

Dear Councillor

You are summoned to attend a **Meeting of St Austell Bay Parish Council** to be held on **Thursday 7 September 2023** at **6.00 pm** in **The Pattern Hall, Charlestown Road.**

Julie Larter

Julie Larter
Clerk
31 August 2023

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 20 July 2023

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 responding to the following planning applications and any planning applications received after publication of this agenda

(i) PA23/06418 – Rockpools, Porthpean Beach Road: Proposed new office, balcony extension, entrance porch, first floor balcony and associated works

(ii) PA23/06626 – Land east of Trevean, Porthpean Beach Road: Reserved Matters application for access, appearance, landscaping, layout and scale following outline approval PA21/11667 dated 19/07/2022 for the construction of a single dwelling and associated work

(iii) PA23/06613 – Land East of Lobbs Shop Cottage, Porthpean: Retention, alteration and extension of existing timber shed to provide chicken coop

(iv) PA23/07023/07024 (LBC) – Proposed refurbishment and alteration works to Grade II Listed building following fire damage

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

(i) PA23/04387 – Land South East of Rashleigh Road, Duporth: Plot substitution and re-plan of Phase 4 of approval 06/02039, which increases the number of units on the south-eastern portion of the site from 5 to 10 dwellings with non-compliance of Condition 2 in relation to Decision Notice PA16/07812 dated 02/02/2017

(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

(iii) PA23/05399 – Charlestown lakes and woodland: Application for Certificate of lawfulness for use of the lakes and surrounding woodland for recreational purposes

For notification only. (This application has been withdrawn)

(iii) PA22/08067 – Seascape, Porthpean Beach Road: Proposed garage, snug, porch and store
Following a 5 day protocol letter, the parish council agreed to disagree with the officer's recommendation and the application has been approved

9. Social Media

To note any progress with a Facebook account for the parish council

10. Council Policies

(i) *To adopt a Lone Worker Policy*

Appendix (i)

(ii) *To review the council's Standing Orders and Financial Regulations (Amendment made to P9 j (ix))*

Appendix (ii)

(iii) *To review the council's Pension Discretions Policy*

Appendix (iii)

11. Memorial Bench

To consider funding a plinth in connection with plans to install a memorial bench above Hallane Beach in memory of the late Brian Reynolds

12. Working Parties

(i) Regatta Field Working Party

(a) *To ratify a decision to make a request for S106 funding for improvements to the field*

(b) *To note the outcome of a meeting held on 22 August*

(ii) History Working Party

To receive an update on historical interpretation boards and also consider a design for proposed walk leaflets and authorise expenditure

(iii) Climate Crisis and Environment

To note that clearance work is currently at Carrickowel Point and to consider a request from the Diggers and Doers to purchase a mattock and a sack of daffodil bulbs to be planted in the area

13. Highways Matters

(i) *To note whether any progress has been made with Cornwall Council's Portfolio Holder for Transportation regarding residents' parking schemes*

(ii) *To consider a request to have a small amount of double yellow lining north of the entrance to Foundry Drive in order to improve visibility*

(iii) *To note any Highways concerns*

14. Financial Matters

(i) *To consider a request for grant funding towards the cost of the publication of a book about men from Higher Porthpean who lost their lives in World War I*

Appendix (iv)

Public Toilet refurbishment:

(ii) *To ratify a decision to replace the existing flush system to a contactless system (this was not included in the original quote but found to be necessary once work commenced)*

(iii) *To note that under the Clerk's delegated powers for emergency repairs, it has been necessary to engage an engineer from Healthmatic to fix an issue with the self locking mechanism*

- (iv) *To ratify a decision to replace the Coronation tree in Foundry Parc following vandalism to the original*
(v) *To note current position and authorise payments*

Appendix (v)

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

19 October, 16 November, 14 December 2023

MINUTES of a MEETING of ST AUSTELL BAY PARISH COUNCIL held on THURSDAY 20 JULY at 6.00pm in The Pattern Hall, Charlestown

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

In attendance: Cllr James Mustoe, CC, Julie Larter (Clerk), 14 members of the public

(23/036) Apologies for Absence

There were no apologies for absence.

(23/037) Minutes of a Meeting the Parish Council held on 22 June 2023

It was **RESOLVED** that the minutes of 22 June 2023 should be signed as an accurate record of the meeting.

(23/038) Matters to Note

The Clerk reported that progress on refurbishing the public toilets is ongoing, 2 cubicles have been finished but the builders had been sent an incorrect toilet so the disabled remains to be done. There is an issue with the flush in the ladies so the council may need to consider replacing the flush and cistern as this was not part of the renovation project. Cleaning has been increased to twice a day for the summer period. The Clerk is awaiting a quote for improvements to the football pitch in the Regatta playing field, which would incorporate increased drainage for the boggy area. She has been informed that there may be some S106 funding available.

