

# St Austell Town Council



**To: All Members of St Austell Town Council**

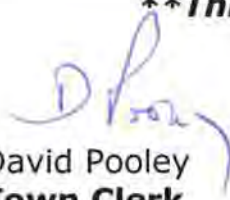
Dear Councillor

You are summoned to attend the **Remote Meeting** of **St Austell Town Council** to be held on **Monday 7<sup>th</sup> September 2020** at **6pm**.

Any member of the public wishing to attend this meeting, should obtain a password from the Clerk by no later than **12pm on Monday 7<sup>th</sup> September 2020**.

For security reasons, no person will be admitted to the meeting without prior notification to the Clerk that they wish to attend.

***\*\*This remote meeting will be held using Zoom\*\****



David Pooley  
**Town Clerk**

1<sup>st</sup> September 2020

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## **AGENDA**

### **1. Apologies for absence**

(Purpose: To accept apologies for non-attendance).

### **2. Declarations of interest and gifts or hospitality received.**

(Purpose: To receive declarations of Members' interests and gifts or hospitality received).

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public.

**3. Dispensations**

(Purpose: To consider requests for dispensations).

**4. Minutes of Meeting held on 13<sup>th</sup> July 2020**

**Pages  
1 - 4**

(Purpose: to agree that the minutes of the above meeting be signed as a correct record).

**5. Matters to note**

(Purpose: A verbal update from the Town Clerk on the actions taken since the last meeting).

Note: No decision may be made under this agenda item.

**6. Mayor's announcements**

(Purpose: To receive an update from the Mayor on any civic matters).

**7. Public Participation**

(Purpose: To invite members of the public to address the meeting in relation to the business to be carried out at the meeting).

**8. Members' questions (10 minutes maximum)**

A Member may ask the Mayor or the Clerk any question concerning the business of the Council, provided 3 clear days notice of the question has been given to the person to whom it is addressed. Every question shall be put and answered without discussion.

A person to whom a question is put may decline to answer or undertake to provide a full answer within a timescale agreed with the Member. They may also agree to accept a question after the deadline.

**9. Motion received from Councillor Brown and seconded by Councillor Bull**

**Pages  
5 - 6**

(Purpose: To consider a motion relating to a Government consultation on changes to the Planning System) (See attached)

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public.

- 10. Eden to Heligan Cycle Trail Project**
- (Purpose: To endorse a Town Council partnership with various stakeholders to facilitate improvements to the Eden to Heligan Cycle Trail). (Verbal update).
- 11. Budget Projections 2020/21** **Pages 7 - 12**
- (Purpose: To receive an update on the effects of the Coronavirus on the Town Council's budgets). (Report Attached).
- 12. Work Plan** **Pages 13 - 20**
- (Purpose: To review progress against the 2019/2020 Work Plan). (Work Plan attached).
- 13. Annual Report – 2019/2020** **Pages 21 - 32**
- (Purpose: To consider draft narrative for the 2019/2020 Annual Report). (Report attached).
- 14. Apprenticeship Recruitment** **Pages 33 - 36**
- (Purpose: To consider the recruitment of 1 or 2 Apprentices with effect from January 2021). (Report attached).
- 15. Cornwall Council Public Spaces Protection (Alcohol Consumption in Designated Public Places) Order 2017**
- (Purpose: To consider the proposed three year extension of the Cornwall Council Public Spaces Protection (Alcohol Consumption in Designated Public Places) Order.
- <https://safercornwall.co.uk/wp-content/uploads/2018/05i/PSPO-Sealed-Order.pdf>
- 16. Rural Market Towns Group** **Pages 37 - 40**
- (Purpose: To consider joining the Rural Market Towns Group). (Correspondence attached).

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public.

**17. Members appointed to outside bodies update reports**

(Purpose: To receive reports of any relevant information from Members appointed to outside bodies).

**18. Cornwall Councillor update reports**

(Purpose: To receive reports of any relevant information from local Cornwall Councillors).

**19. Schedule of Payments**

**Pages  
41 to 46**

(Purpose: To receive a schedule of payments from 7<sup>th</sup> July 2020 to 27<sup>th</sup> August 2020). (Attached).

**20. Planning and Regeneration Committee**

**Pages  
47 to 58**

(Purpose: To note the minutes of the Planning and Regeneration Committee meetings held on 20<sup>th</sup> July 2020 and 24<sup>th</sup> August 2020).

**21. Staffing Committee**

**Pages  
59 to 64**

(Purpose: To note the minutes of the Staffing Committee meeting held on 7<sup>th</sup> August 2020).

**22. Dates of Meetings**

(Purpose: To note the dates of the forthcoming Council meetings – Monday 19<sup>th</sup> October 2020).



**MINUTES of the MEETING of ST AUSTELL TOWN COUNCIL held on MONDAY 13<sup>th</sup> JULY 2020 (Remote Meeting) at 6pm.**

**Present:** Councillors: Bishop, Brown, Cohen, Colwill, French, Hanlon, Heyward, Lanxon, Palmer, Pearce, Pears, Rees, Styles (Chair), Thompson and Walker.

**In attendance:** David Pooley (Town Clerk), Sara Gwilliams (Deputy Town Clerk), Steve Skinner (Operations Manager).

**C/19/178) Apologies for Absence**

Apologies for absence were received from Councillors: Bull, Jones and Oxenham.

*\*\*Councillor Pears advised that he needed to leave the meeting at 7pm\*\**

*\*\*Councillor Walker advised that he needed to leave the meeting at 7pm\*\**

The Clerk advised that the Operations Manager would be late attending the meeting as he was stuck in traffic.

**C/19/179) Declarations of interests and gifts or hospitality received**

Councillor French declared an interest in agenda item 8 by virtue of being a part owner of Gover Woods.

**C/19/180) Dispensations**

There were no requests for a dispensation.

**C/19/181) Minutes of Meeting held on 1<sup>st</sup> June 2020**

Councillor Thompson asked that it be recorded that he had left the meeting after the Making Spaces for Nature Project discussion.

It was **RESOLVED** that the minutes of the meeting held on the 1<sup>st</sup> June 2020 be approved and signed as a correct record subject to Councillor Thompson being recorded as having left the meeting after the Making Spaces for Nature Project discussion.

**C/19/182) Matters to Note**

Further to minute number C/19/168, the Clerk advised that the fence erected by Mount Charles School is working reasonably and that unless Members felt strongly to the contrary, he was mindful to permit the school to re-erect the fence in September as outlined in previous discussions. There were no objections to the Clerk taking this course of action.

**C/19/183) Mayor's announcements**

The Mayor advised that he had attended a socially distanced 100<sup>th</sup> birthday celebration which had included a Royal Navy fly past.

### **C/19/184) Public Participation**

There were no members of the public present.

In the absence of a "Members Questions" agenda item, Councillor Thompson asked a question regarding the timing of the Annual Meeting and election of Mayor and Deputy Mayor. Members expressed confidence in the current administration and a preference for retaining the status quo for the time being until face to face meetings can be held.

The Clerk agreed to ensure that the "Members Questions" agenda item is reinstated for the next Council meeting.

*\*\*Councillor French reiterated his interest in the next item and left the meeting\*\**

### **C/19/185) Gover Woods**

The Clerk explained that during lockdown the Town Council was approached by several members of the public who are keen for the Council to buy Gover Woods which is currently on the market with Jefferys Estate Agents. He referred Members to the report and advised that until the Town Council's finances have stabilised the Town Council should not commit to any additional expenditure. He suggested that the situation could be reviewed again in six months' time if the woods are still on the market.

Members expressed concern about the additional expenditure that the woods would bring with regard to maintenance and accessibility works as well as the initial capital outlay for the purchase.

It was **RESOLVED** not to make an offer for Gover Woods but review the situation in six months' time should the woods still be on the market and the Town Council's financial situation have stabilised.

*\*\*Councillor French returned to the meeting\*\**

### **C/19/186) Budget Projections 2020/21**

The Clerk advised that current projections indicate that the Town Council will have a year-end shortfall of approximately £100,000. Full charging in the car park commenced a couple of weeks ago and the projected income during these early weeks was slightly higher than first anticipated.

He advised that he had been asked by NALC and CALC to represent the Cornish Town and Parish Councils at a Committee of MP's to talk about the hardship that the sector is experiencing as a result of Covid19. It is hoped that legislation will be passed shortly to permit business rate relief on toilets and that other hardship funding may become available as a result of NALC's lobbying.

Members thanked the Town Clerk for his excellent work during these difficult times.

### **C/19/187) Grounds Maintenance**

In the absence of the Operations Manager the Town Clerk advised that under Government guidelines he had furloughed all of the grounds maintenance staff during lock down and gradually brought them back to work over a period of a few weeks

during May/June. The grass cutting, as to be expected, is slightly behind schedule but the staff are doing their best to catch up with the second cut due to be completed shortly. All the flower beds have been planted up as in previous years and it had been announced during lockdown that The Meadows had achieved a 4\* Award in last year's Pride in Park Awards. Poltair Park has had some improvement works including a wheelchair accessible roundabout, new safety surfacing in part of the play area and a footbridge spanning a particularly muddy area of the park. Refurbishment schemes for Thornpark Road and Lostwood Road parks have been completed and a waste contractor has been employed to assist with the bin emptying and litter picking on Town Council owned land.

In answer to a question, the Town Clerk agreed to liaise with the Operations Manager to see if the current "West to East" grass cutting methodology across the town could be changed to "East to West" on alternate years.

*\*\*The Operations Manager entered the meeting\*\**

The Operations Manager added that the grounds maintenance staff have received lots of praise from many members of the public for the work that they are doing and the play areas had recently re-opened under government guidelines. He advised that some swings have been removed and the helter-skelter in Poltair park has been fenced off to encourage social distancing.

### **C/19/188) Public Spaces Protection Orders**

Members noted that due to Covid19 Cornwall Council are minded not to carry out a review of the dog control Public Spaces Protection Orders which expire in October 2020 for a further 12 months. The Clerk advised that the only anomaly appears to be that under the current order, dogs are banned from Poltair Park which is not practical as a number of footpaths run through the park and there is a large area of grass used by many dog owners for exercise.

In response to a question, the Operations Manager advised that there are mixed waste bins in Poltair Park which can be used for dog waste.

It was **RESOLVED** to support Cornwall Council's proposal to defer the revision of the Dog Control PSPO's for 12 months and request that when the review does take place the current dog ban in Poltair Park should be lifted.

### **C/19/189) Councillor Advocate Scheme**

The Clerk advised that the Office of the Police and Crime Commissioner (OPCC) is inviting nominations for representatives to join the Councillor Advocate Scheme. Members noted that Councillor Thompson has been nominated by Carlyon Parish Council as an advocate. The role of the Advocate is to help improve communications between the Police, Councils and the Police and Crime Commissioner. Councillor Heyward advised that she had been nominated by Cornwall Council to be a Councillor Advocate.

It was **RESOLVED** to nominate Councillor Pearce as the St Austell Town Council Advocate.

### **C/19/190) Small Grants Scheme**

#### *4FS Youth Dance*

It was **RESOLVED** to award £250 to 4FS for their "Summer Intensive" virtual dance event.

#### *Churches Together*

It was **RESOLVED** to award £250 to Churches Together for their Christians Against Poverty (CAP) Debt Advice Centre in St Austell.

*\*\*Councillor Palmer abstained from voting on this item\*\**

*\*\*Councillor Walker left the meeting\*\**

### **C/19/191) Mount Charles Ward – Councillor Vacancy**

The Clerk advised that following the advertisement of the Town Councillor Vacancy at Mount Charles Ward, ten people had written to Cornwall Council requesting an election which, due to Covid19, will not be held until May 2021.

It was **RESOLVED** to note that the Mount Charles Ward Vacancy would not be filled until the May 2021 election and that the position will remain vacant until that time.

### **C/19/192) Schedule of Payments**

It was **RESOLVED** that the Schedule of Payments for the period 26<sup>th</sup> May 2020 to 6<sup>th</sup> July 2020 totalling £148,337.17 be approved.

### **C/19/193) Finance and General Purposes Committee**

It was **RESOLVED** that the minutes of the Finance and General Purposes Committee meeting dated 29<sup>th</sup> June 2020 be noted.

### **C/19/194) Planning and Regeneration Committee**

It was **RESOLVED** that the minutes of the Planning and Regeneration Committee meeting dated 15<sup>th</sup> June 2020 be noted.

### **C/19/195) Dates of Meetings**

It was noted that the dates of the next meetings of the Council are Monday 7<sup>th</sup> September 2020 and Monday 19<sup>th</sup> October 2020.

The meeting closed at 7.00pm.



## **Agenda Item 9**

### **PROTECTING THE PUBLIC AND LOCAL COUNCILS' SAY IN THE PLANNING PROCESS**

St Austell Town Council notes:

- \* the publication on 6th August, 2020 by the Government of the White Paper "Planning for the Future" which sets out radical proposals to change fundamentally the way the planning system operates in this country;
- \* that in the most recent year to December 2019 the vast majority of planning applications, 87% were approved by county level planning authorities (981,000 submitted, 855,000 granted);
- \* that research by the Local Government Association has demonstrated that there are existing planning permissions for more than one million dwellings that have not yet been started;
- \* that the Government proposes to impose a standard national system for calculating how many new dwellings will be required in each local authority.

