

Dear Councillor

You are summoned to attend a **Meeting** of **St Austell Bay Parish Council** to be held on **Thursday 18th December 2025** at **6.00 pm** in **The Pattern Hall, Charlestown Road.**

Rachel Trudgeon
Clerk
09th December 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 20th November 2025

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

Page 3-6

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) PA25/08920 – 79 Charlestown Road, Charlestown.;
Replacement of existing garage.*

9. Highways Matters

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

(ii) Duporth Estate – To consider conducting a survey on the suitability of double yellow lines at various points in Two Coves/An Arvor

10. Financial Matters

*(i) To note the current financial position and authorise payments
(ii) To agree a budget for 2026/27 and determine the amount of precept required.*

Appendix i

Appendix ii

11. Meetings/Training attended

To receive an update from meetings or training recently attended by members or the Clerk

12. Correspondence

To note correspondence received since the last meeting

P 7

13. Dates for the Diary

To note any forthcoming dates for members' diaries

14. Dates of future Parish Council Meetings

18 December 2025 15 January 19th February 19th March 2026

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

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

In attendance: One member of the public Cllr James Mustoe and Rachel Trudgeon (Clerk)

(25/100) Apologies for Absence

Apologies were received from Cllr Lyndon Allen and Cllr Jackie Bull

(25/101) Minutes of a Meeting of the Parish Council held on 16th October 2025

It was **RESOLVED** that the minutes of a Meeting held on 16th September 2025 should be signed by Cllr Jackie Bull who chaired the meeting as an accurate record of the meeting.

(25/102) Matters to Note

The Clerk reported that she has received confirmation from Cornwall Council that signage will be placed at both ends of the Footpath 26 to deter further use by horse riders.

The Clerk reported she has been made aware of severe hedgerow maintenance at Porthpean Golf Club, the site has been visited by our Tree Officer, no further action is required.

The Clerk reported that Cornwall Council have responded to our request for a General Waste bin at the playing field on Church Road, they have agreed to move a relatively under-used bin from the top of Arch Hill to the entrance of the Church Hall carpark

The Clerk reported she had been advised that the local group Diggers and Doers are ceasing

(25/103) Declarations of Interest on Items on the Agenda

There were no declarations of interest.

(25/104) Chairman's Announcements

The Chairman gave an account of his recent attendance at the Remembrance Sunday service at St Pauls and was thanked by Cllr Hallows for representing the Parish Council and being part of the service.

It was noted that according to the St Austell Bay Standing Orders all minutes will not include proposers and seconder in future.

(25/105) Cornwall Councillor Report

Cllr Mustoe's report had been circulated

Cllr Mustoe's full report is on the Parish Council's website.

(25/106) Public Participation

No members of the public wished to speak at this time, The Chairman said he was happy for the member of the public to speak when the appropriate planning application was being discussed.

(25/107) Planning Applications and Related Matters

(i) PA25/08158 – Street Record Church Road Charlestown: Works to trees covered by a Tree Preservation Order (TPO) Beech Cutting back of vegetation over the highway.

It was **RESOLVED** that the Clerk should respond to the Planning Authority (Cornwall Council) stating that provided the Tree Officer has no objections, the Parish Council has no objections.

(ii) PA25/08153 – Street Record Duporth Road Charlestown: Works to trees subject to a Tree Preservation Order for T1, Ash (T17 of C2/82), fell due to Ash dieback and risk of significantly sized limbs falling in high winds. Replacement tree could be replanted in safer location. G3.1, Beech, fell, due to stem failure, Kretzschmaria deusta at base and significant basal/stem decay. Replacement tree could be replanted in safer location. G3.2 Beech, removal of limb, due to overhanging of road and significant bark inclusion, structural weaknesses and potential failure. A.1, Ash, removal, due to Ash dieback and risk of falling in high winds. WL area, indigenous species largely Beech and Ash, and some scrub vegetation, lopping proposed (as per photos provided), to achieve the Council's minimum clearance of 5.2m above the carriageway and a minimum clearance width of 0.5m past the edge of the carriageway footway, supporting highway safety in terms of pedestrians and vehicles.

It was **RESOLVED** that the Clerk should respond to the Planning Authority (Cornwall Council) stating that provided the Tree Officer has no objections, the Parish Council has no objections.

The following application has been received since publication of the agenda

(iii) PA25/07870 – 35 Quay Road Charlestown: Listed building consent for proposed external flue to serve new boiler

It was **RESOLVED** that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the Parish Council has no objections subject to the Historic Environment Planning Officer and the World Heritage Site Officer reports.

(b) The following application was responded to in November due to time constraints.

