

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 1st February 2021** 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 1st February 2021**.

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

26th January 2021

Tel 01726 829859
e-mail: david.pooley@staustell-tc.gov.uk
Website: www.staustell-tc.gov.uk

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.

Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if you are speaking or taking an active role.

3. Dispensations

(Purpose: To consider requests for dispensations).

4. Minutes of Meeting held on 18th January 2021

**Pages
1 - 6**

(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 his engagements and any other 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.

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9. St Austell Revitalisation Partnership

(Purpose: To receive an update on the St Austell Revitalisation Partnership). (Verbal Report).

10. Small Grants Scheme - Criteria

**Pages
7 to 18**

(Purpose: To review the criteria for the Small Grants Scheme). (Report attached).

11. Climate Emergency Development Plan Document – Renewable Energy & Sustainable Construction policies and evidence

**Pages
19 to 24**

(Purpose: To consider the Cornwall Council draft document entitled "Proposed Policies Renewable and Low Carbon Energy).

12. Members appointed to outside bodies update reports

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

13. Cornwall Councillor update reports

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

14. Schedule of Payments

**Pages
25 to 26**

(Purpose: To receive a schedule of payments from 9th January 2021 to 25th January 2021) (Attached).

15. Staffing Committee

**Pages
27 to 30**

(Purpose: To note the minutes of the Staffing Committee meeting held on 22nd January 2021). (Attached).

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16. Dates of Meetings

(Purpose: To note dates of future Town Council Meetings Monday 22nd March 2021).

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MINUTES of the EXTRAORDINARY MEETING of ST AUSTELL TOWN COUNCIL held on MONDAY 18th JANUARY 2021 (Remote Meeting) at 6pm.

Present: Councillors: Bishop, Brown, Bull, Cohen, Colwill, French, Hanlon, Heyward, Jones, Lanxon, Leonard, Oxenham, Palmer, Pearce, Pears, Styles (Chair) and Thompson.

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

C/19/254) Apologies for Absence

Apologies for absence were received from Councillors Rees and Walker.

Councillor Palmer advised that he needed to leave the meeting by 7.30pm

C/19/255) Declarations of interests and gifts or hospitality received

Councillor Oxenham declared an interest in agenda item 13 by virtue of being Vice-Chair of the South East Local Action Group (SELAG) which has assisted Treverbyn Community Trust in the past.

Councillor Heyward declared an interest in agenda item 13 by virtue of running a foodbank initiative which might link up with Treverbyn Community Trust.

Councillor Jones declared an interest in agenda item 13 by virtue of his organisation working with Treverbyn Community Trust on occasions.

Councillor Palmer declared an interest in agenda item 13 by virtue of his involvement with STAK who accept assistance from Treverbyn Community Trust on occasions.

Councillor Bishop declared an interest in agenda item 13 by virtue of his involvement with STAK who accept assistance from Treverbyn Community Trust on occasions.

C/19/256) Dispensations

There were no requests for a dispensation.

C/19/257) Minutes of Meeting held on 14th December 2020

It was **RESOLVED** that the minutes of the meeting held on the 14th December 2020 be approved and signed as a correct record.

Councillor Oxenham abstained from voting on this item

C/19/258) Matters to Note

Further to minute number **C/19/244** the Clerk advised that the first meeting of the Town Revitalisation Partnership has been scheduled for later this month.

Arising from a question, the Clerk advised that the group would need to agree on its parameters of operation before suitable projects are identified for progression.

C/19/259) Mayor's announcements

The Mayor advised that he had no announcements.

C/19/260) Public Participation

The Mayor welcomed Mr King to the meeting and Members agreed that Agenda Item 13 should be brought forward after the next agenda item.

C/19/261) Members' questions

None.

Councillors Bishop, Jones, Heyward, Palmer and Oxenham reiterated their interest in the next agenda item and left the meeting

C/19/262) Small Grants Application

Mr King advised that Treverbyn Community Trust has been providing a foodbank service since March and that approximately 100 families a week are being provided with food. The Trust has a mobile community larder that has been to Roche, Indian Queens, Fraddon and the surrounding Clay Villages and is due to visit St Austell shortly, setting up in Tregonissey Lane End Car Park. He advised that food is obtained from the Fareshare charity in Bristol and that approximately 1 ton of food is distributed each week. Mr King explained that anyone can pick up a food parcel and a weekly food parcel request can be set up for families most in need.

Members welcomed the Trust's foodbank initiative and thanked Mr King and his colleagues for all that they are doing.

It was **RESOLVED** to grant £500 towards the Treverbyn Community Trust mobile foodbank initiative.

Councillors Bishop, Jones, Heyward, Palmer and Oxenham returned to the meeting

C/19/263) Budgets 2020/21 and 2021/22

The Clerk advised that the Finance and General Purposes Committee at its meeting on the 9th November 2020 considered a draft budget which indicated that a Council Tax increase of approximately 13.6% was required to make good losses of income and balance the Council's budget. Members at that meeting suggested a number of savings and budget cuts and asked that a draft budget delivering a more reasonable Council Tax increase be brought back. The Clerk advised that he had reviewed the budget and had made a number of amendments which had lowered the required Council Tax increase to 4.9%. The assumptions in the revised budget are:

- £10,000 provision for an ASB officer
- A general squeeze of budgets across the board
- Deletion of the Project Officer and Waste Officer posts
- Climate Change Project budget reduced to £5,000
- Contribution to reserves of £40,000 for playground equipment moved from 2021/22 to 2020/21

The Clerk advised that the savings found strip the cost centres down to basics and leave the Town Council in a very lean position with very little room for any new initiatives. The Small Grants Scheme budget is preserved at £8,000 per annum and an allowance has been made for the recurring larger annual grants (eg BID Christmas lights), but nothing new. The car park income budget has been significantly reduced in anticipation of further potential lockdowns/tier restrictions and less visits to the town centre due to a change in shopping habits. A £25,000 contribution from reserves has been included in the budget to pay for the planned May elections.