The Council is highly concerned that the Government seeks to:

1. Reduce or remove the rights of residents to make representations on proposals for new housing estates in their area.
2. Reduce the ability of local councils like St Austell Town Council to influence the outcome of controversial planning proposals.
3. End the right of local council planning committees to make decisions on planning applications.
4. Grant automatic rights to developers to build on land identified as "for growth".
5. Remove Section 106 payments for infrastructure and replace them with a national levy.

This Council further notes that:

1. The Royal Institute for British Architects has called the proposals "shameful and which will do almost nothing to guarantee delivery of affordable, well designed and sustainable homes". The RIBA also said that the proposals could lead to the next generation of slum housing.

2. The changes are opposed by the all-party Local Government Association currently led by Conservative Councillors.

This Council believes:

1. That for all its imperfections the traditional planning system administered by local authorities allows for significant local democratic control over future development and gives local people a say in planning proposals that affect them.

2. That the methodology for calculating future house building rates for each local authority will inevitably increase significantly the number of unaffordable market houses that are built and will further fuel migration into Cornwall.

3. That proposals for automatic rights to build in "growth" areas and increased permitted development rights risk unregulated sprawl and unsustainable developments and that St Austell is highly vulnerable to these pressures.

This Council resolves to:

1. Advise Cornwall Council and the Cornwall Association of Local Councils of its deep opposition to the Government's proposals.

2. Make strong representations against the proposals to the Government as outlined in this motion.

3. Write to and lobby the Member of Parliament for St Austell and Newquay urging him to oppose these proposals and to circulate his reply to members of the Council.

**ST AUSTELL TOWN COUNCIL**  
**COUNCIL MEETING – 7<sup>th</sup> SEPTEMBER 2020**  
**BUDGET PROJECTIONS 2020/21**

**1. PURPOSE OF REPORT**

To provide Members with an update on the Council's financial position as promised at the Council meeting on the 4<sup>th</sup> May 2020 in light of the coronavirus pandemic.

**2. LEGAL AND RISK MANAGEMENT ISSUES**

The Council is required to set a budget in November or December each year for the following financial year. It is good practice to monitor income and expenditure against budget at regular intervals and to consider whether any mitigation or changes to budgets are required. There is a great deal of uncertainty surrounding the coronavirus pandemic and its economic effect which demands a cautious approach to spending at this stage. There can be no guarantee that there will not be a second wave of coronavirus. This would be very damaging.

**3. RESOURCE ISSUES**

The Council has suffered significant losses of revenue due to the lockdown, closure of services and economic downturn. At the end of August income from fees and charges is likely to be £167,000 below budget. The Government's furlough scheme has generated £50,532 to the end of August. Originally a surplus of £51,125 was forecast to allow for contributions to reserves. It is now expected that a deficit of £11,080 will be made which equates to a net loss of £62,205.

**4. EQUALITIES ISSUES**

None directly but the closure of some of the Council's facilities will disadvantage some groups more than others.

**5. ENVIRONMENTAL ISSUES**

Coronavirus lockdown measures reduced traffic and traffic pollution significantly and the Council's carbon footprint will have reduced as a consequence.

## **6. RECOMMENDATIONS**

It is recommended that Members:

1. Note the content of this report;
  2. Bear in mind the financial situation when considering spending decisions throughout the remainder of this year.
- 

### **Background**

Members received a report incorporating budget projections for various scenarios for the 2020/21 financial year at the Town Council meeting on the 4<sup>th</sup> May 2020. It was agreed at that meeting that the Clerk should review the position over the next two months and provide an updated financial report to the next Finance and General Purposes Committee and the following full Council meeting. There is still uncertainty about a number of factors which are discussed below.

Budget projections to the year end are attached to this report and will be explained in more detail at the meeting. The key unknown is how the car park will perform for the remainder of this year and into next year.

Income from car parks, the library and public conveniences is £91,000 below the anticipated income at this time of the year under normal circumstances and will continue at a lower level for some time to come.

Savings have been identified and will be achieved in the following areas:

- Waste management
- Community/ Project Officer and projects
- Carnival grant
- Projects/play equipment

Grounds maintenance, library and administrative staff have been furloughed for varying periods and Government support of in the order of £52,000 should be recoverable from the Coronavirus Job Retention Scheme. This support will not be ongoing and may yet be subject to Central Government review.

Additional costs are being incurred for cleaning and domestic supplies, protective clothing, protective screens, vehicles and



contract payments because of the coronavirus and the need to protect staff and customers.

Since our last meeting Cornwall Council has confirmed that it will provide some compensation to Parish and Town Councils for their loss of income and the additional costs resulting from coronavirus based broadly on the scheme adopted by the Government for principal authorities. More details should become available in September. The current projections exclude any hardship funding which might be received from Cornwall Council.

The latest budget projection suggests that a net worsening of the budget position of £62,000 from a projected surplus of £51,000 to a deficit of £11,000 will be experienced in the current financial year before transfers to and from reserves. The Council has a General Reserve of £268,000 which the Auditor has described as at the lower end of generally accepted parameters. When the accounts for 2019/20 were finalised a reserve of £90,011 was set aside to help mitigate the effects of the coronavirus pandemic. Members are asked to approve the transfer of this sum into the General Reserve to strengthen the Council's financial position.

Members should plan for reduced car park income in 2021/22 as well as it is not clear how quickly the town centre and the economy will bounce back. As this year progresses the amount of income that can be expected will become clearer. The prognosis for council tax levels next year is not good.

Members are asked to note this report and bear it in mind when considering spending decisions in the next few months.

DAVID POOLEY  
TOWN CLERK



**ST AUSTELL TOWN COUNCIL**  
**BUDGET PROJECTIONS 2020/21 (as at 26th August 2020)**

	Budget 2020/21 £	Qtr 1 Estimate £	Qtr 2 Estimate £	Qtr 3 Estimate £	Qtr 4 Estimate £	Total Estimate £	Variance £
<b>Income</b>							
Car Park Income	295000	4490	48000	43000	43000	138490	-156510
Council Tax Grant	31066	15533	15533			31066	0
Interest Income	3000	971	750	700	500	2921	-79
Library Income	11000	0	0	2000	2000	4000	-7000
Other Grants and Contributions	0	52484	8900			61384	61384
Other Income	600	1563				1563	963
Precept Payments	762958	381479	381479			762958	0
Public Convenience Charges	4300	0	290	360	360	1010	-3290
Rent Received	10536	2882	2500	2500	2500	10382	-154
<b>Total Income</b>	<b>1118460</b>	<b>459402</b>	<b>457452</b>	<b>48560</b>	<b>48360</b>	<b>1013774</b>	<b>-104686</b>
<b>Less Operating Expenses</b>							
<b>Employee Expenses</b>							
Recruitment	1750	0			1200	1200	550
Salaries / Wages	528625	116732	120000	119000	130000	485732	42893
Training	8400	30	1500	1500	1500	4530	3870
<b>Total Employee Expenses</b>	<b>538775</b>	<b>116762</b>	<b>121500</b>	<b>120500</b>	<b>132700</b>	<b>491462</b>	<b>47313</b>
<b>Premises Expenses</b>							
Cleaning & Domestic Supplies	7300	1544	2500	2000	1850	7894	-594
Electricity	8100	1167	2400	2025	2025	7617	483
Gas	3000	392	750	750	750	2642	358
Grounds Maintenance Supplies	21950	6326	7500	5100	2978	21904	46
Play Equipment	50000	33879	2500	5000	8750	50129	-129
Rates	84330	22137	19750	19750	19750	81387	2943
Rent / Room Hire	5280	1295	1295	1295	1295	5180	100
Repairs / Maintenance Premises	41200	3796	10000	12200	12000	37996	3204
Water	2350	200	580	580	610	1970	380
<b>Total Premises Expenses</b>	<b>223510</b>	<b>70736</b>	<b>47275</b>	<b>48700</b>	<b>50008</b>	<b>216719</b>	<b>6791</b>
<b>Supplies and Services</b>							
Books and Publications	200	0	0	50	150	200	0
Contract Payments	147615	44477	39000	39000	39000	161477	-13862
Insurances	6000	5512	25	250		5787	213
IT / Communications	17800	6005	4050	4000	3745	17800	0
Mayors Allowances	750			250	500	750	0
Members Allowance	250				250	250	0
Miscellaneous Expenses	38070	4434	12000	10000	10000	36434	1636
Miscellaneous Grants	35000	4532	6000	10000	10403	30935	4065
Office Supplies	4250	538	1000	1000	1250	3788	462
Printing and Stationery	3725	1026	1000	750	949	3725	0
Protective Clothing	1500	461	600	500	500	2061	-561
Publicity	1400	250	600		600	1450	-50
Small Grants Scheme	8000	880	2500	2500	2185	8065	-65
Subscriptions	6900	3629	3000	271		6900	0
<b>Total Supplies and Services</b>	<b>271460</b>	<b>71744</b>	<b>69775</b>	<b>68571</b>	<b>69532</b>	<b>279622</b>	<b>-8162</b>
<b>Transport Related Expenses</b>							
Contract Hire and Operating Leases	13045	4061	4821	4821	4821	18524	-5479
Fuel	6750	1091	1800	1800	1850	6541	209
Other Transport/plant expenses	2350	150	750	750	350	2000	350
Repairs/ Maintenance-Vehicles/Plant	6700	626	1000	2000	2000	5626	1074
Road Fund / Taxes	1060			1060		1060	0
Transport Insurance	2500	154		2500		2654	-154
Travel and Subsistence	1185	-54	100	100	500	646	539
<b>Total Transport Related Expenses</b>	<b>33590</b>	<b>6028</b>	<b>8471</b>	<b>13031</b>	<b>9521</b>	<b>37051</b>	<b>-3461</b>

<u>Total Operating Expenses</u>	1067335	265270	247021	250802	261761	1024854	42481
<u>Net Profit</u>	51125	194132	210431	-202242	-213401	-11080	-62205



## **Work Plan 2019/20**

<b>Action</b>	<b>Responsible Officer/Committee</b>	<b>Deadline</b>	<b>Progress</b>
Negotiate lease of "The House" to Young People Cornwall and complete lease	Town Clerk <b>Council</b>	December 2019	Completed.
Draft half-yearly newspaper report	Deputy Town Clerk <b>Finance &amp; General Purposes Committee</b>	December 2019	Completed.
Improve entrance lobby at Library	Deputy Town Clerk <b>Finance and General Purposes Committee</b>	January 2020	Quotations being sought.
Develop Town Council Climate Change Action Plan	Town Clerk Deputy Town Clerk Operations Manager <b>Climate &amp; Environment Committee</b>	February 2020	Draft Action Plan produced and adopted.
First draft Open Spaces Strategy	Town Clerk/Operations Manager <b>Community Committee</b>	February 2020	Nearing completion – draft to be considered shortly.
Resurface part of car park	Operations Manager <b>Council</b>	February 2020	Completed.
Investigate and consider installing electric charging point(s) in Priory Car Park	Town Clerk <b>Operations Manager</b>	February 2020	Costs excessive – possible CC scheme

Approved 16<sup>th</sup> December 2019 – Reviewed 28<sup>th</sup> August 2020

Action	Responsible Officer/Committee	Deadline	Progress
Explore potential for a cycling facility at The Meadows	Community Officer Operations Manager <b>Community Committee</b>	February 2020	Funding identified (Places to Ride Programme)
Complete Joint Use Agreement for Woodland Road Park	Town Clerk <b>Council</b>	March 2020	Negotiations stalled.
Community Governance Review – undertake community engagement and campaign to achieve an acceptable outcome	Town Clerk Deputy Town Clerk <b>Council</b>	March 2020	Awaiting Cornwall Council decision.
Undertake repairs/replacement of Safety Surfacing at Poltair Park and other parks in a phased manner	Operations Manager <b>Council</b>	March 2020 and on-going	First phase completed.
Complete lease with St Austell Bowls Club	Town Clerk <b>Council</b>	March 2020	Draft lease received.
Complete Poltair Park Café and Toilets and arrange management contract	Town Clerk <b>Council</b>	March 2020	Trial operational period underway.
Review the effectiveness of the ASB summit and joint working arrangements	Town Clerk <b>Council</b>	March 2020	Short-term action plan in place and longer term plan being developed.

Action	Responsible Officer/Committee	Deadline	Progress
Investigate and trial a mobile CCTV camera	Town Clerk <b>Council</b>	March 2020	Funding bid submitted to OPCC.
Implement new in-house waste management function	Town Clerk Deputy Town Clerk Operations Manager <b>Community Committee</b>	March 2020	Temporary arrangement in place.
Poltair Park – identify options to improve paths across poorly draining area in centre of park	Operations Manager <b>Community Committee</b>	March 2020	Wooden bridge constructed.
Install wheelchair friendly play equipment in a Town Council owned park.	Operations Manager <b>Community Committee</b>	March 2020	Completed.
Investigate the potential to improve the cycle routes through St Austell and market an Eden to Heligan Cycle Route	Town Clerk <b>Council</b>	April 2020	Discussions with stakeholders progressing.
Develop a tree planting programme to be part of the Forest for Cornwall	Operations Manager <b>Council</b>	April 2020	Tree Planting Policy approved.
Implement and maintain new wildflower areas	Operations Manager <b>Community Committee</b>	April 2020	Working with GI4G and SABEF
Review capacity/administration resource	Town Clerk <b>Staffing Committee</b>	May 2020	Capacity being monitored.

