

You are summoned to attend a **Meeting** of **St Austell Bay Parish Council** to be held on **Thursday 17th September** at **6.00 pm** in **The Pattern Hall, Charlestown Road.**

Rachel Trudgeon
Clerk

9th September 2026

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 the Meeting of St Austell Bay Parish Council held on 6th August 2026

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'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 respond to the following planning application and any planning applications received after publication of this agenda

(i) PA26/04781 – Shipwreck Centre Quay Road Charlestown: Change of use of ground floor from museum to Flexible Class E use, reinstatement of historic openings, replacement of windows and doors, replacement of existing timber cladding with oak-effect composite cladding and associated external alterations.

(ii) PA26/04112 – 21 Duporth Bay Duporth St Austell: Proposed Extension and Reconfiguration.

(iii) PA26/05294 – Rashleigh Arms Quay Road Charlestown: Listed Building Consent for the rebuilding of defective chimney stack and associated works.

(iv) PA26/06018 – Pete's Retreat Charlestown Road Charlestown St Austell: Works to Trees covered by a Tree Preservation Order (TPO) – T1 and T2 – 2 x Ash – Trees to be removed.

(v) PA26-05962 – Millwood House Charlestown Road Charlestown St Austell: Works to trees subject to a Tree Preservation Order (TPO) 3x Sycamores. Either full removal to base or if suitable we would like to monolith x1 Sycamore down to a suitable height with no fall risk.

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

(i) PA26/05707 – 79 Charlestown Road Charlestown: Non-material amendment in relation to Decision Notice PA25/08920 dated 10th February 2026, namely, for alterations to the approved replacement garage, comprising changes to the garage and pedestrian door materials/finishes and reversal of the roof pitch direction.

The Parish Council responded to the Planning Authority (Cornwall Council) stating that the parish council has no objection.

(c) For notification only.

*(i) PA26/05646 – Pete’s Retreat Charlestown Road Charlestown: Works to a tree in a Conservation Area for Sycamore (T3), 1.5 metre crown reduction and a 30% crown thin, to improve light penetration and reduce sail effect.
This will be decided under delegated authority as the application is for works to trees in a Conservation Area.*

9. Premise License Application

To consider a response to the following License Application.

(i) Rebellion: Quay Road, Charlestown, St Austell

10. Devon and Cornwall Police to attend

To provide residents and a representative from Devon and Cornwall Police the opportunity to discuss recent incidents that have taken place within Charlestown

11. Regeneration Project for the unused Chapel at Campdowns Cemetery

A representative from Create Circus to discuss potential plans.

12. Community Action Plan

To review and forward plan.

13. Highways Matters

(i) To consider purchasing additional Traffic Enforcement hours. The Clerk to provide further information.

(ii) To receive an update from the Clerk on the costings and installation of new signage at Footpath 26, the SWCP from Charlestown to Carlyon Bay and Castings Drive.

14. Neighbourhood Priority Statements

To discuss and resolve.

15. Grant Application

To consider a grant application from Friends of Doubletrees

16. Financial Matters

(i) To note the current financial position and authorise payments

(ii) To note the that the External Audit is now complete.

(iii) To note an internal check has been completed and no issues raised.

Appendix (i)

17 To discuss and resolve the possible expenditure of a Pétanque Terrain at the Regatta Field using the proceeds from CIL.

The Parish Council has decided not to adhere to the Financial Regulations Policy for this one item to get three quotes, due to the time sensitive nature of the work that needs to be carried out.

18. Replacing the Heating System at The Pattern Hall

To discuss and resolve the expenditure of a new heating system at The Pattern Hall, three quotes to review.

19. Remembrance Day Commemoration

To discuss Remembrance Day Commemoration.

20. Meetings/Training Attended

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

21. Correspondence

To note correspondence received since the last meeting

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22. Dates for the Diary

To note any forthcoming dates for members' diaries

23. 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

24. Staffing Matters

(i) To discuss the Clerk's contract of employment.

25. Dates of future Parish Council Meetings

15th October 19th November 17th December 2026

MINUTES of the MEETING of ST AUSTELL BAY PARISH COUNCIL held on THURSDAY 6th August 2026 at 6.00pm in The Pattern Hall, Charlestown

Present: Cllrs Bill Leach, Sandie Bailey, Richard Hallows, Caroline Lawrence, Sue Leach and Christine Wright.

In attendance: One member of the public, Rachel Trudgeon (Clerk)

(26/41) Apologies for Absence

Apologies were received from Cllrs Jackie Bull, Nick Foster, Richard Whitehouse and James Mustoe

(26/42) Minutes of the annual meeting the Parish Council held on 25th June 2026

It was **RESOLVED** that the minutes of the meeting of the Parish Council held on 25th June 2026 should be signed as an accurate record of the meeting.

(26/43) Matters to Note

The Clerk reported that Cornwall Council had replaced the damaged litter bin at the top end of the Regatta Field. A previous request to relocate the bin outside the park was not supported by Cornwall Council, as doing so would introduce additional safety concerns for children. The Parish Council agreed with Cornwall Council.

Charlestown Harbour have acknowledged the concerns regarding overgrown vegetation on Duporth Road and have confirmed they will be maintaining this area as soon as possible.

The overgrown vegetation near the 30mph sign on Duporth road which was reported has been cut back.

The Clerk noted that the new website and email service which was agreed at last month parish council meeting is now up and running.

Photographs have been sent to the Countryside Officer evidencing horse riders are continuing to use Footpath 26 and a request for additional signage has been requested, due to the current signage being ineffective.