(i) PA25/06765 – Dunstan House The Drive Duporth: Works to tree subject to a Tree Preservation Order (TPO), Works include T1 Mature Turkey Oak, removal of 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.

The Parish Council had no objections subject to the Tree Officers comments being complied with.

(c) The following applications have been responded to due to receiving a 5-day protocol letter.

(i) PA25/02116 – Venetian Healthcare Ltd 181 Charlestown Road Charlestown: New Build two-storey extension to the existing care home and localised tree removals.

The Parish Council had no objections subject to the Tree Officer's recommendations being followed.

(ii) PA25 /06163 – Porthpean Golf Club Porthpean: 8 Letting rooms along with building accommodating golf stimulator and plant room.

The Parish Council Agreed to Disagree – with conditions imposed by the Planning Officer.

It was **RESOLVED** to ratify the decisions made.

(25/108) Christmas Tree

It was **RESOLVED** that The Clerk will contact Lanjeth Nurseries to enquire about hiring a Christmas Tree for the seasonal period.

(25/109) Highways Matters

(i) 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. It was **RESOLVED that Cllr Mustoe will contact Cormac to investigate further.**

(ii) The proposal to conduct a survey on the suitability of double yellow lines at various points in Two Coves/An Arvor - It was **RESOLVED Cllr Foster would liaise initially with the Duport Development CIC.**

(iii) Community Area Partnership Highways Improvement Plan It was **RESOLVED that Cllr S Leach would submit one Expression of Interest.**

(25/110) Financial Matters

The current financial position was noted, and the following payments authorised

(i) November 2025 Payments Authorised

DD	EE	Mobile Phone Monthly Charge	15.60
DD	BT	Internet	65.04
DD	Lloyds Bank	Credit Card	3.00
DD	Pennon Water Services	Public Toilets	202.00
DD	South West Water	Public Toilets	161.23
DD	Unity Trust Bank	Monthly Ban Charges	6.00
DD	The Renewable Energy	TBC-New Provider	
DD	The Renewable Energy	TBC-New Provider	
DD	SSE Energy	The Pattern Hall Final Invoice - 1/8/25 to 30/09/2025	29.23
SO	JB&RJ Kneale	Quarterly car park lease	212.50
		Annual Maintenance Cuts to St Austell Bay	
BACS	A&A Garden services	Coastal and Inland Footpaths	2900.00
BACS	RBL Poppy Appeal	2xWreaths	45.00
BACS	SLCC	Clerks training 3/3/2026	36.00
BACS	SLCC	Clerks Training 9/12/12025	24.00
		Clerks training – An Introduction to Planning	42.00
BACS	CALC	General Waste	30.34
BACS	BIFFA	Monthly Printing Charge	20.74
BACS	ITEC	Biennial fee for .gov.uk domain Dec 25 to Nov 27	78.00
BACS	Vision ICT		
BACS	Go Pak	5xContour tbles 915x685mm	687.36
		Replacement Information Board - Porthpean	
BACS	Lou Jones Designs		384.00
BACS	Salaries and oncosts	Salaries and oncosts	2769.33

(25/111) Meeting/Training attended

- 30th September Cllr S Leach attended a meeting for Neighbourhood Planning and Neighbourhood Priorities Statements.
- 3rd November The Chairman and Cllr Bull met with Canon Arthur at St Pauls Church, Charlestown
- 1st November Cllrs B Leach and S Leach attended Code of Conduct training
- 17th November Cllr Wright attended Code of Conduct training
- Clerk completed Introduction to Planning, Agenda & Minutes, New Clerk's Finance and Introduction to Forecasting and Budgeting training.

(25/112) Correspondence

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

Communication from the Planning Inspectorate – 20 Quay Road appeal has been dismissed.

(25/113) Dates for the Diary

Meeting with the Devolution Officer from Cornwall Council in relation to the Wain Homes gifting of land - 10th December.

(25/114) Dates of future Parish Council Meetings

18 December 2025.

The meeting closed at 7.10pm

.....
Chairman

18th December 2025

DRAFT

Correspondence Received

- Fettling Lane car park update
- Cornwall Council Priorities Plan and Budget Consultations
- Notification of Withdrawal of First Bus from Cornwall
- Correspondence regarding launch of CIL fund round
- NHS "Caring Where It Matters2 campaign
- Thank you letter from St Paul's Church
- Notification from Community Highways Improvement Programme regarding change of deadline
- Call for sites
- Agenda for Cornwall South Community Area Partnership
- Agenda for Strategic Planning Committee meeting
- Correspondence received from Cllr Mustoe regarding Charlestown traffic management scheme.