<b>Action</b>	<b>Responsible Officer/Committee</b>	<b>Deadline</b>	<b>Progress</b>
Achieve Cyber Essentials accreditation	Town Clerk/Deputy Town Clerk <b>Finance &amp; General Purposes Committee</b>	May 2020	Substantially completed.
Enter one or more parks in the South West in Bloom Pride in Parks competition	Operations Manager/Deputy Town Clerk/Community & Projects Officer <b>Community Committee</b>	May 2020	Deferred due to Coronavirus
Arrange external decoration of Library	Deputy Town Clerk Operations Manager <b>Finance &amp; General Purposes Committee</b>	June 2020	Quotations sought and works let.
Assist the St Austell BID with SWIB BID entry	Operations Manager/Deputy Town Clerk/Community & Projects Officer <b>Community Committee</b>	June 2020	Programme of maintenance for the town centre in situ.
Complete 2019/20 accounts and review budget for parks/open spaces, play equipment and climate change.	Town Clerk/Operations Manager <b>Council</b>	June 2020	Completed.
Implement minor improvements – Woodland Close Park	Operations Manager <b>Community Committee</b>	June 2020	Trees planted – wild flowers to be added in Spring 2021.
Complete Pocket Parks schemes at Thornpark Road and Lostwood Gardens	Operations Manager <b>Community &amp; Projects Officer</b>	June 2020	Schemes completed apart from one picnic table.



<b>Action</b>	<b>Responsible Officer/Committee</b>	<b>Deadline</b>	<b>Progress</b>
Assist Community Groups to enter SWIB In Your Neighbourhoods	Deputy Town Clerk <b>Community &amp; Projects Officer</b>	June 2020	SWIB deferred but plants distributed.
Explore potential to enter SWIB Portman Cup	Deputy Town Clerk Community & Projects Officer <b>Community Committee</b>	June 2020	Deferred due to Coronavirus
Draft half-yearly newspaper report	Deputy Town Clerk <b>Finance &amp; General Purposes Committee</b>	June 2020	Article completed.
Develop response to greening/Garden Town Initiative	Town Clerk/Operations Manager <b>Community Committee</b>	July 2020	SABEF/GI4G funding approved. Projects started.
Enter a park in the Green Flag award scheme	Operations Manager Community & Projects Officer <b>Community Committee</b>	August 2020	Guidelines received. Resource implications being assessed.
Devise a programme of events around the Tour of Britain 2020	Town Clerk Deputy Town Clerk <b>Council</b>	September 2020	Route publicly announced. Event postponed.
Commencement of Mount Charles roundabout improvements	Operations Manager <b>Community Committee/Council</b>	September 2020	Working with SABEF to deliver in November 2020

Approved 16<sup>th</sup> December 2019 – Reviewed 28<sup>th</sup> August 2020

Action	Responsible Officer/Committee	Deadline	Progress
Identify and plan next major play park upgrade – Bethel Park	Community Officer Operations Manager <b>Council</b>	September 2020	Deferred pending financial clarity.
Ensure website meets accessibility standards	Deputy Town Clerk <b>Finance &amp; General Purposes Committee</b>	September 2020	Work progressing to meet 23 <sup>rd</sup> September deadline.
Redecorate/improve Priory Public Conveniences	Operations Manager <b>Finance &amp; General Purposes Committee</b>	September 2020	Contract let.
Review management and ownership of Gover Woods	Town Clerk <b>Council</b>	September 2020	Decision deferred.
Achieve Gold Quality Status	Town Clerk/Deputy Town Clerk <b>Council</b>	September 2020	Foundation Level Achieved – summer 2018. Work commenced on Gold status.
Review Parking charges and investigate debit/credit card facility	Town Clerk <b>Council</b>	October 2020	Quotations sought.
Review Car Park Signage to include further loyalty promotion	Town Clerk Operations Manager <b>Finance &amp; General Purposes Committee</b>	October 2020	To be reviewed at the turn of the new financial year.

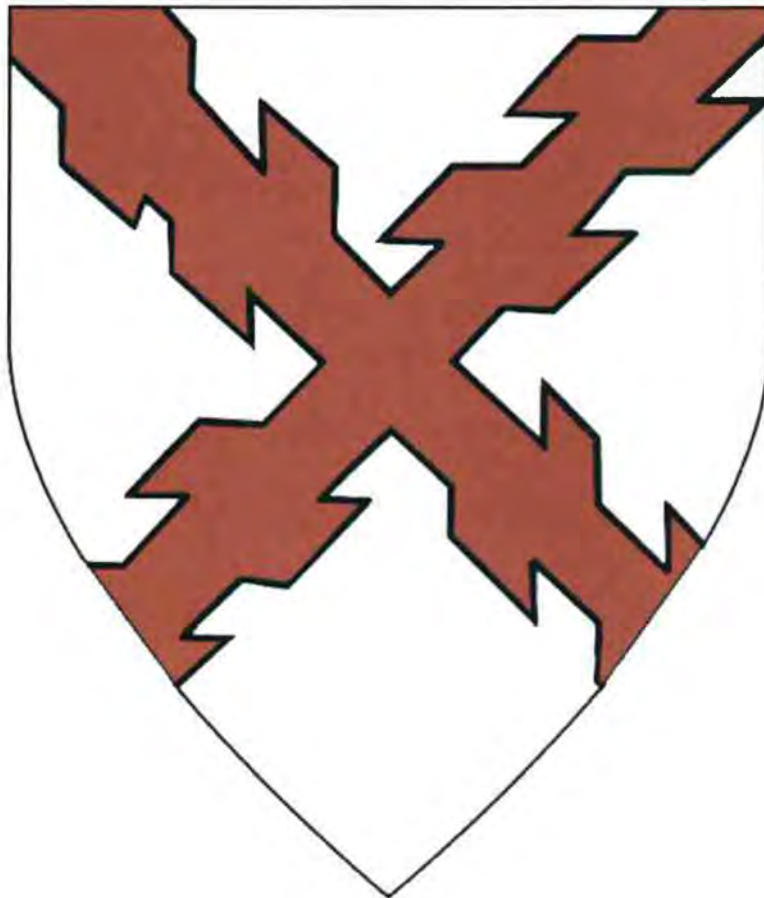
Approved 16<sup>th</sup> December 2019 – Reviewed 28<sup>th</sup> August 2020

Action	Responsible Officer/Committee	Deadline	Progress
Complete improvements to signage, interpretation material and footpath at Linear Park	Operations Manager Community & Projects Officer <b>Community Committee</b>	October 2020	Footpath improvements due September 2020.
Finalise Open Spaces Strategy	Town Clerk <b>Council</b>	December 2020	A draft strategy nearing completion.
Prepare for changes approved under the Community Governance Review	Town Clerk Deputy Town Clerk Operations Manager <b>Council</b>	February 2021	Awaiting decision from Cornwall Council.
Consider ways to improve relations with neighbouring parishes and potential for joint working/contracting	Town Clerk <b>Council</b>	September 2021	To consider after implementation of CGR. Potential for joint working on cycle trails





# **St Austell Town Council**



## **Annual Report 2019/20**

## **Message from the Mayor**

This past year as your Mayor and Town Council Chairman has been a huge privilege and honour where I met lots of organisations and interesting people. The coronavirus pandemic and lockdown at the end of the year have over-shadowed some of the Council's work in 2019/20, but nevertheless it was a busy and productive year. Some of our achievements are listed below which I hope you find interesting.

We have declared a climate emergency and created a Climate and Environment Committee to take forward our climate change agenda. We have reviewed our grass cutting and wildflower planting to improve local biodiversity and planted 220 trees. Significant planting schemes with Pocket Parks Grant funding have been undertaken at Lostwood Community Garden and Thornpark Road Park and we are working closely with Cornwall Council's Making Space for Nature project to improve biodiversity in other areas. As contracts end, electricity is being sourced from renewable energy suppliers and, where possible, re-cycled goods such as benches and waste bins are purchased.

We have supported the St Austell Bay Economic Forum (SABEF) with the development of a greening and ceramics project which has attracted Government funding and will deliver significant improvements across the Town over the next 12-18 months. Already lots of wildflowers, trees and shrubs have been planted and more are to come. A number of artworks are being developed around the town and will add colour and interest to the town centre.

The bandstand in Truro Road Park has been completely refurbished and will make a fantastic centrepiece for community events in the park in the future.

We are working closely with Cornwall Council to deliver a Town Heritage Scheme and have been awarded a grant of £980,000 from the Heritage Lottery Fund, which should generate a total investment in the Town Centre of over £1.3 million for improvements to historic buildings. This project started last year and will include some public realm works to improve the wall and fountain on the edge of Holy Trinity Church.

All towns and cities are suffering from anti-social behaviour and drink and drug related issues. We recognised this last winter and lobbied Cornwall Council to reduce the number of people with complex needs housed in St Austell to achieve a fairer allocation of people across all the towns in Cornwall. The Town Council works closely with a multi-agency group called Safer St Austell which co-ordinates anti-social behaviour meetings with the key agencies and volunteer groups around the town to help address some of the issues that are experienced.

We have lobbied for more police and support services and have addressed issues in parks through our grounds maintenance team clearing areas that have been used historically for drug taking. We have increased patrols and inspections linked to our public conveniences, upgraded our CCTV cameras and increased the monitoring and maintenance budgets for CCTV.

I have thoroughly enjoyed my year as Mayor and have undertaken many community and civic events and enjoyed a whole range of birthdays, wedding anniversaries and community events. During these celebrations, it has been a real privilege to meet residents and to listen to and share life stories and experiences.

I hope that members of the public will recognise how much work has gone into the last year and how far the Town Council has grown while maintaining a below average council tax and a very lean staffing team.

I would like to thank all of our partners and the people of St Austell for their help and support during this busy year and record a special thank you to my deputy, Councillor Richard Pears, and the Council staff that supported me throughout my period in office.

Tim Styles  
**Mayor of St Austell**

**2019/20**

## **St Austell Town Council**

St Austell Town Council has the following responsibilities:

- Parks at Bethel, Chapel Fields, Chy Pons, Jubilee Meadow, Landrew Road, Linear Park, Lostwood Road, Manfield Way, Penmere Road, Polmarth Close, Poltair, Prince Charles, Sandy Bottom, The Meadows, Thornpark Road, Truro Road, Woodland Close and Woodland Road.
- The management of St Austell Library
- Priory and Tregonissey Lane End Car Parks
- Public conveniences, Priory Car Park
- Allotments at Alexandra Road and Landrew Road
- Maintenance of footpaths
- Weed spraying
- Grass cutting cemeteries, verges and roundabouts for Cornwall Council
- Flower beds
- Town centre CCTV
- The House Youth Centre

## **Contact Details**

St Austell Town Council  
The Stable Block  
Pondhu House  
Penwinnick Road  
St Austell  
Cornwall PL25 5DP

Telephone: 01726 829859

E-mail: [info@staustell-tc.gov.uk](mailto:info@staustell-tc.gov.uk)

Website: [www.staustell-tc.gov.uk](http://www.staustell-tc.gov.uk)

## **Cornwall Council**

Cornwall Council has wide ranging responsibilities, including:

- Education
- Social Services
- Highways and Transportation
- Determining Planning Applications and Development Control.
- Collection of Council Tax and Business Rates
- Benefits Administration
- Housing and homelessness



- Libraries and Arts
- Fire Brigade
- Refuse collection, recycling and waste disposal
- Environmental Health
- Leisure
- Youth Services
- Crime and Disorder/Anti-Social Behaviour

Cornwall Council can be contacted at:

Cornwall Council	or	Cornwall Council
County Hall		St Austell Information Centre
Treyew Road		39 Penwinnick Road
Truro		St Austell
Cornwall TR1 3AY		PL25 5DR

Telephone: 0300 1234 100

E-mail: [enquiries@cornwall.gov.uk](mailto:enquiries@cornwall.gov.uk)

Website: [www.cornwall.gov.uk](http://www.cornwall.gov.uk)

In the 2019/20 civic year Cornwall Council had five Councillors representing St Austell. These were Councillors Brown, Bull, French, Heyward and Pears.



St Austell Town Council has 20 elected Councillors (4 Councillors representing the Gover Ward, 4 Councillors representing Poltair Ward, 2 Councillors representing St Austell Bay Ward, 5 representing Bethel Ward and 5 representing Mount Charles Ward). Town Council elections were held on the 4<sup>th</sup> May 2017. A list of current Councillors is included later in this report.

Each year, the Council elects one councillor to be the Mayor who then acts as the civic leader and chairs Council meetings. The Council has adopted a code of conduct and is committed to proper standards and sound governance arrangements.