The Clerk advised that an overall budget of £1,083,000 is recommended which requires a precept of £795,350 which is a 4.2% increase and translates into a 4.9% or £6.03 per annum council tax increase from £122.95 to £128.98 per annum for a Band D property.

Arising from a question, the Clerk confirmed that the Town Council can afford to make the car park free between now and the end of March but for no longer. He added that similarly, the Town Council can afford to waive library fines between now and the end of March if Members' wished to be in line with Cornwall Council and most other Town and Parish Councils.

Members thanked the Town Clerk for his hard work in producing the budget and Cornwall Council for the hardship grant which has helped the Town Council balance its budget. Members expressed their concern for the hardship that many people are facing as a result of the pandemic but felt that on balance the recommendation suggested is the best way forward for the Town Council and should be accepted.

It was **RESOLVED** to:

1. Approve the revised budget for the 2020/21 financial year as shown in Appendix 1;
2. Approve the original budget as attached in Appendix 1 for the 2021/22 financial year;
3. Approve the contributions to and from reserves as shown in Appendix 4.
4. Authorise the Town Clerk to submit a precept request to Cornwall Council in the sum of £795,350 (equating to a council tax increase of 4.90% to £128.98 per annum for a Band D property, an increase of £6.03 per annum or approximately 12 pence per week);
5. Approve the draft Council Tax leaflet which is attached at Appendix 5.

Councillor Thompson abstained from voting on this item

A discussion took place with regard to Cornwall Council making all of their car parks free for the time being and whether or not the Town Council should follow suit. Members noted the Clerk's comments regarding affordability and the need for fees to be reinstated, at the latest, at the beginning of the new financial year should Members wish to make the car park free to be in line with Cornwall Council.

It was **RESOLVED** to make Priory Car Park free with effect from Tuesday 19th January 2021, to be reviewed by the Town Clerk in consultation with the Mayor on a fortnightly basis until the end of the 2020/2021 financial year at which time it should return to a full charging basis if charges have not previously been re-introduced.

Councillor Oxenham abstained from voting on this item

Members noted the disparity of charging amongst the libraries in Cornwall and the recent switching off of the “books due back” and “overdue books” notifications by Cornwall Council in an attempt to prevent people from making unnecessary journeys. The Clerk confirmed that the waiving of library fees could be absorbed within the library budget as it is a very small income stream within the total budget.

It was **RESOLVED** that the Library fees should be waived until the end of the 2020/2021 financial year.

C/19/264) Code of Conduct Consultation

The Clerk advised that in parallel to a review of the ethical standards regime by the Committee of Standards in Public Life, the Local Government Association (LGA) has produced a new model Code of Conduct to act as a guide for local Councils and Cornwall Council, having reviewed the new model, has recommended some changes to the existing Cornwall Council Code of Conduct.

Arising from a question, the Clerk confirmed that the code does not review or change sanctions as they sit outside of the Code and would be the subject of legislative changes.

A view was expressed that the draft Code is currently silent on support for Councillors harassed by external parties.

It was **RESOLVED** to note the draft changes and make no objection to the changes proposed.

C/19/265) Members appointed to outside bodies update reports

Councillor Palmer provided an update on the St Austell BID which included the collection rates for the BID levy.

Councillor Lanxon advised that the Safer St Austell Group have been promoting the dangers of loan sharks and a Covid19 vaccination scam.

Councillor Oxenham referred to her SELAG update report previously circulated to Councillors.

C/19/266) Cornwall Councillor update reports

Councillor Brown congratulated Cornwall Council on their communication activity and singled out the Town and Parish Council weekly bulletin as an informative read. He advised that Covid19 is still very challenging for Cornwall Council and that there is some frustration amongst Members and Officers that the NHS are still unable to release some key statistical information. He urged Town Councillors to attend the Localism Strategy Meeting next week and advised that Cornwall Council will remain with virtual meetings until at least March and possibly further if the Government extends the current legislation. Hybrid meetings have been discussed by Cornwall Council, but they would be very officer resource intensive to administer and all physical meetings, due to technology constraints, would have to be in Truro. Councillor Brown updated Members on a Planning Application in Bethel that might be the subject of a 5 day protocol in due course.

Councillors Bull, Heyward and Pears also commended Cornwall Council for their excellent communications and efficient Covid19 grants administration for businesses.

Councillor Oxenham left the meeting

C/19/267) Schedule of Payments

It was **RESOLVED** that the Schedule of Payments for the period from 7th December 2020 to 8th January 2021 totalling £133,509.48 be approved.

C/19/268) Planning and Regeneration Committee

It was **RESOLVED** to note the minutes of the Planning and Regeneration Committee Meeting held on the 4th January 2021.

C/19/269) Schedule of Meetings

Members noted the proposed schedule of meetings from May 2021 to May 2022 but accepted that these dates might be subject to change depending on the Covid19 legislative restrictions.