(23/039) Declarations of Interest on Items on the Agenda

There were no declarations of interest.

(23/040) Chairman's Announcements

The Chairman informed councillors that a complaint has been received against a member of staff from a member of the public. In accordance with the council's complaints policy a panel was set up and the matter was investigated. The panel was unanimous in recommending that the complaint not be upheld. It was **RESOLVED to formally accept the panel's recommendation and the complaint was not upheld.**

(23/041) Cornwall Councillor's Report

Cllr Mustoe reported that Cormac are hoping to undertake drainage work on footpath 26. He also said that he is continuing to push for a positive outcome to proposed residents parking scheme. Cllr Mustoe said that he had recently had a very positive visit to Porthpean Outdoor Centre. Cllr Mustoe's full report is on the parish council website.

(23/042) Public Participation

No members of the public wished to speak.

(23/043) Planning Applications and Related Matters

(i) PA23/05082 – The Walled Garden, Charlestown Road: Works to trees within a Conservation Area T3, Cherry Tree, remove; T4 Poplar reduction 40%; G1 mixed shrubs and small trees/pruned, reduced and shaped
This application was for notification only.

(ii) PA23/05402 – The Courtyard, Duporth: Application for modification of a planning obligation dated 6 February 2018 to PA17/02392 revised plans, partial demolition and development of an age restricted community (for over 55s only) with C3 residential use comprising development of 30 new build age restricted dwellings, conversion of existing curtilage listed farm buildings to accommodate 8 further dwellings, the retention of grade 2 listed Clocktower and associated access, landscaping and parking. Councillors felt they were unable to comment due to a lack of information.

(iii) It was noted that under The Electronic Communications Code (Conditions and restrictions) (Amendment) Regulations 2017, Openreach has notified Cornwall Council that it intends to install fixed line broadband electronic communication equipment (poles) adjacent to the cycle park by The Rashleigh and also outside 91 Charlestown Road

(iv) PA23/05741 – 58 Duporth Bay: Domestic alterations and extensions with the inclusion of a Juliet balcony on the south-east elevation
As this application had only been received on 19 July it was agreed that comments will be submitted at a later date.

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

(i) PA23/04387 – Land South of Rashleigh Road, Duporth: Plot substitution and re-plan of Phase 4 of approval 06/02039, which increases the number of units on the south-eastern portion of the site from 5 – 10 dwellings with non-compliance of Condition 2 in relation to Decision Notice PA16/07812 dated 02/02/2017
The Clerk reported that the agent has requested additional time for the application in order to hold a community consultation event which the planning officer has agreed to. The planning officer has suggested that the application be withdrawn. Cllr Foster reported that clearance work had started at the site today and he had spoken to workmen who told him that they were clearing for an access route and the road. Members of the public expressed concern that appropriate measures have not been put into place for the removal of asbestos and Japanese Knotweed. Cllr Mustoe said that Duporth CIC has contacted the land owner to ascertain what is going on. The Chairman said that the developers were at liberty to carry out clearance work despite planning permission not having been granted although it is important to take appropriate measures when disturbing the asbestos which has been there for a number of years.

(i) 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
No update was available.

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

(c) Appeals Decision

The decision on the following planning appeal was noted

(i) APP/D0840/W/22/3302132 – The Lovering, Quay Road
Appeal dismissed.

(d) It was **RESOLVED to delegate powers to the Clerk to respond to any planning applications received whilst the parish council does not meet during August, following email consultation with councillors and discussion with the Chairman.**

(23/044) Social Media

It was **RESOLVED to set up a Facebook page on a pilot basis. It will be for output only. Cllr Foster offered to set up a page and circulate it to councillors prior to it going live.** The matter will be reviewed in 3 months time.

(23/045) The Ledrah

It was noted that The Ledrah which is Cornwall Council's list of Assets of Community value, has been put up for sale. Cllr Reynolds reported that the land has been offered to the Trenarren village group but residents do not feel they can pay the asking price. Cllr Reynolds explained that the land is a registered village green and there is a National Trust covenant on the area. Neither Cornwall Wildlife Trust or the National Trust are interested in purchasing the area. The council decided not to take any action.

(23/046) Working Parties

(i) History Working Party

Cllr Reynolds reported that progress has been made on the design and she is currently working with a designer on the walking booklets. The Clerk is progressing the application for Listed Building Consent.

(ii) Climate Crisis and Environment

Cllr Reynolds' report was noted.

(23/047) Highways

(i) Residents Parking Scheme

Cllr Mustoe had alluded to this in his earlier report.