Meetings are currently being held using Zoom but are usually held in Cornwall Council's St Austell Information Centre or at the Town Council's offices at The Stable Block, Pondhu House, Penwinnick Road, St Austell. The full Council meets approximately every six weeks. In addition to the full Council meetings, the Council has four standing committees to ensure the effective management of its business:

- Finance and General Purposes Committee
- Planning & Regeneration Committee
- Community Committee
- Climate and Environment Committee

There is a public participation session at each of the Council's official meetings to allow members of the public to make comments or raise issues about items on the agenda. From time to time, working groups are formed to address particular issues. A calendar of Council meetings for the forthcoming year can be found on the Council's website at [www.staustell-tc.gov.uk](http://www.staustell-tc.gov.uk). Agendas and minutes are published on the website.

The Council employs eleven full-time and eight part-time members of staff who are based either at the Stable Block or St Austell Library. Key contacts are:

David Pooley – Town Clerk  
Sara Gwilliams – Deputy Town Clerk  
Steve Skinner – Operations Manager  
Kimberley Gay – Mayor's Secretary/Administrative Assistant (Part-time)  
Terry Shaw – Senior Library and Information Assistant

The Town Council serves the town of St Austell which has a population of approximately 22,000.

Services and facilities provided within the town of St Austell are also enjoyed by people living in the surrounding villages and by the many tourists who visit the town each year.

The Town Council is very keen to improve local pride in St Austell and to ensure that however the town changes in the future the process is managed and that appropriate infrastructure accompanies it. An important role of the Council is to represent and champion local residents and businesses to ensure that their views are taken into account by the larger organisations operating and investing in the area.

The Town Council is consulted on all planning and some licensing applications in its area and in relation to many of the other services provided by Cornwall Council.

The Town Council seeks to work in partnership with Cornwall Council and other agencies in order to ensure delivery of the highest quality services and facilities to local residents.

## **\*\*INSERT PICTURES\*\***

### **2019/20 Activities**

#### **Service Devolution**

The Town Council is a strong advocate for service devolution and in recent years has taken a broad range of services and assets from Cornwall Council including toilets, allotments, parks and open spaces, maintenance of highways grassed areas, car parks, the library and The House Youth Centre. The Town Council's visionary devolution project has been praised by the former Secretary for State, James Brokenshire MP, and by Cornwall Council and others as an example of good practice.

The benefits of the local management of services are already clearly being demonstrated through better maintenance of parks, the library, public conveniences and play areas and improved floral displays, tree planting and grass cutting. The Town Council aims to gradually improve the properties it manages including play areas after several years of under-investment.

#### **Climate Change**

In November 2019, the Town Council held a consultation at St Austell Library on what the Town Council should be doing to address climate change. The three most popular suggestions were; Plant more trees, lobby central government to change taxation and funding to support

climate change initiatives and lobby Cornwall Council to improve public transport in St Austell. An Action Plan has been developed and initiatives undertaken within the constraints of Covid19.

### **Town Heritage Scheme**

The Town Council is working with Cornwall Council and the Market House to implement a Townscape Heritage (TH) scheme for St Austell. The Heritage Lottery Fund has approved a grant of £980,000 which should generate an overall investment of over £1.3 million in St Austell town centre over the next 3 years.

Townscape Heritage schemes fund quality traditional repairs to targeted historic buildings in Conservation Areas. It will boost the local economy and make the town a better place to live, work and visit.

### **St Austell Business Improvement District (BID)**

The Business Improvement District (BID) for St Austell became operational in April 2013. It is funded by local business ratepayers in the town centre to enhance and promote the BID area.

The Town Council is pleased to support the BID which is making significant progress and has organised a number of events and environmental and security initiatives in the town centre.

### **CCTV**

Since April 2015 the CCTV system in St Austell has been owned and maintained by the Town Council with monitoring arrangements shared with Newquay Town Council. The Town Council has upgraded the system and added cameras in 2019/20 to help address anti-social behaviour.

### **Youth Services**

The Town Council has provided annual funding of £20,000 to secure the future of The House youth project. A lease has been finalised during 2019/20 and Young People Cornwall have re-located their headquarters to the building. This has secured over 40 jobs in St Austell and created a centre of excellence for youth services in the town.

### **Library**

The Town Council has refurbished the St Austell Library, installed a coffee machine, arranged events and computer classes and increased footfall by over 12%. St Austell library is one of the busiest libraries in Cornwall.



Due to Covid19 the library is currently operating on a click and collect service but will become fully operational once again when it is safe to do so. The Council aims to make the Library a community hub which provides benefits way beyond the traditional functions of a library.

### **Environmental initiatives**

The Town Council undertakes a number of environmental projects each year. In 2019/20 we:

- Planted 220 trees some of which were donated to the Town Council;
- Worked closely with St Austell Bay Economic Forum to help create wildflower areas at Daniels Lane and Trenowah Road;
- Installed a new door and ramp to allow access to the library garden;
- Refurbished the Bandstand at Truro Road Park;
- Improved several of the local parks including major schemes at Thornpark Road Park, Lostwood Community Garden, Cemetery Park and Poltair Park;
- Created a new bridge at Poltair Park to improve accessibility in a poorly draining area and undertaken landscaping adjacent to the café which is nearing completion;
- Achieved a 4-star award for The Meadows Park in the South West in Bloom Pride in Parks Scheme.

### **Other initiatives**

The Town Council has:

- Operated a small grants scheme for local community and charitable groups. The Council gave 22 grants totalling £7,502 in 2019/20;
- Provided a number of larger grants including grants to St Austell Arts Centre (£5,000), Torchlight Carnival (£2,500), St Austell BID (£5,276), Town Heritage Initiative (£8263.75) and Safer Cornwall Youth Project (£1,500);
- Declared a climate emergency and created a Climate and Environment Committee to oversee environmental issues. The Council has reduced its paper usage, reviewed grass cutting policies, started a shift towards green energy and planted more pollinators;
- Undertaken pre-planning consultations with developers, arranged large-scale public meetings to give residents the opportunity to raise concerns or suggest improvements to major planning

proposals and responded to 164 planning application consultations;

- Provided Poltair School with the materials to create a mural on the old toilet block in Poltair Park.

**\*\*INSERT PICTURES\*\***

### **List of Councillors and Contacts**

**\*\* INSERT PICTURES AND DETAILS \*\***



## **Annual Accounts 2019/20**

### **(Subject to External Audit)**

The Council's Statement of Accounts for 2019/20 has been prepared in accordance with the Accounts and Audit Regulations 2015. The Council's Accounts are audited annually by an independent internal auditor and forwarded to PKF Littlejohn LLP, an external auditor, for final appraisal.

#### **REVENUE ACCOUNT FOR THE YEAR ENDED 31st MARCH 2020**

<b>2018/19</b>		<b>2019/20</b>
<b>£</b>		<b>£</b>
	<b>Income</b>	
591,500.00	Precept Payments	672,800.00
309,973.72	Car Park Income	305,920.38
29,781.59	Council Tax Grant	32,422.89
10,715.08	Library Income	11,641.65
17,637.76	Other Income	89,063.04
4,096.11	Public Convenience Charges	3,612.04
11,761.58	Transfers from Reserves	35,690.27
<b>975,465.84</b>	<b>Total Income</b>	<b>1,151,150.27</b>
	<b>Less Operating Expenses</b>	
440,084.30	Total Employee Expenses	471,363.31
174,950.96	Total Premises Expenses	196,710.79
309,319.25	Total Supplies and Services	281,582.36
26,400.85	Total Transport Related Expenses	76,205.83
40,160.44	Transfers to Reserves	78,479.00
<b>990,915.80</b>	<b>Total Operating Expenses</b>	<b>1,104,341.29</b>
<b>-15,449.96</b>	<b>Net Surplus (+)/ Deficit (-)</b>	<b>46,808.98</b>

**Balance Sheet**  
**As at 31 March 2020**

<b>31 March 2019</b>		<b>31 March 2020</b>
<b>£</b>		<b>£</b>
	<b>Assets</b>	
	<b>Current Assets</b>	
14,975.92	Debtors and Prepayments	20,237.12
186,669.64	Bank and Cash	48,395.06
312,435.97	Short Term Investments	465,946.66
<b>514,081.53</b>	<b>Total Current Assets</b>	<b>534,578.84</b>
<b>311,941.83</b>	<b>Fixed Assets</b>	<b>390,499.19</b>
<b>826,023.36</b>	<b>Total Assets</b>	<b>925,078.03</b>
	<b>Liabilities</b>	
	<b>Current Liabilities</b>	
86,027.03	Creditors and accruals	16,926.63
<b>86,027.03</b>	<b>Total Current Liabilities</b>	<b>16,926.63</b>
<b>86,027.03</b>	<b>Total Liabilities</b>	<b>16,926.63</b>
<b>739,996.33</b>	<b>Net Assets</b>	<b>908,151.40</b>
	<b>Equity</b>	
96,892.00	Asset Revaluation Reserve	96,892.00
215,049.83	Capital Financing Reserve	293,607.19
206,560.04	Earmarked Reserves	249,348.77
221,494.46	General Reserve	268,303.44
<b>739,996.33</b>	<b>Total Equity</b>	<b>908,151.40</b>

**Notes**

1. Ceremonial assets have been valued by independent valuers using an insurance methodology as at 31<sup>st</sup> March 2010. It is not considered necessary to re-value all assets annually. Other fixed assets are included at cost.
2. Debtors and prepayments include an insurance premium, car park income in transit and BID levy fees.
3. Accounts payable relate largely to contract and operational expenses paid by direct debit after the year end.
4. The following sums have been set aside as earmarked reserves:

**ST AUSTELL TOWN COUNCIL**  
**COUNCIL MEETING – 7<sup>th</sup> SEPTEMBER 2020**  
**APPOINTMENT OF APPRENTICES**

**1. PURPOSE OF REPORT**

To consider the recruitment of one or two apprentice grounds maintenance staff.

**2. LEGAL AND RISK MANAGEMENT ISSUES**

The Town Council has a good record of recruiting and training staff and has had some success with apprenticeships in the past. The Council's Staffing Committee at its meeting on the 7<sup>th</sup> August 2020 discussed the potential to recruit either one or two grounds maintenance apprentices to support succession planning and help meet increasing workloads.

**3. RESOURCE ISSUES**

The net cost of each apprentice after grants would be approximately £1,000 in 2020/21 and £10,000 in a full year depending on their age.

**4. EQUALITY ISSUES**

Appropriate recruitment processes will be followed.

**5. ENVIRONMENTAL ISSUES**

Additional resource will help improve carbon sequestration measures.

**6. RECOMMENDATIONS**

It is recommended that Councillors consider whether they wish to recruit either 1 or 2 apprentices to join the Grounds Maintenance team.

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The Town Council currently employs 4 full-time and 3 part-time grounds maintenance staff (5.78 FTE). A further full-time post to deal with waste is currently vacant and frozen to allow for greater certainty about the Council's financial position in light of the coronavirus pandemic. The Council's Staffing Committee considered the issues of succession planning, future workloads and employing apprentices at its meeting on the 7<sup>th</sup> August 2020 and asked that the Clerk investigate the costs and potential to recruit either 1 or 2 apprentices.

Having discussed the matter with the workforce your officers believe that up to 2 apprentices could be accommodated, supervised and trained and that extra capacity could be generated if suitable candidates could be found. A start date in January would work well and permit Chapter 8 Highways, strimmer and ride-on mower training before the grass cutting season starts. A start in January would also attract a grant of £2000 per trainee.

The following information has been received from Cornwall College:

- Apprenticeship Wage – minimum of £4.15 per hour from April 2020 for a minimum of 30 hours per week
- Maximum of 40 hour working week for a 16 or 17 year old. This is employment law and an apprentice cannot agree to overtime as still illegal. There is no limit to working hours if the apprentice is over 18.
- If aged 16 or 17, apprentice cannot work more than 8 hours a day.
- The college hours are paid for by the employer with any apprenticeship (included in their contracted hours-so must be paid the hours that they attend college).
- An Apprentice is an 'Employee' and is therefore entitled to employee rights such as statutory holiday – 20 days + bank holidays and statutory sick pay
- You may have heard in the news that the government is giving incentives to employers for taking on an apprentice from 01/08/20 to 31/01/20  
This is as follows and can be claimed using the digital account  
"From August to January, any firm that hires a new young apprentice aged 16 to 24 will receive £2,000, while those that hire new apprentices aged 25 and over will be paid £1,500."  
This is in addition to the existing £1000 for a 16-18 year old in a small business which the college claims for you
- The assessor/work coach would visit your business every 8-12 weeks to assess the student on their daily tasks and progression within role, working towards an "End Point Assessment" – (which includes an Online Multiple Choice Test, Workplace Observation of Practical Tasks and a Professional Discussion).
- The apprentice will work with their assessor on an electronic portfolio as well as keeping a log of their training within the workplace which amounts to 20% of their working hours.

- The learner would attend College as per programme, currently the plan is for block weeks at Bicton, accommodation is likely to be £25 per night inc food or day release at Rosewarne on a Friday,
- There are fees apply to the Employer if the apprentice is aged 19 or over (and employers with 50+ staff) this amounts to £250 for the Horticulture and Landscape apprenticeship,
- Entry requirements for the course are GCSE grade D/3 in both maths and English
- If apprentice has not achieved a grade C/4 GCSE in English and/or Maths, they will need to undertake functional skills, this is addition to the college days and will be in a block of five days. Dates can be agreed to minimise inconvenience in the workplace
- Duration of the Level 2 apprenticeship can be 18-24 months.
- Potential Apprentices will be invited for an interview and complete a short initial assessment for Maths & English with the Course Manager before being accepted onto the programme.