It was **RESOLVED** to approve the draft schedule of meetings.

C/19/270) Dates of Meetings

It was noted that the date of the next meeting of the Council is Monday 1st February 2021.

The meeting closed at 7.51pm

ST AUSTELL TOWN COUNCIL
COUNCIL – 1st FEBRUARY 2021
SMALL GRANTS SCHEME CRITERIA

1. PURPOSE OF REPORT

To review the Small Grants Scheme criteria.

2. LEGAL AND RISK MANAGEMENT ISSUES

The Council has the legal power to grant funding under the General Power of Competence which was formally re-adopted by the Town Council on the 15th May 2017.

3. RESOURCE ISSUES

The Council has set a Small Grants Scheme budget of £8,000 for the 2021/22 financial year.

4. EQUALITIES ISSUES

Applicants are asked to outline their approach to equalities within the application form.

5. ENVIRONMENTAL ISSUES

Applicants are not currently asked to demonstrate their commitment to environmental issues within the application form.

6. RECOMMENDATIONS

It is recommended that Members review the Small Grants Scheme criteria and make suggestions for improvement.

Background

It is good practice to review policies and procedures from time to time.

The Small Grants Scheme criteria was reviewed and updated in 2010 and the Small Grants Scheme form was updated in 2018 to reflect GDPR requirements.

DAVID POOLEY
TOWN CLERK

St Austell Town Council



Small Grants Scheme

Application Form

PART A

1. Contact details

Name of Organisation	
Contact Name:	
Position:	
Contact Address:	
Telephone Number:	
E-mail:	

2. Declaration by the applicant

I/we declare that, to the best of my/our belief, the information given on this application form and in any enclosed supporting document is correct.

I/we accept the following:

(i) That any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered, (ii) that any grant offered will be used only for the purposes set out in this application and (iii) that we will provide reports on progress at the request of the Town Council.

Should any grant offered not be used in accordance with the terms and conditions set by the Town Council, we undertake on behalf of the organisation to repay the outstanding amount to the Town Council on demand.

Signed:	
Name (s):	
Status	
Date:	

3. Privacy Information

To help us process your claim, please read the privacy notice below.

Privacy Notice: This information is being collected by St Austell Town Council. The Town Clerk is the Council's Data Protection Officer. Any information provided will be retained on the Town Council's computers and manual files for 2 years. This information will be used for processing your grant application request only. It will not be disclosed to any third party.

The Town Council's full privacy notice can be found on the Town Council's website at the following link: http://www.staustell-tc.gov.uk/Privacy_Notice_21655.aspx

Part A of this form will be separated from **Part B** of this form before it is published in the public domain. The Town Council's Community Committee will make their decision based on **Part B** without access to any personal information.

I agree to my personal details being held in the Town Council's computer and manual filing systems as described above. **(Please tick accordingly).**

☐

YES

☐

NO

The Town Council may from time to time wish to contact you about an event or activity that could be of interest to you. If you would like to be contacted, please tick the box below.

I am happy for the Town Council to contact me about future events or activities using the contact details provided. **(Please tick accordingly).**