A request was made by the parish council for the Clerk to investigate the possibility and cost of the Parish Council purchasing additional signage.

A request for confirmation of a more durable solution to wood chippings to solve the issue at the footpath that runs alongside Chandlers walk during winter and wet weather was made at the same time.

(26/44) Declarations of Interest on Items on the Agenda

There were no declarations of interest.

(26/45) Chairman's Announcements

The Chairman expressed his sincere thanks to all members of the Regatta Committee, marshals and volunteers for their hard work, commitment and support in organising and delivering a very successful and enjoyable Regatta week.

(26/46) Cornwall Councillors Report

Cllr Mustoe's report had been circulated.

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

The Clerk noted that the Boundary Walk was taking place on the 22nd August and Cllr Mustoe welcomes all to join.

(26/47) Public Participation

A member of the public wanted to share their concerns regarding the safety of children playing in the near-by estate due to the speed at which traffic was entering the estate. The Clerk is to request that a speed check be carried out and in addition make enquiries regarding potential signage and speed bumps. In addition, it was suggested to request a speed check for Duporth Road at the same time due to reports of speeding.

(26/48) Planning Applications and Related Matters

(i) PA26/03748 – 23 Foundry Drive Charlestown: Erection of a single-storey detached timber garden outbuilding.

It was **RESOLVED** that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council's decision is pending subject to the Historic Environment Planning Report.

(ii) PA26/03748 – The Beeches 60 Charlestown Road Charlestown: Works to a tree within a tree preservation order. T1 lower canopy to 5.3m, T2 remove crossing limbs, T3 remove crossing limbs, T4 reduce overall height to 12m, and T5 crown thinning reduce canopy to 2 to 3 metres, remove over extended limb. Councillors wished to wait for the Tree Officer's report before commenting.

(b) The following applications were responded to due to time constraints.

(i) PA26/03872 – Rashleigh Arms Quay Road Charlestown St Austell: Creation of 6 vehicle charging spaces, installation of two trio chargers and one feeder pillar

(ii) PA26/03837 – Listed Building Consent to create of 6 electric vehicle charging spaces, installation of two trio chargers and one feeder pillar

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

(26/49) Highways Matters

(i) To purchase additional Traffic Enforcement hours.

It was agreed that further investigation would be undertaken, for consideration by the Parish Council to consider at a future meeting, with a view to potentially implementing during the busy periods in 2027.

(26/50) Transfer of Assets

The Clerk provided an update received from Wellers Solicitors, a single draft Deed of Surrender is being prepared covering both the Regatta Playing Field and Church Road Public Open Space.

Three searches have come back and will be sent to all councillors.

Wellers will request a copy of the EPC for the property, if not in place this will need to be prepared post completion.

Wellers confirmed the searches so far do not show anything which, by itself, prevents the parish council from proceeding with the transfer.

(26/51) Grant Application

The Parish Council discussed the grant application and now seek further clarification as to why Government or local authority funding is not available. It was agreed that consideration of the matter be deferred until the next meeting, pending further clarification.

(26/052) Financial Matters

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

DD	EE	Mobile phone monthly charge	£17.40
DD	BT	Internet	£71.23
DD	Lloyds Bank	Credit card	£240.86

DD	Pennon Water	Monthly charge for water (public toilets)	£183.00
DD	Unity Trust Bank	Monthly bank charges	£7.00
		Electricity – The Pattern Hall 1/5/26-1/6/26	£181.85
DD	Ecotricity	Electricity – Public Toilets 1/5/26-1/6/26	£55.84
DD	Ecotricity	Annual Service Charge	£239.73
DD	Firstport	Cleaning products, toilet rolls, kitchen roll	£227.77
DD	Swift Catering Supplies	Photocopier Lease	£141.26
DD	Xerox	General Waste	£35.00
BACS	Biffa	Monthly Printing Charge	£18.78
BACS	ITEC	Sanitary Disposal Service	£381.77
BACS	Peake GB Ltd	Annual monitoring Porthpean Telephone Box and Charlestown The Pattern Hall	£492.00
BACS	Duchy Defibrillators	Weed spraying at Charlestown and Porthpean Road	£336.00
BACS	Complete Weed Control	New Clerk/Clerking Essentials Training 11 th June	£78.00
BACS	Cornwall ALC Ltd	Deposit for new Website/Email account	£272.40
BACS	WesternWeb Ltd	Salaries and oncosts	£2877.58
BACS	Salaries and oncosts		

(ii) To review current CIL balance.

The Clerk is to arrange a meeting with The Regatta Working Group to discuss a permanent storage solution for the Regatta Field

(25/53) Meetings/Training Attended

- 22nd July – Cornwall south CAP AGM at Trewoon Village Hall.

(25/55) Correspondence

A list of correspondence had been previously circulated

(26/56) Dates for the Diary

- 23rd September Changes to Planning Committees and protocols.
- Cornwall Local Council's Conference 6th October at the Royal Cornwall Showground.
- 9th October Invite to the open evening at the Innovation Nursery at Watering Lane

(26/57) Dates of future Parish Council Meetings

17th September 15th October 19th November 17th December

The meeting closed at 7.10 pm

Chairman

6th August 2026

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Correspondence Received

- Pentewan Valley Parish Council – Pentewan Valley Neighbourhood Development Plan.
- Streetworks: Closure intention – Road junction North of Trevissick to Ledrah, Trenarren, 27th November 2026 (7:30-18:00)
- An invitation to an evening at the Innovation Nursery.
- NALC Events
- Invitation to attend the Annual Poppy Day and Remembrance Day Service