Assuming a wage of approximately £6 per hour the cost of each apprentice would be approximately £10,000 for a full year including training expenses and net of Government grants. An apprentice over 19 years of age would be entitled to the National Minimum Wage for their age band which increases in bands rising to £8.72 per hour for a 25 year old.

DAVID POOLEY  
TOWN CLERK





Sara Gwilliams

**From:** David Inman <david.inman@sparse.gov.uk>  
**Sent:** 31 July 2020 09:52  
**To:** David Pooley  
**Subject:** Rural/Market Town Grouping - St Austell  
**Attachments:** Rural-Market Towns Presentation Document 2020 update.pdf; Members of the RMTG to date^.docx

Dear David ,

We have for over 20 years been a Special Interest Group of the Local Government Association representing Rural Services. We work on a membership basis and have a grouping of over 120 Rural Principal Councils across England, a grouping of some 200 rural non local government organisations (RSP), and a Rural Health and Care Alliance with some 69 health organisations. We also work with the Rural Housing Alliance and we founded both and work with a National Rural Crime Network and separate Research Community Interest Company, Rural England. Over the past eight months we have been establishing, incrementally, a Rural/Market Towns Group and it is in relation to that we are writing..

We are the sole organisation arguing the Rural Services case which we feel constitutes the operational spine for all people living and working across the 80 percent of England that is categorised as rural. There can be a tendency in England, as it is the most industrialised of the Home Nations, not to have any special focus on England's rural areas and we feel that is dangerous. Rural areas have their own special problems and they do require continuing monitoring and sometimes consideration. We established therefore this Network to ensure rural areas have a joined up voice across services and we issue an E mail national Rural Bulletin every week. We feel English Rural Market Towns act as the rural service hubs and a cross national Grouping of them is really important for rural areas as a whole.

***We feel the phrase Rural Market Centre Towns has current relevance and importance across England. It is a term that collectively identifies a series of rurally based Towns and sometimes Parishes that have evolved in a historic way across the Country and it allows those Towns who still on a day to day basis continue to inter react with their surrounding rural area to argue their important collective case. We attach a leaflet setting out our proposals and a list of the local councils working with us already. The RMTG will have its own entity and voice but will also be an operating part of the RSN.***

Our approach to Market Towns has been a careful one. In establishing a group we have deliberately not started by writing to every market town in every area or County. English rural does not come in one guise. In character it varies quite markedly from area to area and its market towns are no exception to that because they have tended to evolve in a way that is representative of their particular area. If we are to successfully represent market towns we need to argue the consensus national case and to have a core membership that represents the character of all the market towns of England. It would not for example help establishing a core argument if many of the market towns came from the Lakes and none came from ex mining towns or if all the towns were in an equivalent population banding.. Our process in initial group formation has started by sending out some special 200 invites carefully ensuring we represent every geography and form of rural Market Town across England. We have also had regard to populations of towns. Our success rate has been somewhat more than anticipated maybe with one in every 2 or so coming on board so the initiative is progressing well nationally. We are now ready to go forward with this Phase 2 and our approach is again one of carefully selecting specific types of market town.

Currently we have formed a Group of 92 Local Council members. We are looking to double that. We do not have current representation from the rural areas of mid Cornwall the on this particular grouping at this time. We notice from your website you have a strong community role and it would assist if you would join to represent your form of rurality. Every market place and its surrounding rural area varies a little in the way it has evolved its relationship and

consequently operates. We would again emphasise we need to achieve an accurate cross section from across the whole of England to claim we are arguing the consensus Rural Market Town case.

***We appreciate the work and difficulties that local Councils have as a result of the COVID crisis. The towns deserve every congratulation for doing all they have done and continue to do for their communities and the people who live in them, during these dreadful times.***

***We are however also aware of the economic consequences that are already occurring and that further and yet more threatening situations are inevitable. It is really vital that at this time Market Towns across England establish and present their particular collective view and case. It is really important this is a cross national view and as said we want all areas involved in it. This group is uniquely equipped as the vehicle to take matters forward .***

This is however not a membership packed full of obligations. We plan to make being a member a reasonably easy task and member authorities can do as much or as little as they are able to at any one time.

We feel:-

- The COVID situation has proved that people in rural areas can become very isolated very quickly. The last material consideration of any overall focus on Rural Towns and Areas by Government was twenty years ago in the year 2000. We are pressing the Government for action for social and economic reasons.
- The Lockdown situation proved the obvious - that broadband is now as essential as Electricity and Fuel. We will continue to press the rural case very hard. All rural areas and rural towns need to have reliable and fast broadband connection otherwise the consequences will be severe. It is over simplistic for Government and the industry to say all towns and larger villages now have good broadband and mobile phone coverage – there are rural centres let alone areas that clearly still do not.
- Stronger sustainable transport Links to Market Towns from surrounding locations are absolutely key for rural areas as the rural population average age is increasing at a faster rate than with the population in other areas of the country and services to Market Towns are the lifeline for many people.
- We feel the government underplays the potential of the rural economy in a rapidly changing era. Specific focus on rural towns and rural areas could be potentially a win- win situation both for rurally based residents and the national economy. We want to see rural England receiving specific thought and attention through a Rural Strategy rather than just being rolled up into overall national consideration, which as we all know is too often is urban centric.

***There is a small subscription ( £150 p.a.) involved for clearly there is a need for the group to have operating continuity. Whilst we hope the fee is a reasonably affordable one we appreciate at this time however that any new outlay may not be particularly appetising given the unforeseen expenditure that the COVID based work has occasioned councils. We are therefore offering the opportunity of a period of free membership .***

The larger the Grouping the more respect it will undoubtedly receive through the coming choppy waters. Please could your Council therefore please consider the following:-

- We are happy for St Austell T.C. to come into Rural Market Towns Group from now until Thursday 1<sup>st</sup> of April 2021 without charge. That will provide you many months of free membership.
- The Council will however consider before 1<sup>st</sup> April 2021 whether it wishes to continue (or not) its membership on a paid basis referred for the 21/22 financial year based on its assessment of the value of membership in 2020 and notify us of its decision towards the Spring in 2021.

Can you please let us know by the 30<sup>th</sup> of September 2020 whether or not the Town Council are prepared to proceed on such a basis. **Please come back whatever the decision. We do need to know where the Council stands on this**

**one.** We do however need support at this time and we do think it is in your Parishes' overall interest to be involved so that a strong collective voice can emerge on a cross national basis at this critical time.

We look forward to hearing from you,

Yours Sincerely,

David.

**David Inman**  
**Director of Rural Services Network**  
**Mob: 07792 106 133 (Best Number to Reach me on)**  
**Tel: 01822 851 370**  
**Email: [david.inman@sparse.gov.uk](mailto:david.inman@sparse.gov.uk)**

The RSN is calling on the Government to develop a Rural Strategy to ensure that rural areas are properly considered. Too often policies are designed for urban areas and the result is that rural communities miss out on the benefits or experience unintended consequences from policies which are poorly thought through from a rural perspective.

The RSN is consulting on Revitalising Rural, a document setting out 16 key rural issues, we would love to hear your views on the policy asks we should be making to Government. [Click here for more information and to share your views.](#)

[Sign up to support our call for action and find out more by visiting our website.](#)

The Rural Services Network seeks to provide a voice for rural communities by representing rural services, networking between rural service organisations and establishing and broadcasting best practice in rural service provision. It comprises SPARSE Rural, the Rural Assembly, the wider Rural Services Partnership and the RSN Community Group. The organisation works with Rural England, a stand-alone Community Interest Company research group.

The Rural Services Partnership Limited is a registered company (0696 0646) in England & Wales. Rural England C.I.C. is a registered company (0902 3202) in England & Wales.



**ST AUSTELL TOWN COUNCIL**  
**COUNCIL MEETING – 7<sup>th</sup> SEPTEMBER 2020**  
**SCHEDULE OF PAYMENTS**  
**7th JULY 2020 to 27th AUGUST 2020**

**1. PURPOSE OF REPORT**

To approve a schedule of payments made since the last meeting.

**2. LEGAL AND RISK MANAGEMENT ISSUES**

There is a requirement for the Town Council to approve all payments made. All payments are authorised by at least two signatories and all payments must be within the budgets approved by the Council. Payments methods used are cheque, BACS, direct debit, credit card and petty cash.

**3. RESOURCE ISSUES**

The payments made and proposed are all within the Council's approved budgets.

**4. EQUALITY ISSUES**

None. Payments are usually made promptly to small contractors and charitable groups to help avoid cashflow difficulties.

**5. ENVIRONMENTAL ISSUES**

All items procured are delivered to the office by van or lorry.

**6. RECOMMENDATIONS**

It is recommended that Councillors approve the attached Schedule of Payments totalling £126,633.76.

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DAVID POOLEY  
TOWN CLERK





**Payment Schedule**  
**St Austell Town Council**  
**From 7 July 2020 to 27 August 2020**  
**Cash Basis**

Date	Payee	Payment Method	Reference	Amount	Cost Centre	Account Name
24-07-2020	Various - Salaries and oncosts - July 2020	BACS		£37,813.47	General Administration	Salaries / Wages
25-08-2020	Various - Salaries and oncosts - August 2020	BACS	EBP	£38,055.58	General Administration	Salaries / Wages
10-07-2020	Payment: APS Construction Services Limited	BACS	1993	£282.00	Priory Toilets	Repairs / Maintenance Premises
10-07-2020	Payment: APS Construction Services Limited	BACS	1991	£156.00	Poltair Park	Repairs / Maintenance Premises
10-07-2020	Payment: APS Construction Services Limited	BACS	1992	£360.00	Poltair Park	Repairs / Maintenance Premises
17-07-2020	Payment: Glasdon UK Limited	BACS	SI798138	£451.92	Other Parks and Open Spaces	Repairs / Maintenance Premises
24-07-2020	Payment: Lorne Stewart	BACS	106704	£530.80	Library	Repairs / Maintenance Premises
24-07-2020	Payment: Lorne Stewart	BACS	106708	£1,010.30	Library	Repairs / Maintenance Premises
24-07-2020	Payment: SBR Electrical	BACS	202144	£330.00	Priory Toilets	Repairs / Maintenance Premises
24-07-2020	Payment: Lorne Stewart	BACS	105904	£1,440.00	Library	Repairs / Maintenance Premises
31-07-2020	Payment: Cornwall Signs	BACS	36157	£60.00	Priory Car Park	Repairs / Maintenance Premises
31-07-2020	Payment: Cornwall Signs	BACS	36217	£36.00	Priory Car Park	Repairs / Maintenance Premises
7-08-2020	Payment: Metro Rod Limited	BACS	0000181851	£78.00	Priory Toilets	Repairs / Maintenance Premises
10-07-2020	Payment: Cornwall Council	Direct Debit	8100022977	£1,295.00	Stable Block/Pondhu House	Rent / Room Hire
15-07-2020	Payment: Cornwall Council	Direct Debit	802552521-2020/21-1	£384.05	Priory Toilets	Rates
15-07-2020	Payment: Cornwall Council	Direct Debit	80262013X-2020/21-4	£5,191.00	Priory Car Park	Rates
15-07-2020	Payment: Cornwall Council	Direct Debit	802628607-2020/21-4	£55.00	Tregonissey Lane End	Rates
15-07-2020	Payment: Cornwall Council	Direct Debit	802635724-2020/21-4	£1,164.00	Library	Rates
17-08-2020	Payment: Cornwall Council	Direct Debit	802635724-2020/21-5	£1,164.00	Library	Rates
17-08-2020	Payment: Cornwall Council	Direct Debit	802628607-2020/21-5	£55.00	Tregonissey Lane End	Rates
17-08-2020	Payment: Cornwall Council	Direct Debit	80262013X-2020/21-5	£5,191.00	Priory Car Park	Rates
17-08-2020	Payment: Cornwall Council	Direct Debit	802552521-2020/21-2	£384.00	Priory Toilets	Rates
17-07-2020	Payment: E.ON	BACS	H18A5E0A19	£237.05	Other Parks and Open Spaces	Electricity
22-07-2020	Payment: British Gas	Direct Debit	968555512	£17.56	Other Parks and Open Spaces	Electricity
24-07-2020	Payment: Kent County Council	BACS	E7321469	£294.56	Library	Electricity
24-07-2020	Payment: Kent County Council	BACS	E7321478	£56.94	Poltair Park	Electricity
24-07-2020	Payment: Kent County Council	BACS	E7321479	£35.33	Poltair Park	Electricity
24-07-2020	Payment: Kent County Council	BACS	E7321480	£94.33	Poltair Park	Electricity
30-07-2020	Payment: British Gas	Direct Debit	962595657	£2.37	Other Parks and Open Spaces	Electricity
14-08-2020	Payment: E.ON	BACS	H18C2AE518	£244.94	Other Parks and Open Spaces	Electricity
17-07-2020	Payment: Kent County Council	BACS	G7317128	£81.24	Library	Gas
21-08-2020	Payment: Kent County Council	BACS	G7345853	£169.16	Library	Gas
17-07-2020	Payment: South West Water	BACS	1070880490	£12.20	Library	Water
17-07-2020	Payment: South West Water	BACS	1070880490	£14.52	Library	Water
21-08-2020	Payment: South West Water	BACS	1071161913	£15.86	Library	Water
21-08-2020	Payment: South West Water	BACS	1071161913	£19.99	Library	Water
17-07-2020	Payment: GB Tool Hire Ltd	BACS	66770	£143.28	Other Parks and Open Spaces	Cleaning & Domestic Supplies
31-07-2020	Payment: Logical Cleaning Solutions	BACS	INV-2420	£12.00	Stable Block/Pondhu House	Cleaning & Domestic Supplies
31-07-2020	Payment: Logical Cleaning Solutions	BACS	INV-2335	£576.56	Stable Block/Pondhu House	Cleaning & Domestic Supplies
3-08-2020	Payment: Rentakill Initial UK Limited	BACS	60093553	£86.42	Stable Block/Pondhu House	Cleaning & Domestic Supplies
7-08-2020	Payment: Lyreco UK Limited	BACS	6722795323	£50.69	Stable Block/Pondhu House	Cleaning & Domestic Supplies
21-08-2020	Payment: Elliott Window Cleaning Services	BACS	1411	£68.00	Library	Cleaning & Domestic Supplies
10-07-2020	Payment: M A Grigg Ltd	BACS	S12175	£104.57	Other Parks and Open Spaces	Grounds Maintenance Supplies