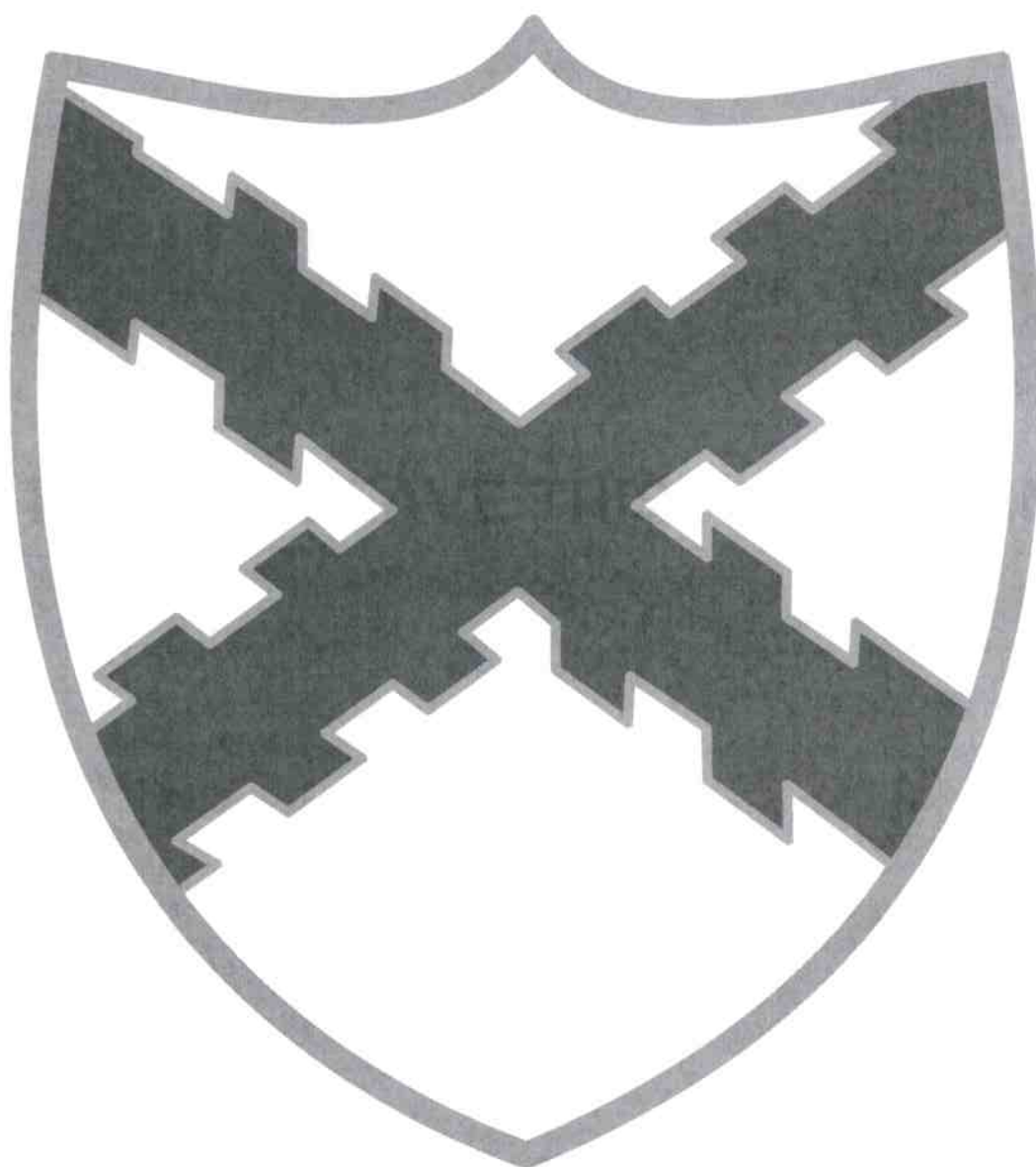
☐

YES

☐

NO

PLEASE LEAVE THIS PAGE BLANK



St Austell Town Council



Small Grants Scheme

Application Form

PART B

1. Your organisation

Name of Organisation	
Charity/company number (if applicable)	Charity No: Company No:
Are there any Members of St Austell Town Council on your Committee? (if so, please list them)	
What are the aims and objectives of your organisation?	
Please demonstrate your organisation's commitment to equal opportunities (please enclose any relevant policies)	

2. Purpose for which the grant is sought

Project title:	
Description of project (please continue on a separate sheet if necessary):	
How would this grant be of benefit to the community in St Austell? (please continue on a separate sheet if necessary):	
What arrangements do you have in place to ensure safeguarding of children and young people (applicable only if your project involves working with this client group).	

3. Finance

What is the total cost of the project?	£
Amount of grant applied for (Up to £250) *	£
Have you previously received a grant from St Austell Town Council?	Yes/No
If "Yes" please indicate: a) When b) Amount received c) For what purpose	

* Should you wish to apply for a grant over £250, the Council may consider a larger grant in exceptional circumstances, but you may be asked to provide a presentation to the Town Council.

Please list any applications you have made for funding from other organisations.

Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)

4. Further information enclosed

Information	Enclosed (please tick)
A copy of your organisation's most recent bank statement(s) (mandatory)	
A copy of your constitution (or similar document showing the organisation's status)	
A copy of your organisation's latest set of accounting statements (if any exist)	

5. Publicity

Please explain how you will publicise and acknowledge the Town Council's grant.

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Please return your completed form to:

Sara Gwilliams
Deputy Town Clerk
The Stable Block
Pondhu House
Penwinnick Road, St Austell, PL25 5DP

E-mail: sara.gwilliams@staustell-tc.gov.uk

St Austell Town Council



Small Grants Scheme: Summary

A. Introduction

The Town Council's Small Grants Scheme is operated by the Council's Community Committee. The Scheme is open to community organisations based in or working in the Parish of St Austell. Organisations can apply for grants of up to £250 for any project or activity which is for the benefit of residents. The Council's small grants budget for the 2020/21 financial year is £8,000.

The scheme is primarily aimed at community organisations based in or working in the parish of St Austell Town. Organisations from outside of the parish of St Austell Town may only apply if they can demonstrate a significant economic or social benefit to the parish. The Council may award reduced funding levels or, indeed, refuse funding to organisations based outside of the parish.

B. Process

Applicants are required to complete and return a simple grants form. This is then submitted to the appropriate meeting of the Community Committee – either as part of an annual grants meeting (the Council will advertise the arrangements for this meeting in the local press) or, if outside this period, to an ordinary meeting of the Committee (the Committee meets approximately every six weeks). The Committee may invite the applicant to attend the meeting to introduce the application and answer any questions. The Committee will consider each application on its merits. It will notify the applicant of its decision within 10 working days of the meeting and, if the application is approved, will send the applicant a cheque for the appropriate amount.

The Town Council can consider requests for larger grants in exceptional circumstances where it can be demonstrated that more funds are required and the benefit to the local community and/or the local economy would justify a larger award. In such circumstances further information and undertakings or guarantees may be required. Applicants may also be required to produce a report demonstrating value for money before and after the completion of a project.

If you require any assistance to complete the Council's grant application form please either contact the Town Council's office or your local Councillor.

The Council can also help signpost applicants to other relevant sources of funding. Please contact the office if you would like us to suggest other potential sources of funding.

