

Dear Councillor

You are summoned to attend a **Meeting** of **St Austell Bay Parish Council** to be held on **Thursday 16 October 2025** at **6.00 pm** in **The Pattern Hall, Charlestown Road**.

Rachel Trudgeon
Clerk
06 October 2025

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 18 September 2025

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

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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' Report

To receive a report from Cllr James Mustoe

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 applications any planning applications received after publication of this agenda:

(i) PA25/05807 – 10 Quay Road Charlestown: Proposed siting of a shepherds hut for holiday accommodation purposes.

(ii) PA25/07250 – 101 Porthpean Road: Proposed ground floor and first floor extension and refurbishment works.

(iii) PA25/07328 – 1 Quay Road Charlestown: Non material amendment in relation to decision notice PA25/01500 dated 07/07/2025 for revised approach and raising of sunroom and inset balcony to permit access from carport, provision of escape window to bedroom 3 and sliding door to sunroom in lieu of French doors and separate window.

(iv) PA25/06282 – Millwood House Charlestown Road: 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.

(b) To ratify to the comments of the Parish Council due to time restraints given.

(i) PA25/06882 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 works without compliance with condition 1 decision notice PA24/04786 dated 13/09/2025
The Parish Council had no objections

9. Additional Waste Bin

To consider installing a waste bin in the recreation field in Church Road

10. Remembrance Day Commemoration

To discuss Remembrance Day Commemoration

11. Highways Matters

(i) Duporth Road Residents Parking Scheme – To receive an update of Public Consultation

(ii) Road Traffic Regulation Act 1984: Temporary Road closure Ridgewood Close 20th October to 24th October (7:30-17:00)

12. Financial Matters

To note the current financial position and authorise payments

Appendix 1

13. Correspondence

To note correspondence received since the last meeting

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14. Dates for the Diary

To note any forthcoming dates for members' diaries

15. Dates of future Parish Council Meetings

20 November, 18 December 2025

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 6th August 2025

It was **RESOLVED** that the minutes of an Extraordinary Meeting Held on 6th 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 had taken part in a walk around the boundary of the parish 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 2nd 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.

The applicant was 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 Duporth 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 Officer's 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 Duporth 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.

This application was 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 Duporth 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 above decisions.

(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 and not to make a claim on the insurance policy.**

(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

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

(ii) Current balances were noted and the following payments were authorised.

August 2025 Payments

DD	SSE	Quarterly electricity – The Pattern Hall	£415.68
DD	SSE	Quarterly electricity – Public toilets	£231.49
SO	J Kneale	Quarterly lease	£212.50
DD	EE	Mobile phone monthly charge	£15.60
DD	BT	Internet	£65.04
DD	Lloyds Bank	Credit card	£88.23
DD	Pennon Water	Monthly charge for water (public toilets)	£202.00
DD	SouthWest Water	The Pattern Hall 17/04/25-14/07/25	£209.00
DD	Unity Trust Bank	Monthly bank charges	£6.00
BACS	APS Construction	Installation of Card Reader	£162.00
BACS	GOPAK	Small table trolley x2	£769.22
BACS	Fowey Systems	Annual Fire Alarm Maintenance & Service	£311.10
BACS	CIS	Safety & Workwear standard Coat and	£30.83

BACS	Duchy Defibrillators	Embroidery	
BACS	Scribe	Annul Monitoring Fee	£246.00
BACS	CALC	Scribe Accounts Renewal	£673.92
BACS	Lyreco	Code of Conduct training – Cllr Bailey	£30.00
BACS	Vision ICT	Stationary	£28.56
		Website Hosting 7 Support Sept 2025-26	£258.00
BACS	Vision ICT	Email hosting	£16.00
BACS	ITEC	Monthly Printing Charge	£43.04
		Limited Assurance Review for the year ended 31/3/25	£378.00
BACS	BDO	ILCA Qualification Fee (Parish Clerk)	£144.00
BACS	SLCC	Agenda & Minutes Training Nov (Parish Clerk)	£72.00
BACS	SLCC	New Clerk Series 3 of 4 Training (Parish Clerk)	£24.00
BACS	SLCC	Waste Collection	£60.67
BACS	BIFFA	Salaries and oncosts	£3,867.49
BACS	Salaries and oncosts		

September 2025 Payments

DD	EE	Mobile Phone Monthly Charge	£28.22
DD	BT	Internet	£65.04
DD	Lloyds Bank	Credit Card	£94.82
DD	Pennon Water Services	Public Toilets	£202.00
DD	Unity Trust Bank	Monthly Ban Charges	£6.00
DD	The Renewable Energy	TBC-New Provider	
DD	The Renewable Energy	TBC-New Provider	
DD	ICO	Data Protection	£47.00
DD	SWIFT	Cleaning Supplies	£123.05
		Duplicate DD taken – deducted from next payment	£123.05
DD	SWIFT	Annual Monitoring fee Porthpean and Charlestown Hall	£492.00
BACS	Duchy Defibrillators	General Waste	£30.34
BACS	BIFFA	Replacement Contactless Nayax Device (Toilets)	£672.00
BACS	Healthmatic	Stationary	£25.13
BACS	Lyreco	Stationary (Arch files and Paper)	£53.22
BACS	Lyreco	Stationary (Invoice from July)	£30.48
BACS	Lyreco	Monthly Printing Charge	£35.12
BACS	ITEC	Fire protection Service	£174.82
BACS	Argos Fire Protection Ltd	Room Hire	£150.00
BACS	Porthpean Golf Club	Chairmans Allowance (Refreshments)	£219.80
BACS	Porthpean Golf Club	Salaries and oncosts	£4,512.04
BACS	Salaries and oncosts		
BACS	Duchy Defibrillators	Annul Monitoring Fee	£246.00
BACS	Scribe	Scribe Accounts Renewal	£673.92
BACS	CALC	Code of Conduct training – Cllr Bailey	£30.00
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BACS	Salaries and oncosts	Salaries and oncosts	£3,867.49

(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.

A request had been received for a litter bin in the recreation field in Church Road. The matter will be discussed at the next meeting.

(25/082) Dates for the Diary

Cllr Sue Leach is to attend the Neighbourhood Planning and Neighbourhood Priorities Statements training on the 30 September.

(25/083) Exclusion of the Public and Press

This matter was deferred 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 6.58 pm

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6 August 2025

Agenda item 14

Correspondence Received

- Notification from Cornwall Council: Charlestown Speed concerns/readings
- Notification of outcome on consultation of Countrywide 20mph Speed Limits – Phase 3 – St Austell Town Reconsult
- Foundry Drive Fettling Way Car Par Movement – car park remains closed