(ii) Provision of a sale bin in Trenarren

The Highways Manager suggested putting a bin in the car parking area, but this was unacceptable as residents would not be able to access it during icy weather. Cllr Reynolds has suggested 2 more appropriate places in the village.

(ii) Highways Concerns

It was noted that yellow lining on Porthpean Beach Road has now been completed.

(23/048) – Financial Matters

(i) CCLA

The Clerk's report was noted and it was **RESOLVED to transfer £75,000 earmarked and CIL funding into CCLA's Public Sector Deposit Fund.**

(ii) Energy Contracts

The current energy contracts expire in September and the Clerk has obtained renewal quotes. In order to reinforce the council's commitment to promoting green initiatives it was **RESOLVED to enter into a 24 month agreement with SSE for fully renewable electricity.** It was noted that this will represent a 79% increase in energy costs.

(iii) Coronation Tree

It was **RESOLVED to purchase a commemorative plaque for the Coronation tree in Foundry Parc.**

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

DD	BT	Mobile phone	£41.18
DD	BT	Telephone and internet	£62.65
DD	SWW	Monthly water/disposal charge for public toilets	£123.50
DD	Lloyds Bank	Credit card	£303.42
DD	SWW	Monthly charge for water for toilets	£123.50
DD	Blenheims	Foundry Parc estate service charge	£14.26
BACS	Vision ICT	Website hosting	258.00
BACS	Cornwall Waste Solutions	Monthly waste collection	£28.48
BACS	Lyreco	Toilet consumables	£206.99
BACS	Complete Weed Control	Pavement weedspraying	£312.00
BACS	Duchy Defibrillators	Annual Monitoring fees, Church Hall and Higher Porthpean	£456.00
BACS	Peake GB	Annual service charge for hygiene bins	£308.00
BACS	Lou Jones	Design work for interpretation boards	£1,146.00
BACS	Mrs J Larter	Mileage May-June	£49.95
BACS	Staff/HMRC/CPF	Salaries and oncosts	£3046.71

It was noted that the Cllr Wright undertook an internal control check on 11 July.

(23/048) Parish Councillor Vacancies

It was **RESOLVED to co-opt Richard Whitehouse to fill one of the current Charlestown ward vacancies.**

(23/049) Meetings/Training Attended

26 June – Clerk attended a meeting of Clerks to smaller councils

27 June – Cllr Reynolds attended a Climate Crisis and Environment Working Party meeting

28 June – Clerk met Sarah Scoltock, the new Community Link Career

29 June – Clerk attended an SLCC training day

5 July – The Chairman and Clerk met with Alex Smit and Daniel Scholes who outlined future plans for the Shipwreck and Heritage Centre. A presentation will be given to the council in the autumn

7 July – The Chairman, Cllr Sue Leach, Cllr Reynolds and Cllr Wright together with the Clerk met with the owner of Porthpean House and his agent regarding a forthcoming planning application. A presentation will be given to the council when the application has been submitted

10 July – Clerk attended a webinar on managing increasing energy prices

11 July – Cllr Wright undertook an internal control check

14 July – The Clerk and Terry Butler met a representative from Sandows to discuss drainage issues in the Regatta playing field

18 July – The Clerk has been invited to join a Cornwall Council Election Services working party

(23/050) Correspondence

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

- Clean Cornwall newsletter
- Details of Tamar Toll Action Group's protest march across the Tamar bridge on 29 July
- Invitation to attend a presentation on the Homechoice register
- Complaint about bins outside the Shipwreck and Heritage Centre
- Complaint about youths gathering outside The Pattern Hall and also inappropriate parking on the estate

(23/051) Dates for the Diary

3 August – Charlestown Carnival judging

(23/052) Dates of future Parish Council Meetings

7 September, 19 October, 16 November, 14 December.

The meeting closed at 7.16 pm

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Chairman

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Date

Correspondence Received

The following correspondence has been received since the last meeting

- Community Capacity Fund – application from Mevagissey Museum
- Notification that improvement work on Footpath 9 in Trenarren will commence shortly
- Cornwall Council's Town and Parish Council bulletins
- Offer from a member of the public to talk about the adit underneath the Regatta playing field
- Complaint about rubbish being left out from Airbnb properties in Foundry Drive
- Freedom of Information Request regarding correspondence on the Charlestown Beach Clean board
- Letter of thanks to councillors for judging entries in Charlestown Regatta
- Complaint about parking at The Pattern Hall
- Invitation to attend a Cornwall Council Local Energy Plan engagement event
- Notification of vacancies on Cornwall Council's Standards Committee
- Devon and Cornwall Policy – St Austell Neighbourhood Team newsletter
- Cornwall Council's Neighbourhood Planning newsletter
- Cornwall Council's planning news for local councils and agents
- Details of CALC training courses