C. Criteria

1. Applicant organisations must be non-profit making, should ideally have a constitution and be able to supply a copy of their constitution.
2. National organisations will not usually be issued with a grant unless it can be demonstrated that the funds will be used in St Austell.
3. Applicant organisations must have a bank account and submit a copy of their most recent bank statement with their application. They may also be asked for a copy of their latest set of accounts.
4. Applications from Churches or religious organisations for funding towards the cost of providing facilities which could be used primarily to support the act of worship will not normally be considered unless they can be demonstrated to provide a broad community benefit unrestricted by religious beliefs or sectarianism.
5. Projects/activities must benefit local residents and/or be of demonstrable benefit to St Austell.
6. Applicant organisations must demonstrate their commitment to equal opportunities and projects/activities must comply with equalities legislation.
7. Clear arrangements must be in place to manage projects/activities and measure their success.
8. Applications must set out the cost of the project/activity and list other sources of funding sought or secured.
9. Grants will not be awarded retrospectively for any project which has already commenced.

D. Rules for successful applicants

1. Applicants must not change the use of their grant award, without the written permission of the Town Council.
2. Applicants must, on request, send the Town Council a written report on the use of their grant within three months of completing the relevant project and agree to the Town Council publishing details of any grants awarded.
3. Applicants must refer to the support of the Town Council in any publicity they release about their project and agree to the Town Council publicising details of any grants awarded.

4. If applicants provide any false information in their application, this may lead to the withdrawal of the grant offered.

5. Persons signing the application form are required to make a personal guarantee that, should any grant offered not be used in accordance with the terms and conditions set by the Town Council, they will repay the outstanding amount to the Town Council on demand.

6. Only one application per organisation will be considered each year unless there are extenuating circumstances.

E. Further information

For further information, including grants application forms, please contact:

Sara Gwilliams
Deputy Town Clerk
St Austell Town Council
Stable Block
Pondhu House
St Austell
Cornwall PL25 5DP

Phone: 01726 829859 E-mail: sara.gwilliams@staustell-tc.gov.uk

March 2010

Item 11

Climate Emergency Development Plan Document (DPD) Renewable Energy & Sustainable Energy & Construction Policies

Proposed Policies Renewable and Low Carbon Energy

Policy RE1 - Renewable and Low Carbon Energy

1. Proposals for renewable and low carbon energy-generating and distribution networks, will be supported in the context of sustainable development and climate change, where:
 - a. they contribute to meeting Cornwall's target of 100% renewable electricity supply by 2030; and
 - b. they balance the wider environmental, social and economic benefits of renewable energy and heat generation, and distribution; and
 - c. It will not result in significant adverse impacts on the local environment that cannot be satisfactorily mitigated, including cumulative landscape and visual impacts, and the special qualities of all nationally important landscapes, heritage assets including their setting which must be conserved or enhanced; and
 - d. The use allows for the continuation of the site for some form of agricultural activity proportionate to the scale of the proposal or provides for 10% biodiversity net gain; and
 - e. It provides for a community benefit in terms of profit sharing or proportion of community ownership and delivers local social and community benefits;
 - f. There are appropriate plans and a mechanism in place for the removal of the technology on cessation of generation, and restoration of the site to an acceptable alternative use;
- Significant weight will be given to community led energy schemes where evidence of community support can be demonstrated as well as administrative and financial structures are in place to deliver/manage the project and any income from it.

- Commercial led energy schemes with a capacity over 5mw shall provide an option to communities to own at least 5% of the scheme.

In addition, the following criteria will be used to assess each of the specific generation types:

2. Wind energy development proposals will be permitted where they:
 1. Are located in a 'suitable area' identified on the Policies Map or are for the repowering of an existing wind turbine/farm; and
 2. Demonstrate that, following consultation, the planning impacts identified by the affected local community have been fully addressed by the proposal; and
3. Solar energy development proposals, including both building mounted and standalone ground mounted installations and extensions or repowering of solar installations will be supported where they are focussed on previously developed land and away from best and most versatile land.
4. Hydroelectricity development proposals will be supported as part of the transition to a low carbon economy where they do not have significant adverse impacts on the water regime, landscape and nature conservation.
5. Deep geothermal and mine water energy development proposals will be supported as part of the transition to a low carbon economy where:
 - a. Heritage or historic landscape issues are adequately addressed;
 - b. Water quality
 - c. Minimisation of the visual impact of buildings and equipment.
6. Energy storage: There is a presumption in favour of energy storage where:
 - a. it is co-located with an existing or proposed renewable energy development;
 - b. it can be shown that it alleviates grid constraints;
 - c. it allows further renewable developments to be deployed,
7. Infrastructure to support offshore renewable energy
Associated land-based infrastructure to support offshore renewable energy schemes will be supported.

Policy RE2 - Safeguarding strategic renewable energy sites

Planning permission for non-renewable energy proposals within areas identified on the Policy Map as being potentially suitable for renewable energy will only be granted where it can be demonstrated that the proposal would:

1. Not introduce adverse impacts within close proximity or interfere with the operation of any installed or planned renewable energy installation and enabling infrastructure; or

2. is a temporary use that will be re-located or removed prior to the renewable energy proposal commencing; and
3. Support energy needs for a specified and limited temporary period of time and as low carbon as possible.

Proposed Policy Sustainable Energy and Construction

The 'energy hierarchy' says that as well as using greener energy sources, we should first think about how to reduce energy use through measures such as positioning buildings to maximise natural warming from the sun (solar gain), maximising insulation, installing low energy lighting and appliances for example. Following the energy hierarchy approach will not only reduce carbon emissions, but also mean lower energy costs for the occupier and thus help to tackle fuel poverty. Policy SEC1 has been developed to help achieve these aims.

