

Dear Councillor

You are summoned to attend an **Extraordinary Meeting** of **St Austell Bay Parish Council** to be held on **Wednesday 6 August 2025** at **6.00 pm** in **The Pattern Hall, Charlestown Road.**

William Leach

Cllr William Leach
Chairman
31 July 2025

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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 July 2025

Pages 3-8

To resolve that the minutes of the above meeting be signed as a correct record of the meeting.

3. 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.

4. 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.

5. Plots of Land in Charlestown Currently Owned by Wain Homes

To consider an offer by Wain Homes to gift the freehold of plots of land in Charlestown to the Parish Council

6. Exclusion of the Public and Press

Under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, the public and press will be excluded from the meeting as the following agenda item relates to staffing matters

7. Staffing Matters

- (i) To ratify the appointment of a new parish clerk*
- (ii) To confirm the new clerk's contract of employment*
- (iii) To confirm the particulars of employment for the outgoing clerk*

8. Dates of future Parish Council Meetings

18 September, 16 October, 20 November, 18 December 2025*

** Please note the change of date*

MINUTES of a MEETING of ST AUSTELL BAY PARISH COUNCIL held on THURSDAY 17 JULY 2025 at 6.00pm in The Pattern Hall, Charlestown

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

In attendance: 5 members of the public, Cllr James Mustoe CC, Julie Larter (Clerk)

(25/040) Apologies for Absence

Apologies were received from Cllrs Jackie Bull and Lyndon Allen.

(25/041) Minutes of a Meeting the Parish Council held on 20 June 2025

It was **RESOLVED** that the minutes of the Parish Council held on 20 June 2025 should be signed as an accurate record of the meeting.

(25/042) Matters to Note

The Clerk reported that the Parish Council's request for Porthpean Car park to be re-listed on Cornwall Council's list of assets of community value has been accepted. She also reported that Trudy Reynolds has met with a representative from the Buglife Kernow Wyls project as Carrickowel has been identified as a suitable venue for their project which aims to improve sites for bugs to improve biodiversity. Also an officer from Cormac has concerns about the lack of safety railings on the WW2 lookout at Carrickowel and is going to arrange for fencing to be put up. Trudy has offered to continue as the Parish Council's Tree Warden and she is running another Diggers and Doers session on 11 August.

The Countryside Officer has spoken to Matt at the harbour and he is going to be filling in pot holes on Quay Road hopefully this week.

A temporary closure notice has been issued for short section of the PRow outside the Pier House Hotel until 6 August due to work to replace the lock gates.

On Monday morning the screen on one of the card readers outside the public toilets was smashed. The caretaker has reviewed the CCTV footage but hasn't been able to identify when it happened. The screen cannot be replaced on its own, it will be necessary to replace the whole unit at a cost of £560. The alternative is to send the unit back to the manufacturer for a repair, but this will mean rendering the cubicle out of use for the whole summer, which is not possible.

The Clerk reminded councillors that they have been invited to judge the Regatta carnival on Thursday 7 August and they are to meet in the field at 6.15.

(25/043) Declarations of Interest on Items on the Agenda

There were no declarations of interest.

(25/044) Chairman's Announcements

The Chairman announced that this was the Clerk's final meeting and he would be calling a closed session at the end of the meeting to update on progress on her replacement.

The Chairman thanked the Clerk for her hard work over the past 15 years.

(25/045) Cornwall Councillors Report

Cllr Mustoe reported that new Police Community Support Officers have been appointed for the St Austell area and was pleased to report that there is now a dedicated officer for the Bethel, Boscoppa, Holmbush areas of St Austell, Charlestown and Carlyon Bay and Pentewan area.

Cllr Mustoe reported on issues of unsafe parking outside Charlestown School and Cornwall Council's trial of the Parking Buddies Scheme.

Cllr Mustoe has been elected as Vice chair of Cornwall Council's new Community Wellbeing Overview and Scrutiny Committee.

Cllr Mustoe's full report is on the parish council's website.

(25/046) Public Participation

No members of the public wished to speak.

(25/047) Planning Applications and Related Matters

(i) PA25/04492 – 8 Duport Bay: Non-material amendment in relation to decision notice PA24/07056 dated 22.11.2024 for retention of existing roof with small dormers to provide headroom at doors, additional first floor side window, omission of rooflight and rear window

It was **resolved that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council supports this application.**

(ii) PA25/02116 – 181 Charlestown Road: New build two-storey extension to the existing care home, and localised tree removals

The Clerk reported that the planning officer is in discussion with the applicant following the tree officer's report.

(iii) PA25/05293 – Open space south of Rashleigh Road: Works to trees subject to a TPO, works include T1 Lawson Cypress – fell to ground level and replace with Sessile Oak standard

Councillors wished to wait until the Tree Officer's comments were to hand.

(b) It was **RESOLVED that the Clerk be delegated to respond on behalf of the parish council to planning applications received over the summer recess following email circulation to all councillors.**

(25/048) Energy Contract

Quotes were considered and it was **RESOLVED to enter into a 36 month fixed term contract with Ecotricity when the current contract expires.** The Clerk was asked to ascertain how much an equivalent non-renewable contract would be for reference.