10-07-2020	Payment: M A Grigg Ltd	BACS	S18081	£71.78	Other Parks and Open Spaces	Grounds Maintenance Supplies
10-07-2020	Payment: M A Grigg Ltd	BACS	S14432	£15.73	Other Parks and Open Spaces	Grounds Maintenance Supplies
10-07-2020	Payment: M A Grigg Ltd	BACS	S11810	£37.45	Other Parks and Open Spaces	Grounds Maintenance Supplies
10-07-2020	Payment: Spot-On Supplies Ltd	BACS	21492806	£165.17	Other Parks and Open Spaces	Grounds Maintenance Supplies
10-07-2020	Payment: Contec South West Limited	BACS	77067	£123.48	Other Parks and Open Spaces	Grounds Maintenance Supplies
17-07-2020	Payment: Beaver Teeth Services	BACS	SI-171	£174.00	Other Parks and Open Spaces	Grounds Maintenance Supplies
20-07-2020	Payment: Radmore & Tucker	Credit Card	CC20.7.20	£56.62	Other Parks and Open Spaces	Grounds Maintenance Supplies
31-07-2020	Payment: The Safety Supply Company	BACS	8313829	£10.26	Other Parks and Open Spaces	Grounds Maintenance Supplies
31-07-2020	Payment: Elliott Window Cleaning Services	BACS	1403	£72.00	Other Parks and Open Spaces	Grounds Maintenance Supplies
3-08-2020	Payment: Screwfix Direct Ltd	Direct Debit	1076243010	£70.03	Other Parks and Open Spaces	Grounds Maintenance Supplies
3-08-2020	Payment: Screwfix Direct Ltd	Direct Debit	1076447430	£13.60	Other Parks and Open Spaces	Grounds Maintenance Supplies
3-08-2020	Payment: Screwfix Direct Ltd	Direct Debit	1078956685	£9.96	Other Parks and Open Spaces	Grounds Maintenance Supplies
3-08-2020	Payment: Screwfix Direct Ltd	Direct Debit	A6512331848	£24.00	Other Parks and Open Spaces	Grounds Maintenance Supplies
7-08-2020	Payment: Beaver Teeth Services	BACS	SI-239	£174.00	Other Parks and Open Spaces	Grounds Maintenance Supplies
14-08-2020	Payment: D May & Son Ltd	BACS	0103127702	£40.18	Other Parks and Open Spaces	Grounds Maintenance Supplies
14-08-2020	Payment: M A Grigg Ltd	BACS	S31632	£20.95	Other Parks and Open Spaces	Grounds Maintenance Supplies
21-08-2020	Payment: GB Tool Hire Ltd	BACS	67179	£34.74	Other Parks and Open Spaces	Grounds Maintenance Supplies
10-07-2020	Payment: Fenland Leisure Products Ltd	BACS	SIN035999	£74.40	Other Parks and Open Spaces	Play Equipment
24-07-2020	Payment: Fenland Leisure Products Ltd	BACS	SIN036162	£21.60	Other Parks and Open Spaces	Play Equipment
31-07-2020	Payment: Hewaswater Engineering Ltd	BACS	4110700SI5	£158.00	Pollair Park	Play Equipment
24-07-2020	Steve Skinner - Travel Expenses	BACS		£59.67	General Administration	Travel and Subsistence
14-08-2020	Payment: Cormac Solutions	BACS	IN106141	£1,206.20	Transport and Plant	Contract Hire and Operating Leases
8-07-2020	Payment: Allstar Business Solutions	Direct Debit	E2012736476	£165.38	Transport and Plant	Fuel
15-07-2020	Payment: Allstar Business Solutions	Direct Debit	E2012743765	£81.24	Transport and Plant	Fuel
22-07-2020	Payment: Allstar Business Solutions	Direct Debit	E2012778458	£200.08	Transport and Plant	Fuel
29-07-2020	Payment: Allstar Business Solutions	Direct Debit	E2012786546	£70.79	Transport and Plant	Fuel
5-08-2020	Payment: Allstar Business Solutions	Direct Debit	E2012803307	£262.31	Transport and Plant	Fuel
12-08-2020	Payment: Allstar Business Solutions	Direct Debit	E2012861581	£200.89	Transport and Plant	Fuel
26-08-2020	Payment: Allstar Business Solutions	Direct Debit	E2012902475	£82.54	Transport and Plant	Fuel
10-07-2020	Payment: Steve Andrews Tyres Ltd	BACS	SA0000219285	£57.34	Transport and Plant	Repairs/ Maintenance-Vehicles/Plant
10-07-2020	Payment: Radmore & Tucker	BACS	141906	£139.13	Transport and Plant	Repairs/ Maintenance-Vehicles/Plant
14-07-2020	Payment: Sparkplugs Ltd	Credit Card	CC14.7.20	£31.00	Transport and Plant	Repairs/ Maintenance-Vehicles/Plant
17-07-2020	Payment: Radmore & Tucker	BACS	143076	£13.13	Transport and Plant	Repairs/ Maintenance-Vehicles/Plant
7-08-2020	Payment: Steve Andrews Tyres Ltd	BACS	SA0000220285	£9.60	Transport and Plant	Repairs/ Maintenance-Vehicles/Plant
14-08-2020	Payment: Cormac Solutions	BACS	IN106360	£72.90	Transport and Plant	Repairs/ Maintenance-Vehicles/Plant
22-07-2020	Payment: Reimbursement	BACS	Reimbursement1	£252.00	Other Parks and Open Spaces	Other Transport/plant expenses
7-08-2020	Payment: Lyreco UK Limited	BACS	6722795322	£34.48	Library	Office Supplies
7-08-2020	Payment: Lyreco UK Limited	BACS	6722795323	£116.35	General Administration	Office Supplies
13-07-2020	Payment: EE Limited	Direct Debit	V01770262993	£105.02	General Administration	IT / Communications
13-07-2020	Payment: EE Limited	Direct Debit	V01770262993	£18.00	General Administration	IT / Communications
3-08-2020	Payment: BT	Direct Debit	M050 09	£141.90	General Administration	IT / Communications
3-08-2020	Payment: BT	Direct Debit	M051 PC	£476.40	General Administration	IT / Communications
4-08-2020	Payment: Xero (UK) Ltd	Credit Card	CC4 8.20	£28.80	General Administration	IT / Communications
7-08-2020	Payment: ObjectiveITServices	BACS	SATC1005/2	£334.26	General Administration	IT / Communications
12-08-2020	Payment: EE Limited	Direct Debit	V01780877238	£102.26	General Administration	IT / Communications
12-08-2020	Payment: EE Limited	Direct Debit	V01780877238	£18.00	General Administration	IT / Communications
31-07-2020	Payment: ITEC	BACS	337404	£107.22	General Administration	Printing and Stationery
21-08-2020	Payment: Bemrose Booth Paragon Ltd	BACS	488761	£489.60	Priority Car Park	Printing and Stationery

21-08-2020	Payment: AD Sales Limited T/A Newquay & St Austell Voice	BACS	SI-271276	£720.00	General Administration	Publicity
10-07-2020	Payment: Cafe in the Park Poltair	BACS		£903.87	Poltair Park	Miscellaneous Grants
22-07-2020	Payment: 4FS Youth Dance	BACS	Grant3	£250.00	Misc. Projects/Grants	Small Grants Scheme
22-07-2020	Payment: Churches Together St Austell (CTSA)	BACS	Grant1	£250.00	Misc. Projects/Grants	Small Grants Scheme
7-08-2020	Payment: M-R-S Communications Ltd	BACS	1208102	£78.00	Misc. Projects/Grants	Small Grants Scheme
10-07-2020	Payment: Garden Services (SW) Ltd	BACS	ST AUSTELL/171	£480.00	Other Parks and Open Spaces	Contract Payments
13-07-2020	G4S	BACS	02447534	£13.83	Priory Car Park	Contract Payments
13-07-2020	G4S	BACS	02447534	£0.55	Library	Contract Payments
13-07-2020	G4S	BACS	00443077	-£14.38	Library	Contract Payments
17-07-2020	Payment: Glendale Grounds Management Ltd	BACS	GC422-1158	£1,188.00	Other Parks and Open Spaces	Contract Payments
17-07-2020	Payment: G4S	BACS	02447534	£1,423.77	Priory Car Park	Contract Payments
17-07-2020	Payment: G4S	BACS	02447534	£56.95	Library	Contract Payments
24-07-2020	Payment: TClarke Contracting Ltd	BACS	SL-20070101	£560.95	Stable Block/Pondhu House	Contract Payments
24-07-2020	Cormac Solutions	BACS	IN105960	£1,094.09	Priory Toilets	Contract Payments
24-07-2020	Cormac Solutions	BACS	CR005079	-£1,094.09	Library	Contract Payments
24-07-2020	Cormac Solutions	BACS	CR005079	-£308.55	Library	Contract Payments
24-07-2020	Cormac Solutions	BACS	IN105945	£308.55	Library	Contract Payments
27-07-2020	Payment: Biffa Waste Services Ltd	Direct Debit	522C51462	£672.54	Other Parks and Open Spaces	Contract Payments
27-07-2020	Payment: Biffa Waste Services Ltd	Direct Debit	522C51464	£4.80	Library	Contract Payments
31-07-2020	Payment: Glendale Grounds Management Ltd	BACS	GM089-01-3508	£1,116.00	Other Parks and Open Spaces	Contract Payments
31-07-2020	Payment: Glendale Grounds Management Ltd	BACS	GM089-01-3509	£556.40	Other Parks and Open Spaces	Contract Payments
31-07-2020	Payment: Cormac Solutions	BACS	IN105945	£626.55	Library	Contract Payments
31-07-2020	Payment: Glendale Grounds Management Ltd	BACS	GM089-01-3510	£556.40	Other Parks and Open Spaces	Contract Payments
7-08-2020	Payment: Bemrose Mobile Limited	BACS	B3122145	£109.33	Priory Car Park	Contract Payments
7-08-2020	Payment: Complete Weed Control (SW)	BACS	SW-2963	£4,363.20	Other Parks and Open Spaces	Contract Payments
14-08-2020	Payment: G4S	BACS	02455858	£57.50	Library	Contract Payments
14-08-2020	Payment: G4S	BACS	02455858	£1,495.10	Priory Car Park	Contract Payments
14-08-2020	Payment: Complete Weed Control (SW)	BACS	SW - 2965	£72.00	Priory Car Park	Contract Payments
14-08-2020	Payment: In2Play	BACS	00558	£1,065.00	Other Parks and Open Spaces	Contract Payments
21-08-2020	Payment: Cormac Solutions	BACS	IN106765	£935.10	Library	Contract Payments
21-08-2020	Payment: Cormac Solutions	BACS	IN106762	£1,094.09	Priory Toilets	Contract Payments
24-08-2020	Payment: Biffa Waste Services Ltd	BACS	522C58115	£488.06	Other Parks and Open Spaces	Contract Payments
24-07-2020	Payment: WPS Ltd	BACS	500900363	£25.78	Poltair Park	Insurances
10-07-2020	Payment: Spot-On Supplies Ltd	BACS	21495097	£144.00	Other Parks and Open Spaces	Protective Clothing
14-07-2020	Payment: The Safety Supply Company	Credit Card	CC14.7.20	£51.80	Other Parks and Open Spaces	Protective Clothing
14-07-2020	Payment: The Safety Supply Company	Credit Card	CC14.7.20	£4.74	Other Parks and Open Spaces	Protective Clothing
3-08-2020	Payment: Screwfix Direct Ltd	Direct Debit	1075513499	£29.99	Other Parks and Open Spaces	Protective Clothing
14-08-2020	Payment: M A Grigg Ltd	BACS	S22767	£19.99	Other Parks and Open Spaces	Protective Clothing
14-08-2020	Payment: M A Grigg Ltd	BACS	S31832	£41.26	Other Parks and Open Spaces	Protective Clothing
10-07-2020	Payment: Spot-On Supplies Ltd	BACS	21494705	£230.40	Library	Miscellaneous Expenses
10-07-2020	Payment: Spot-On Supplies Ltd	BACS	21495665	£115.20	Library	Miscellaneous Expenses
10-07-2020	Payment: Spot-On Supplies Ltd	BACS	21496177	£115.20	Library	Miscellaneous Expenses
15-07-2020	NatWest - Bankline charges	Direct Debit		£46.80	General Administration	Miscellaneous Expenses
15-07-2020	Payment: Hermes Ltd	Credit Card	CC15.7.20	£5.99	General Administration	Miscellaneous Expenses
21-07-2020	Payment: Worldpay (UK) Ltd	Direct Debit	112253412	£32.99	General Administration	Miscellaneous Expenses
21-07-2020	Payment: Worldpay (UK) Ltd	Direct Debit	112253412	£9.63	General Administration	Miscellaneous Expenses
21-07-2020	Payment: Worldpay (UK) Ltd	Direct Debit	112356710	£21.00	Library	Miscellaneous Expenses
7-08-2020	Payment: Lyreco UK Limited	BACS	6722795324	£32.54	General Administration	Miscellaneous Expenses