Policy SEC1 – Sustainable Energy and Construction

Please note, this policy remains subject to considerable change and uncertainty relating to anticipated changes in building regulations. We await feedback from the government on the consultation on the Future Homes Standard and proposed uplift to Building Regulations, which was expected in Autumn 2020. This includes confirmation on whether Local Authorities will be allowed to continue to set their own energy efficiency standards or whether this will be stopped in favour of national consistency (Deregulation Act). In the absence of any clarity on this issue, we have continued to develop options for our own, more ambitious standards.

Some significant policy amendments have been necessary to Policy SEC1 as the DPD has evolved. In particular, following feedback from businesses, the results of our viability study and through discussions with the South West Energy Hub which all indicated that the requirements in part 2 of the policy would not be viable for most types of non-residential development. Our consultants have suggested that BREEAM 'Excellent' would not have a significant impact on viability, so we have modified our policy approach accordingly.

Amendments have also been made to highlight solar PV as our preferred renewable energy solution to reflect consultation response and member support for solar.

Work has been commissioned from consultants Etude to determine the best way of measuring energy efficiency – this is likely to be a figure based on kwh/m² rather than a % reduction on building regulations, as currently set out at 2b(i). This is in response to lessons learned by other Local Authorities and in line with emerging best practice. As part of this work, Etude will also be suggesting a 2nd more ambitious policy option based on their research which would be an untested policy approach but would definitely 'push boundaries'. Once the information is available and has been viability tested, this will allow us to consider which should be the preferred policy approach.

Following the last round of consultation, we have also amalgamated the former policy SC2 (Natural Carbon Storage) into part 2b(iii) of policy SEC1, as this seems like a natural fit and simplifies the DPD.

Finally, consultation feedback has been to make support for retrofitting historic buildings stronger in favour of carbon reduction measures. We have reviewed the policy text and discussed with our historic environment and world heritage colleagues and, due to our statutory duty to protect and enhance heritage assets, we are unable to be any more ambitious with this issue.

Policy SEC1 – Sustainable Energy and Construction

Development proposals will be required to demonstrate how they have implemented the principles and requirements set out in the policy below.

1 The Energy Hierarchy

All proposals should embed the Energy Hierarchy within the design of buildings by prioritising fabric first, orientation and landscaping in order to minimise energy demand for heating, lighting and cooling. All proposals should consider opportunities to provide solar PV and energy storage.

2a New Development – Non-Residential

Development proposals for non-residential development of 1,000m² or more should demonstrate how they achieve BREEAM 'Excellent'.

2b - New Development – Residential

Development proposals for more than 10 dwellings will be required to submit an 'Energy and Carbon Statement' that demonstrates how the proposal will:

- i. Achieve at least a 19% carbon reduction improvement upon the requirements within Building Regulations Approved Document Part L (or achieve any higher standard than this that is required under new national planning policy or Building Regulations) based on energy efficiency measures; and
- ii. Provide on-site renewable energy generation, consisting of solar PV for each unit or a connection to a renewable or low carbon community energy scheme, that contributes to at least a further 20% reduction in the residual carbon emissions subsequent to 1) above;
- iii. Minimise any loss in natural carbon storage and show the difference between the carbon storage capacities of the pre and post development habitat on the site using a Carbon Storage Calculation.
- iv. Provide onsite natural carbon offsetting and/or make financial contributions to enable all residual carbon emissions and natural storage loss subsequent to 1), 2) and 3) above to be offset by natural climate schemes within the Local Nature Recovery Network or through suitable carbon reduction technology within Cornwall.

3 Energy Networks

Developments will be required to connect to existing district energy networks in the locality or, where there is a future network planned, to be designed to be capable of connection to that network.

All major development proposals should seek to integrate low carbon energy and decentralised energy networks into the proposal. Proposals for development of more than 100 dwellings or non-residential development of over 1,000m² should

take opportunities to integrate community energy networks in the development, taking into account the site's characteristics and the existing cooling, heat and power demands on adjacent sites unless this is demonstrated not to be feasible. Where appropriate, proportionate contributions will be sought to enable a network to be established or completed.

Opportunities for co-location of energy producers with energy users, in particular heat will be supported.

4 Existing Buildings

Significant weight will be given to the benefits of development resulting in considerable improvements to the energy efficiency and reduction in carbon emissions in existing buildings.

Proposals that help to increase resilience to climate change and secure a sustainable future for historic buildings and other designated and non-designated heritage assets will be supported where they:

- conserve (and where appropriate enhance/better reveal) the design, character, appearance and historical significance of the building; or
- facilitate their sensitive re-use where they have fallen into a state of disrepair or dereliction (subject to such a re-use being appropriate to the specific heritage asset).

5 Domestic and Non-Residential Renewables

The Council will support domestic and non-residential renewables such as solar panels (including ground mounted) where they require planning permission. Proposals should seek to minimise visual impact and not impact upon the appearance of the building when viewed from the public realm.

Where fixed to a listed building, proposals must ensure that: technology will not cause significant harm to the appearance and special historic character of the building; require minimal intervention with the fabric of the building; and shall be easily reversible.

6 Water

All dwellings (including conversions, reversions and change of use) should aim to achieve an estimated water consumption of no more than 110 litres/ person/day through the incorporation of water saving measures where feasible.