(25/049) The Pattern Hall

The Clerk reported that there was a shortage of tables in the hall and suggested purchasing 6 x small tables costing £136.80 each plus a trolley £382.00 inc VAT. It was **RESOLVED to purchase the tables and trolley.**

(25/050) Regatta Playing Field

(i) A Regatta Committee meeting was held on 8 July. Committee members reviewed Cornwall Council's draft management agreement and requested clarification from Cornwall Council on a number of points. The Memorandum of Understanding was

reviewed and updated. It was confirmed that events are being held on the harbour for Charlestown Regatta week.

(ii) Review the Memorandum of Understanding and Cornwall Council's Management Agreement

Councillors reviewed the Memorandum of Understanding between the Parish Council and Charlestown Regatta which included some minor amendments. It was

RESOLVED to adopt the amended version.

Councillors then reviewed the draft Management Agreement which had been drafted by Cornwall Council. A number of points need clarification from Cornwall Council:

Page 3 points 2.1.3 and 2.14 – need clarification

Page 3 point 2.1.6 does the definition of mining event include flooding?

Page 5, point 4.2- what is the definition of a mining event?

Page 5, point 5.3 contradicts point 4.2, and who is responsible?

Page 8 point 15.1 circumstances beyond reasonable control of Cornwall Council - add local council

Page 10 point 8 – need clarification of the word routine

Page 10 point 10 - what happens if someone sets up camp and leaves lots of debris – who is responsible?

Page 10 point 13 – what is the definition of substantial repair?

(25/051) Safeguarding Policy

The Parish Council's Safeguarding Policy was reviewed. No amendments were required. Cllr Sue Leach was appointed as the council's Safeguarding Lead.

(25/052) Highways Matters

(i) Residents Parking scheme for Duporth Road

It was noted that the public consultation is now live and will close on 8 August. When the consultation closes, all comments will be considered and if necessary the scheme will be tweaked. Realistically the scheme will be in place in time for Easter. The Clerk is to respond to the consultation expressing the support of the parish council. It was noted that the parish council has now paid the design and consultation costs of the scheme and there will be a further payment due for implementation of the scheme and the ballpark figure for this is £1,500.

(ii) Request for additional yellow lining on Porthpean Beach Road

The Clerk reported that a resident has asked for additional yellow lining to be laid as parked cars were obscuring the visibility splay when exiting their property.

Councillors agreed to consider adding it to the next round of bids for the Community Network Highways Scheme which it is hoped will be open later in the year.

(iii) Highways Concerns

Cllr Sue Leach stated that there is still very poor visibility at the top of Duporth Road on the left hand side. The Clerk said she has reported this to Cormac who replied saying that there was no issue. Cllr Mustoe was asked to pursue the matter.

(25/053) Financial Matters

The current financial position was noted and the following payments authorised

DD	Xerox Finance	Quarterly lease on photocopier	£141.26
DD	Swift Catering	Toilet rolls for public toilets	£194.29
DD	EE	Mobile phone monthly charge	£13.97

DD	BT	Internet	£65.04
DD	Lloyds Bank	Credit card	£166.49
DD	Pennon Water	Monthly charge for water (public toilets)	£202.00
DD	Unity Trust Bank	Monthly bank charges	£6.00
	Cornwall Industrial		
BACS	Supplies	PPE for cleaner	£61.66
BACS	Lyreco	Stationery	£28.56
BACS	Biffa	Waste disposal	£30.34
BACS	Peake GB	Sanitary waste disposal	£347.05
BACS	APS Construction	Cleaning public toilets	£111.00
BACS	Vision ICT	Data backup July 2025 – June 2026	£72.00
BACS	ITEC	Monthly printing charge	£26.06
		Duporth Road residents parking design fee	£9,844.88
BACS	Corserv	Salaries and oncosts	£2733.10
BACS	Salaries and oncosts		

(25/054) Meetings/Training Attended

- 2 July – Cllr Bailey attended Code of Conduct training
- Cllr Hallows attended Code of Conduct training
- 8 July – Regatta Committee Meeting

(25/055) Correspondence

A list of correspondence had been previously circulated.

(25/056) Dates for the Diary

- 23 July – South Cornwall Community Area Partnership meeting (Cllr Hallows to attend)
Cllr Hallows is to feed back to the meeting that councillors feel that following the extension of the area, the CAP loses its focus and has become a talking shop.

(24/057) Dates of future Parish Council Meetings

11 September, 16 October, 20 November, 18 December 2025.

(24/058) Exclusion of Press

It was **RESOLVED** that under **Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press were excluded from the meeting as the matter involved a confidential staffing matter.**

The Chairman reported that the Staffing Committee has appointed a replacement Clerk who will start on 29 July, subject to satisfactory references being received. The replacement Clerk will shadow the current Clerk until 1 August when the current Clerk leaves, but the current Clerk will be available for a transition period whilst the new Clerk settles in. The council agreed to pay the outgoing Clerk for additional hours worked after her departure.

The meeting closed at 7.10 pm