7-08-2020	Payment: PKF Littlejohn LLP	BACS	SB20200055	£2,400.00	General Administration	Miscellaneous Expenses
17-08-2020	NatWest - Bankline charges	Direct Debit		£56.40	General Administration	Miscellaneous Expenses
19-08-2020	Payment: Worldpay (UK) Ltd	Direct Debit	116477737	£4.82	General Administration	Miscellaneous Expenses
19-08-2020	Payment: Worldpay (UK) Ltd	Direct Debit	116477737	£32.99	General Administration	Miscellaneous Expenses
19-08-2020	Payment: Worldpay (UK) Ltd	Direct Debit	116473623	£21.00	Library	Miscellaneous Expenses
				<b>£126,633.76</b>		

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**MINUTES of a REMOTE MEETING of ST AUSTELL TOWN COUNCIL  
PLANNING AND REGENERATION COMMITTEE held on MONDAY 20<sup>th</sup>  
JULY 2020 at 6pm.**

**Present:** Councillors: Bishop, Colwill, Lanxon, Leonard, Palmer, Pearce, Styles, Thompson and Walker (Chair).

**In attendance:** David Pooley (Town Clerk), Sara Gwilliams (Deputy Town Clerk).

**Also in attendance:** Councillors: Bull, Brown and Heyward.

**P/19/162) Apologies for absence**

Councillors: Jones and Oxenham.

**P/19/163) Declarations of Interest**

Councillor Styles declared an interest in Agenda Item 3 (xiii) and Agenda Item 14 by virtue of knowing both applicants.

Councillor Brown declared an interest in Agenda Item 18 by virtue of being a SABEF Director.

**P/19/164) Dispensations**

None.

**P/19/165) Minutes from the Meeting dated 15<sup>th</sup> June 2020**

It was **RESOLVED** that the minutes of the meeting held on the 15<sup>th</sup> June 2020 be approved and signed as a correct record.

**P/19/166) Matters to note**

Further to minute number P/19/155 the Clerk advised that a planning application relating to 19 Edgcumbe Green would be considered later on in the agenda.

**P/19/167) Public participation**

The member of the public present advised that he did not wish to speak.

## **P/19/168) Planning Applications**

- i. **PA19/10054:** Land North Of 42 Brockstone Road Brockstone Road St Austell Cornwall. Reserved matters application for access, appearance, landscaping, layout and scale following outline approval PA16/10872 for a single dwelling.

Councillor Brown advised that he is mindful to call this application in for committee consideration as in his view the new application has not improved since the previous two refusals. He also expressed concern with regard to the demolition of the entire hedge on the eastern side of the property.

Members endorsed Councillor Brown's concerns.

It was **RESOLVED** to strongly object to this application on the grounds of:

- Overdevelopment
- Impact on the neighbouring properties
- Loss of privacy
- Poor access

Members felt strongly that the hedge located to the eastern side of the property should be reinstated.

- ii. **PA20/03229:** Former Post Office 31 - 33 Slades Road St Austell Cornwall. Retrospective application for the alteration and enlargement of the rear dormer in respect of approval PA18/10318 (Conversion of shop, dwelling and store into 2no dwellings with annex to No.31).

Councillor Bull expressed concern with regard to the minor impact on the property to the rear of 31-33 Slades Road and felt that it would be helpful if the permitted development rights of this property could be removed as any future works could have a significant effect on the neighbours.

It was **RESOLVED** to make no objection to this application subject to any future permitted development rights of this property being removed to avoid any harmful effect on the neighbouring properties.

- iii. **PA20/04119:** Asda Superstore St Austell Cornwall PL25 4PR. Home shopping improvements.

It was **RESOLVED** to make no objection to this application subject to a noise impact assessment being carried out.

- iv. **PA20/04268:** Plot Adj 2 Slades Road St Austell PL25 4EX. Proposed new 4-bedroom private dwelling.

Councillors expressed concern with regard to the size of the building, lack of amenity space, overlooking issues and the close proximity to a busy junction.

It was **RESOLVED** to object to this application on the grounds of:

- Overdevelopment
- Overlooking
- Lack of amenity space
- Inadequate access

- v. **PA20/04301:** 19 Edgcumbe Green St Austell Cornwall PL25 5EE. Proposed two storey domestic extension to form new lounge/dining and master bedroom, en-suite and new bed 4.

It was **RESOLVED** to make no objection to this application.

- vi. **PA20/04329:** 8 Seaways Menear Road St Austell Cornwall. New garage.

Members expressed concern with regard to the sloping site, potential drainage issues and the impact on the neighbouring property.

It was **RESOLVED** to object to this application on the grounds of:

- Drainage issues
- Impact on the neighbouring property

Members felt strongly that if approved, the proposal should not be used for business purposes.

*\*\*Councillor Styles abstained from voting on this item\*\**

- vii. **PA20/04358:** 20 Eastbourne Road St Austell Cornwall PL25 4SZ. Request to trim branches of an Oak tree subject to a TPO so that they are 4m above ground.

It was **RESOLVED** to make no objection to this application.

- viii. **PA20/04707:** Land East Of 20 Edgcumbe Road St Austell Cornwall PL25 5DX. Non material amendment to application No. PA19/02749 for a detached split level dwelling namely to 1) To change from natural slate roof to an interlocking concrete tile colour slate grey and 2) To change from natural slate vertical slate hanging to grey colour cladding.

It was **RESOLVED** to object to this application as it is out of keeping with the street scene.

- ix. **PA20/04818:** 100 Truro Road St Austell PL25 5HH. New rear single storey extension.

It was **RESOLVED** to make no objection to this application.

- x. **PA20/04827:** North Hill Park Nursing Home 7 North Hill Park St Austell PL25 4BJ. Notification of works to trees in a conservation area - Felling of Bay trees.

It was **RESOLVED** to make no objection to this application.

*\*\*Councillor Lanxon abstained from voting on this application\*\**

- xi. **PA20/04835:** 100 Truro Road St Austell PL25 5HH. Notification of works to a tree in a conservation area - Felling of an Ash.

It was **RESOLVED** to make no objection to this application subject to the Tree Officer being happy with the proposal.

- xii. **PA20/04877:** Alan Davis Automatics Wheal Northey St Austell PL25 3EF. Reserved Matters application for construction of 8 dwellings to include associated works. (Details following outline application PA17/05000 dated 20/12/17).

Members were broadly happy with the proposal as long as the access to Wheal Northey is safeguarded and a suitable boundary is put in place between the site and Bucklers Village.

It was **RESOLVED** to make no objection to this application subject to:

- No detrimental effect on the access to Wheal Northey Surgery



- A suitable boundary being put in place between the proposal and Buckers Village
- No disruption to the access to Wheal Northey Surgery during the construction phase

*\*\*Councillor Styles reiterated his interest in the next application and left the meeting\*\**

- xiii. **PA20/05009:** 6 Bethel Road St Austell PL25 3HA. Demolition of existing house, outbuildings and garage and replacement with 2 pairs of semi-detached houses (4 dwellings).

It was **RESOLVED** to make no objection to this application subject to the Highways Officer being happy with the proposal.

*\*\*Councillor Lanxon abstained from voting on this proposal\*\**

*\*\*Councillor Styles returned to the meeting\*\**

- xiv. **PA20/05076:** 38 Jubilee Meadow St Austell Cornwall PL25 3EX. Demolition of existing single-storey rear extension and formation of new single-storey rear extension including rooflights.

It was **RESOLVED** to make no objection to this application.

- xv. **PA20/05123:** 50 Mitchell Road St Austell Cornwall PL25 3AX. Extensions and alterations and construction of detached garage.

Concern was expressed with regard to the effect this proposal might have on a pipeline that is running through the garden and the nearby leat.

It was **RESOLVED** to make no objection to this application subject to the Planning Officer being satisfied that there will be no damage to the pipeline or leat.

*\*\*Councillor Lanxon voted against this proposal\*\**

- xvi. **PA20/05215:** 25 Turnavean Road St Austell Cornwall PL25 5NX. Proposed use of integral garage as hairdresser's studio for the occupier. As ancillary use to the dwelling, to include replacement of garage door with sliding glass doors.

It was **RESOLVED** to make no objection to this application.



- xvii. **PA20/05302:** 6 Tremena Road St Austell Cornwall PL25 5QG. TCA application for the proposed felling of 21 trees in a conservation area. These include 19 Leyland Cypress, 1 Larch and a Spruce.

It was **RESOLVED** to make no objection to this application and strongly support the Tree Officer's recommendation that some tree replacement should be carried out to retain the character of the Conservation Area.

- xviii. **PA20/05311:** St Austell Town Centre St Austell PL25 5EP. Installations of various sculptures and art work (7 in total) within St Austell Town Centre.

It was **RESOLVED** to support this application.

*\*\*Councillor Lanxon abstained from voting on this application\*\**

#### **P/19/169) Premises Licence Applications**

None.

#### **P/19/170) Planning Decisions**

It was **RESOLVED** to note the planning decisions.

#### **P/19/171) Cornwall Council – Urgent Delegated Planning Decisions**

The Clerk advised that a 5 day protocol had been received with regard to PA20/00243 (40B And 40C Bodmin Road) and that following clarification with the Agent and Forestry Officer with regard to the height of the wall, the Planning Officer was mindful to approve the application. The Clerk confirmed that in the light of this new information it had been agreed to withdraw the Town Council's objection.

#### **P/19/172) St Austell Bay Neighbourhood Plan Pre-Submission Consultation**

Members supported the key principles of the document including the maintenance of the leat and the creation of green buffers between settlements.

It was **RESOLVED** that the Clerk should write to St Austell Bay Parish Council expressing the Town Council's support for the document.

### **P/19/173) Community Network Highway Schemes**

Members raised no concerns with the priorities identified by the Cornwall Councillors.

It was **RESOLVED** to agree with the priorities recommended by the Cornwall Councillors.

### **P/19/174) Pavement Licensing**

The Clerk advised that the Business and Planning Bill is going through Parliament at the moment which will make it easier for cafes and bars to spill out on to the pavement to assist with their Covid19 social distancing measures. The final details have not been received yet, but the outline process is as follows:

1. Cornwall Council receive a request to use the pavement or outside area with which they have 14 days to respond;
2. If Cornwall Council do not respond within 14 days then the applicant has the automatic right to use the outside area.

The Clerk advised that the Town Council will be consulted on proposals and suggested that if the timings do not coincide with a planning committee, the Town Council should default to the 5 day planning consultation procedure.

Members **RESOLVED** that the Planning and Regeneration Committee should review applications where possible, but if this is not possible, delegation be given to the Clerk, in consultation with the Chair and Vice Chair and Division Member to respond.

*\*\*Councillor Styles left the meeting\*\**

### **P/19/175) Town and Country Planning (Appeals) (Written Representations Procedure) (England) Regulations 2009 – Land North Of 75 Treverbyn Road St Austell Cornwall PL25 4EW**

It was **RESOLVED** to note the appeal.

**P/19/176) Dates of Meetings**

It was noted that the dates of the next meetings of the Planning and Regeneration Committee are Monday 24<sup>th</sup> August 2020 and Monday 5<sup>th</sup> October 2020.

The meeting closed at 7.38pm.

**MINUTES of a REMOTE MEETING of ST AUSTELL TOWN COUNCIL  
PLANNING AND REGENERATION COMMITTEE held on MONDAY 24<sup>th</sup>  
AUGUST 2020 at 6pm.**

**Present:** Councillors: Bishop, Jones, Lanxon, Palmer, Styles, Thompson and Walker (Chair).

**In attendance:** David Pooley (Town Clerk), Sara Gwilliams (Deputy Town Clerk).

**Also in attendance:** Councillor Brown.

**P/19/177) Apologies for absence**

Apologies for absence were received from Councillors Oxenham and Pearce and Cornwall Councillor Heyward.

**P/19/178) Declarations of Interest**

None.

**P/19/179) Dispensations**

None.

**P/19/180) Minutes from the Meeting dated 20<sup>th</sup> July 2020**

It was **RESOLVED** that the minutes of the meeting held on the 20<sup>th</sup> July 2020 be approved and signed as a correct record.

Arising from a question, the Clerk **AGREED** to investigate and advise Councillor Thompson why Planning Application Number: PA19/09675 (land north of 75 Treverbyn Road St Austell) had not been determined prior to the applicant exercising the right of appeal.

**P/19/181) Matters to note**

The Clerk advised that he had nothing to add.

**P/19/182) Public participation**

There were no members of the public present.

## **P/19/183) Planning Applications**

- i. **PA20/04010:** 82 Daniels Lane St Austell Cornwall PL25 3HT. Advertisement consent to display one illuminated fascia sign.

It was **RESOLVED** to make no objection to this application subject to Highway Officer approval and no light disturbance to the neighbouring properties.

- ii. **PA20/05133:** 1 Poltair Avenue St Austell PL25 4LY. Proposed single storey side extension with pitched roof and Juliet balcony.

It was **RESOLVED** to make no objection to this application subject to a condition to ensure that the extension is not used as a separate residence.

- iii. **PA20/05187:** 52 Gover Road St Austell PL25 5NF. Proposed extensions and alterations.

It was **RESOLVED** to make no objection to this application.

*\*\*Councillor Thompson abstained from voting on this item\*\**

- iv. **PA20/05277:** 58 Turnavean Road St Austell PL25 5NX. Addition of balcony to first floor (south elevation) of house replacing existing window with patio door.

It was **RESOLVED** to make no objection to this application.

- v. **PA20/05766:** 15 Doulton Road St Austell Cornwall PL25 3JA. Construction of garage/hobby room.

It was **RESOLVED** to make no objection to this application.

- vi. **PA20/06045:** Tesco Express Unit 3 Pentewan Road St Austell. Permission to install a through the wall ATM unit, with CCTV camera and light above for security.

It was **RESOLVED** to make no objection to this application.

- vii. **PA20/06046:** Tesco Express Unit 3 Pentewan Road St Austell. Advertisement consent for 1x internally illuminated Fascia, 2x non illuminated Fascia, 1x Projecting Sign, 7x Graphic Signs.

It was **RESOLVED** to make no objection to this application subject to the illuminated light being switched off when the shop is not open.



Members expressed severe concern with regard to the additional traffic that the Tesco Express will bring to a very traffic congested area with very little parking.

The Clerk advised that the Community Network Panel is writing to Cornwall Council to express their concern about the traffic in the area and request that Highways Officers review the junctions, traffic flows and adjacent roundabout with a view to making improvements.

- viii. **PA20/06113:** Land South Of 48 Margaret Avenue St Austell PL25 4SH. Reserved Matters application for the construction of a dwelling.

It was **RESOLVED** to make no objection to this application subject to the Planning Officer being satisfied that there will be no overlooking issues.

#### **P/19/184) Premises Licence Applications**

None.

#### **P/19/185) Planning Decisions**

It was **RESOLVED** to note the planning decisions.

#### **P/19/186) Cornwall Council – Urgent Delegated Planning Decisions**

None.

**P/19/187) PA20/01516/PREAPP: Land South Of Strathmore St Austell Cornwall PL25 5BY. Pre-application advice for mixed use development comprising up to 100 dwellings, 2,000 sqm of commercial land including B1, D2 and A1 uses and a link road.**

Members welcomed the opportunity to input to this pre-application and made the following comments:

- That the proposed link road is a high priority and suggested that if funding is tight, the link road should go ahead in preference to other proposals such as space for employment land;
- Cycle routes be incorporated into the development, possibly linking to the Pentewan Trail;
- The green feel of the site should be retained by planting trees particularly at the lower end of the development;
- Adequate drainage systems be put in place;

- Some expressed disappointment that the proposal is on a greenfield site but the majority were supportive provided sufficient community benefits can be delivered;
- Further discussions with the developer in due course would be welcome.

#### **P/19/188) Cornwall Council Consultation - Installation of Road Hump, Trelawney Road**

Members reviewed the proposed installation of a hump at Trelawney Road and in the light of the two humps already installed, questioned the need for a further one. Members felt that as the area is heavily parked, and has very little speeding, a new hump would achieve nothing.

It was **RESOLVED** to advise Cornwall Council that the Town Council consider the installation of an additional hump at Trelawney Road a low priority.

*\*\*Councillor Lanxon abstained from voting on this item\*\**

#### **P/19/189) Dates of Meetings**

It was noted that the dates of the next meetings of the Planning and Regeneration Committee are Monday 5<sup>th</sup> October 2020 and Monday 2<sup>nd</sup> November 2020.

The meeting closed at 19:02.

**MINUTES of a REMOTE MEETING of the ST AUSTELL TOWN COUNCIL STAFFING COMMITTEE held on FRIDAY 7<sup>th</sup> AUGUST 2020 at 9.00am.**

**Present:**

Councillors: Bull, French, Lanxon, Palmer and Styles (Chair).

**In attendance:**

David Pooley (Town Clerk), Sara Gwilliams (Deputy Town Clerk).

**S/19/12) Apologies for Absence**

Apologies for absence were received from Councillor Jones.

*\*\*Councillor Bull advised that she needed to leave the meeting within an hour\*\**

**S/19/13) Declarations of Interest**

The Town Clerk declared an interest in minute number S/19/08 and Agenda Item 8 (Staff Development Reviews).

The Deputy Town Clerk declared an interest in minute number S/19/08 and Agenda Item 8 (Staff Development Reviews).

**S/19/14) Minutes of meeting held on the 28<sup>th</sup> June 2019**

It was **RESOLVED** that the minutes of the Staffing Committee held on Monday 28<sup>th</sup> June 2019 should be approved and signed as a correct record.

*\*\*Councillor French abstained from voting on this item as he was not present at the meeting\*\**

**S/19/15) Matters to Note**

The Town Clerk advised that he had nothing further to add.

**S/19/16) National Pay Negotiations**

The Town Clerk advised that the National Pay Negotiations are progressing and that the National Employers have offered an increase of 2.75% on all pay points which will probably be the final offer. He added that he had provided for a 2.5% pay increase during the budget setting round, backdated to April.

It was **RESOLVED** to note the report.

**S/19/17) To consider excluding the press and public**

It was **RESOLVED** that under Section 1 (ii) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the remainder of the business of the meeting in view of the confidential nature of the business to be transacted.



## **S/19/18) Staffing Review**

The Town Clerk advised that although the loss of income due to Covid19 is worrying, the Council's budget is not as concerning as first thought due to the income received through the Government's furlough scheme and the announcement from Cornwall Council that they may be able to offer hardship assistance to qualifying Town and Parish Councils later in the autumn. He added that until all the details are known, a cautious approach is being taken with regard to staffing levels.

### *Management and Administration*

The Community Projects Officer and Mayor's Secretary/Administrative Assistant were both furloughed with effect from the 24<sup>th</sup> March 2020 until 15<sup>th</sup> June 2020. The Town Clerk, Deputy Town Clerk and Operations Manager remained working albeit from home.

The Town Clerk advised that the Community Projects Officer had resigned during the furlough period due to personal reasons which had resulted in staff budget savings. He added that as most funding streams are geared towards Covid19 initiatives at the present time and under Government guidelines no community initiatives are allowed to take place, he recommended that this post be frozen until the end of the year.

The Mayor's Secretary/Administrative Assistant came back to work on the 15<sup>th</sup> June 2020 and is working well.

### *Grounds Maintenance*

The Town Clerk explained that just before lockdown, a Grounds Maintenance (Waste) Operative was recruited on a 1 month temporary basis. This position was terminated after the one month, which coincided with lockdown, due to budgetary and operational concerns.

The waste function is currently carried out by a contractor Monday, Wednesday and Friday which suggests that a full-time waste operative is not necessary. It is suggested that the post is frozen until the year end at which time consideration should be given to advertising for a grounds maintenance operative who would be required to carry out waste duties as well as general grounds maintenance work.

All grounds maintenance staff were furloughed with effect from 24<sup>th</sup> March 2020 and returned on a phased basis, with a full complement of staff back working during the week commencing 18<sup>th</sup> May 2020.

In order to keep the essential services such as grass cutting going when the risk from Covid19 was at its most stressful, two grounds maintenance staff were brought back to work during the week commencing 20<sup>th</sup> April 2020. An honorarium was suggested for both members of staff by way of recognition of their loyalty at a very difficult time.

The Clerk advised that he is mindful of the need to plan for the future and that now might be a good time to take on another Apprentice(s) to help with resource issues and assist with succession planning. He added that SABEF has indicated in the past that they might be able to assist with the funding of an Apprentice and the Government has recently announced incentives to employers to take on

Apprenticeships. The Clerk advised that he would like to consider the opportunities available, speak to the Grounds Maintenance staff about their capacity for taking on one or two Apprentices and then bring a report back to the Staffing Committee to consider.

Members raised the following:

- Support for training an Apprentice(s);
- The need to budget for the retention of an Apprentice(s) after their training should they be suitable;
- Support for an honorarium to be paid to postholders TC7 and TC18 by way of a gesture of appreciation for their work during lockdown.

It was **RESOLVED** that:

1. The post of Community Projects Officer (TC19) be frozen until the financial year end;
2. The post of Grounds Maintenance (Waste) Operative (TC21) be frozen until the calendar year end;
3. Postholders TC7 and TC18 be paid an honorarium of £350 each as a gesture of appreciation for working through a difficult and stressful time whilst colleagues were furloughed;
4. The Town Clerk explore funding sources and operational arrangements for employing either one or two Grounds Maintenance Apprentices.

### *Library*

The Deputy Town Clerk advised that the library staff were all furloughed during lockdown and that they are now all back at work, working reduced hours under the Government's Flexible Furlough Scheme operating a "click and collect" service. Future phases of opening the library service are being explored with Cornwall Council, which includes the gradual opening of the computer suite.

Members expressed their gratitude to the Senior Library Assistant and the Deputy Clerk for their excellent management of the library during the pandemic.

*\*\*Councillor Lanxon arrived in the meeting\*\**

*\*\*The Town Clerk reiterated his interest and left the meeting\*\**

*The Deputy Town Clerk reiterated her interest and left the meeting\*\**

*\*\*Councillor Bull left during the next item\*\**

### **S/19/19) Staff Development Reviews**

The Committee reviewed the Staff Development Reviews for the Town Clerk, Deputy Town Clerk and Operations Manager. They particularly thanked the Town Clerk for his excellent performance during Covid 19, the Deputy Town Clerk's management of the library and the Operations Manager's operation of the grounds maintenance service during the pandemic. The need to continue to build relationships with Cornwall Council and professional training opportunities were noted.



It was **RESOLVED** to approve the regrading of postholders TC2 and TC3 from spinal column point 30 to spinal column point 31 with effect from 1<sup>st</sup> August 2020.

*\*\*The Town Clerk returned to the meeting\*\**

*\*\*The Deputy Town Clerk returned to the meeting\*\**

### **S/19/20) Staff Sickness Absence**

The Deputy Town Clerk outlined the sickness absences for all members of staff and explained the background to the high level of sickness shown for two members of staff.

It was **RESOLVED** to note the report.

### **S/19/21) Pension Fund Discretions**

The Clerk explained that it was good practice to review the Pension Fund Discretions regularly and explained each discretion identified by Cornwall Council.

It was **RESOLVED** that the following approaches to the discretions identified by Cornwall Council are confirmed:

- i. Shared Cost Additional Voluntary Contributions (AVC). *St Austell Town Council will not contribute to an employee's AVC.*
- ii. Early Payment of Retirement Benefits – Waving Actuarial Reduction. *St Austell Town Council will only allow the waving of actuarial reductions for early retirements where it is deemed to be in the interests of the employer both financially and operationally.*
- iii. Early Payment of Retirement Benefits between aged 55 and 60 – transitional provisions regulations. *St Austell Town Council will not "switch on" the 85 year rule for early retirement.*
- iv. Early Retirement on Compassionate Grounds. *St Austell Town Council will not permit early retirement on compassionate grounds.*
- v. Flexible Retirement. *St Austell Town Council will only permit flexible retirement where it can demonstrate that it is in the interest of the employer both financially and operationally. Similarly, it will consider waiving any actuarial reduction only where it can be demonstrated that it is in the interest of the employer.*
- vi. Increase of Pension by Employer. *St Austell Town Council will allow employees made redundant to have the option of converting any compensation payment in to additional pension. The Council will not purchase additional pension under any other circumstances.*
- vii. Transfer of Service into the LGPS. *St Austell Town Council will not extend the 12-month time limit for employees to request Cornwall Pension fund to investigate the option of transferring any pension benefits from previous employments into the Cornwall Pension Fund.*

- viii. *Deadline to elect for a shared cost APC after unpaid leave. St Austell Town Council will not extend the 30 day deadline for a member to elect for a shared cost APC upon return from a period of absence from work with permission with no pensionable pay (otherwise than because of illness or injury, relevant child-related leave or reserve force service leave).*

It was further **RESOLVED** that the Town Clerk be designated as the person who will receive and deal with stage 1 formal complaints under the Internal Dispute Resolution Procedure (IDRP) for pension matters.

#### **S/19/22) Date of Next Meeting**

To be confirmed.

The meeting closed at 10.37am.