Development proposals for 50 or more dwellings and non-residential development with a floor space of 1,000 m² or more should incorporate water reuse and recycling and rainwater harvesting measures.

7 Materials and Waste

All development proposals should minimise use of materials and creation of waste through:

- i. Prioritising the use of previously developed land and buildings, whilst maintaining and enhancing local character and distinctiveness;
- ii. Reuse and recycling of appropriate materials that arise through demolition and refurbishment, including the reuse of non-contaminated excavated soil and hardcore within the site;
- iii. Prioritise the use of locally sourced and/or sustainable materials and construction techniques that have smaller ecological and carbon footprints;
- iv. Using locally distinctive, resilient, low maintenance materials that are appropriate for Cornwall's damp maritime climate, for example locally won materials such as slate and granite (particularly for areas that will be harder to maintain once the building is occupied) as described in the Cornwall Design Guide;
- v. Considering the lifecycle of the development and surrounding area, including how they can be adapted to meet changing community needs and how materials can be recycled at the end of their lifetime;
- vi. Providing adequate space to enable and encourage greater levels of recycling across residential and non-residential developments. Space requirements for residential developments should follow those outlined in the Cornwall Design Guide.

ST AUSTELL TOWN COUNCIL
COUNCIL MEETING – 1st FEBRUARY 2021
SCHEDULE OF PAYMENTS
9th JANUARY 2021 to 25th JANUARY 2021

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 £49,688.92.

DAVID POOLEY
TOWN CLERK

Detailed Account Transaction Report

St Austell Town Council

From 9 January 2021 to 25 January 2021

Cash Basis

Date	Payee	Payment Method	Reference	Amount	Cost Centre	Account Name
25-01-2021	January Salaries	BACS	EBP	£24,809.66	General Administration	Salaries / Wages
13-01-2021	Payment: SLCC	Credit Card	CC-13.1.21	£108.00	General Administration	Training
22-01-2021	Payment: Cornwall Signs	BACS	37177	£96.00	Other Parks and Open Spaces	Repairs / Maintenance Premises
15-01-2021	Payment: Cornwall Council	BACS	8100081085	£1,295.00	Stable Block/Pondhu House	Rent / Room Hire
15-01-2021	Payment: Cornwall Council	Direct Debit	802635724-2020/21-10	£1,164.00	Library	Rates
15-01-2021	Payment: Cornwall Council	Direct Debit	802628607-2020/21-10	£55.00	Tregonissey Lane End	Rates
15-01-2021	Payment: Cornwall Council	Direct Debit	80262013X-2020/21-10	£5,191.00	Priony Car Park	Rates
15-01-2021	Payment: Cornwall Council	Direct Debit	802552521-2020/21-7	£384.00	Priony Toilets	Rates
15-01-2021	Payment: E.ON	BACS	H1954F0909	£244.94	Other Parks and Open Spaces	Electricity
22-01-2021	Payment: Kent County Council	BACS	E7608744	£33.01	Pollair Park	Electricity
22-01-2021	Payment: Kent County Council	BACS	E7608741	£68.65	Pollair Park	Electricity
22-01-2021	Payment: Kent County Council	BACS	E7608735	£876.28	Library	Electricity
22-01-2021	Payment: Kent County Council	BACS	G7603188	£326.80	Library	Gas
15-01-2021	Payment: M A Grigg Ltd	BACS	S54798	£109.04	Other Parks and Open Spaces	Grounds Maintenance Supplies
15-01-2021	Payment: M A Grigg Ltd	BACS	S52697	£7.20	Other Parks and Open Spaces	Grounds Maintenance Supplies
15-01-2021	Payment: M A Grigg Ltd	BACS	S52662	£7.20	Other Parks and Open Spaces	Grounds Maintenance Supplies
15-01-2021	Payment: M A Grigg Ltd	BACS	S52686	£154.37	Other Parks and Open Spaces	Grounds Maintenance Supplies
15-01-2021	Payment: M A Grigg Ltd	BACS	S54171	£15.60	Other Parks and Open Spaces	Grounds Maintenance Supplies
15-01-2021	Payment: M A Grigg Ltd	BACS	S56760	£29.70	Other Parks and Open Spaces	Grounds Maintenance Supplies
15-01-2021	Payment: M A Grigg Ltd	BACS	S63855	£19.44	Other Parks and Open Spaces	Grounds Maintenance Supplies
15-01-2021	Screwfix Direct Ltd	Direct Debit	1129013529	£37.02	Other Parks and Open Spaces	Grounds Maintenance Supplies
19-01-2021	Screwfix Direct Ltd	Direct Debit	1129538451	£37.02	Other Parks and Open Spaces	Grounds Maintenance Supplies
13-01-2021	Payment: Allstar Business Solutions	Direct Debit	E2013426183	£29.32	Transport and Plant	Fuel
19-01-2021	R Baddiley - Fuel	Petty Cash	PC10	£40.00	Transport and Plant	Fuel
22-01-2021	Payment: Hawkins Motors	BACS	256086	£393.24	Transport and Plant	Repairs/ Maintenance-Vehicles/Plant
15-01-2021	Payment: Vincent Tractors Ltd	BACS	193307	£12,000.00	Transport and Plant	Other Transport/Plant expenses
12-01-2021	Payment: EE Limited	Direct Debit	V01830951785	£18.00	General Administration	IT / Communications
12-01-2021	Payment: EE Limited	Direct Debit	V01830951785	£73.10	General Administration	IT / Communications
22-01-2021	Payment: Treverbyn Community Trust	BACS	Grant1	£500.00	Misc. Projects/Grants	Small Grants Scheme
12-01-2021	G4S	BACS	02495847	£470.78	Priony Car Park	Contract Payments
12-01-2021	G4S	BACS	02495847	£58.85	Library	Contract Payments
12-01-2021	G4S	BACS	00469857	£529.63	Priony Car Park	Contract Payments
22-01-2021	Payment: Benrose Mobile Limited	BACS	B3122196	£38.65	Priony Car Park	Contract Payments
25-01-2021	Payment: Biffa Waste Services Ltd	Direct Debit	522C96552	£597.59	Other Parks and Open Spaces	Contract Payments
25-01-2021	Payment: Biffa Waste Services Ltd	Direct Debit	522C96557	£362.40	Library	Contract Payments
15-01-2021	Payment: GB Tool Hire Ltd	BACS	68795	£495.60	Other Parks and Open Spaces	Protective Clothing
15-01-2021	Payment: M A Grigg Ltd	BACS	S56760	£49.50	Other Parks and Open Spaces	Protective Clothing
15-01-2021	NatWest - Bankline charges	Direct Debit		£47.20	General Administration	Miscellaneous Expenses
19-01-2021	Payment: Worldpay (UK) Ltd	Direct Debit	137452286	£6.42	General Administration	Miscellaneous Expenses
19-01-2021	Payment: Worldpay (UK) Ltd	Direct Debit	137452286	£21.00	General Administration	Miscellaneous Expenses
19-01-2021	Payment: Worldpay (UK) Ltd	Direct Debit	137435098	£1.01	Library	Miscellaneous Expenses
19-01-2021	Payment: Worldpay (UK) Ltd	Direct Debit	137435098	£21.00	Library	Miscellaneous Expenses
				£49,688.92		

**MINUTES of a REMOTE MEETING of the ST AUSTELL TOWN COUNCIL
STAFFING COMMITTEE held on FRIDAY 22nd JANUARY 2021 at 9.30am**

Present:

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

In attendance:

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

S/19/23) Apologies for Absence

There were no apologies for absence.

S/19/24) Declarations of Interest

There were no declarations of interest.

S/19/25) Minutes of meeting held on the 7th August 2020

It was **RESOLVED** that the minutes of the Staffing Committee held on Friday 7th August 2020 should be approved and signed as a correct record.

Councillor Bull abstained from voting on this item as she did not have a copy of the minutes to refer to

S/19/26) Matters to Note

Further to minute number **S/19/18** the Clerk advised that the Community Projects Officer and Grounds Maintenance (Waste) posts had both been deleted from the establishment as part of the 2021/22 budget setting round.

S/19/27) National Pay Negotiations

The Clerk advised that 2% had been allowed in the budget for the April 2021 pay award. Central Government has expressed the view that there should be no pay award this year but the final decision with regard to this will be made by the Local Government employers in consultation with the Unions. Discussions are still at a very early stage.

S/19/28) Rural Market Towns Group (RMTC)

The Clerk advised that he had been invited by the Director of the Rural Services Network to sit on a proposed Officer Steering Group which would be used as a sounding board for opinions on the work of the RMTC and current issues. The meetings would be held virtually and if approved the Clerk would be a South West representative as well as a Town Council representative.

Members felt that having a representative at these meetings would be positive and could be useful for linking up with other towns as long as the position did not impact adversely on the work of the Town Clerk locally.

It was **RESOLVED** that the Town Clerk should sit on the Rural Market Town Group Officer Steering Group.

S/19/29) 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/19/30) Update on Staffing Matters

Mayor's Secretary/Administrative Assistant (MSAA)

The Clerk advised that the role of the MSAA has, over the last couple of years, taken a much broader role in the management of the Town Council's procurement and finances under his supervision and the title of MSAA is not reflective of the role as it has evolved. He added that the postholder has embraced these new responsibilities and has attended, and agreed to continue to attend, on-line financial management training courses to broaden her knowledge and understanding of financial matters. The day to day administration of the Mayor's civic engagements/events will still be carried out by the postholder under the assistance and supervision of the Deputy Town Clerk.

The Clerk recommended that in recognition of the increase in responsibilities the post be re-designated Finance/Administrative Support Officer on spinal column point 7.

Grounds Maintenance – Foreman

The Clerk advised that the increase in the number of staff within the grounds maintenance team now requires some strengthening of the management structure to ease the burden of day to day staff supervision for the Operations Manager and recommended that an internal recruitment process is adopted to promote one member of the existing Grounds Maintenance Team to the position of Foreman (or Foreperson).

Furlough/Coronavirus Job Retention Scheme

The Clerk updated Members on the current furlough arrangements and payments to date under the Coronavirus Job Retention Scheme.

During discussion, Members stressed the importance of continuous training for all staff.

It was **RESOLVED** to:

1. Note the contents of the report;
2. Appoint a foreman on spinal column point 12 through an internal recruitment process;
3. Redesignate the post of Mayor's Secretary/Administrative Assistant to Finance/Administrative Support Officer on spinal column point 7 with effect from February 2021.

S/19/31) Staff Sickness Absence

Members noted a report of staff sickness which demonstrated that the average days lost to sickness per employee was 2.13 days for the period April 2020 to 18th January 2021 which is well below the national average.

S/19/32) