscaping to help mitigate the impact of the development.

(23/012) Appointments to Committees, Working Parties and other organisations

The following councillors were appointed:

- (i) Regatta Playing Field Working Party: Cllrs Bill Leach, Sue Leach, Sandie Bailey
- (ii) Staffing Committee – Cllrs Bill Leach, Chrissie Wright, Jackie Bull
- (iii) Traffic Working Party – Cllrs Jackie Bull, Nick Foster, Sandie Bailey
- (iv) Environment and Climate Crisis – Cllr Trudy Reynolds together with Pat Smith and Nigel Chatterjee
- (v) History Working Party – Cllrs Trudy Reynolds, Nick Foster together with Andy Trudgian and Pat Smith
- (vi) Community Area Partnership – Cllrs Bill Leach and Jackie Bull (to be alternated)
- (vii) Oversight of The Pattern Hall – Cllr Sue Leach
- (viii) Internal Control Checks – Cllr Chrissie Wright

(23/013) Parish Councillor Vacancies

It was noted that the statutory time period for calling an following the resignation of Richard Hallows has passed and there was no request for an election. There are now 2 vacancies in the Charlestown ward. Councillors discussed the best way to advertise these and whether to consider setting up a Facebook page. The matter will appear on next month's agenda.

(23/014) Highways

- (i) Residents' parking schemes for Charlestown and Duporth Road

Cllr Mustoe remains in discussion with the Cabinet member for transportation and Cllr Mustoe will set up a meeting with him to which the Chairman will be invited.

(ii) Highways Concerns

Cllr Reynolds reported that the Lobbs Shop – Trenarren roadworks may be finished on 18 May.

(23/015) – Financial Matters

(i) The Pattern Hall

It was **RESOLVED to accept a quote from A & A Maintenance to paint The Pattern Hall, without complying with Financial Regulation 11(d).**

(ii) SLCC National Conference

It was **RESOLVED that the Clerk could attend the SLCC National Conference in October. The cost will be shared with Carlyon Parish Council.**

(iii) Internal Auditor's Report

The internal auditor's report was noted.

(iv) Annual Governance Statement

It was **RESOLVED to approve the Annual Governance Statement.**

(v) Accounting Statements

It was **RESOLVED to approve the Accounting Statements.**

There was not considered to be any conflict of interest with the external auditors, BDO LLP.

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

DD	BT	Mobile phone	£41.18	
DD	BT	Telephone and internet	£61.93	
DD	SWW	Monthly water/disposal charge for public toilets	£123.50	
DD	Lloyds Bank	Credit card	£138.92	£
DD	SWW	Monthly charge for water for toilets	£123.50	
DD	Blenheims	Foundry Parc estate service charge	£14.87	
DD	SSE	Quarterly electricity charge for hall	£823.20	
DD	SSE	Quarterly electricity charge for toilets	£108.83	
BACS	Mrs L Coles	Internal Audit fee	£225.00	
BACS	Royal Mail	Reply paid postage licence renewal	£93.60	V
BACS	Vision ICT	Data backup	£72.00	
BACS	CEW Bailey	Reimbursement for picture rails for The Pattern Hall	£169.78	
BACS	Cornwall Waste Solutions	Waste bin service	£26.38	
BACS	Lyreco	Toilet rolls and printer paper	£126.53	£
BACS	Staff/HMRC/CPF	Salaries and oncosts	£2892.96	£

(23/016) Meetings/Training Attended

24 April – the Clerk attended a meeting for clerks to smaller councils

2 May – Cllrs Reynolds and Foster together with the Clerk met with Lou Jones to discuss the historical interpretation board for Charlestown. Cllr Reynolds was asked to thank Charlestown History Group for their work towards the board.

(23/017) Correspondence

A list of correspondence had been previously circulated.

(23/018) Dates for the Diary

There were no dates for the diary.

18 May – site meeting at The Nest

26 May – Teams meeting with the planning officer to discuss concerns of residents of The Nest

(23/019) Dates of future Parish Council Meetings

22 June, 20 July, 21 September, 19 October, 16 November, 14 December.

The meeting closed at 7.28 pm

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Chairman

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Date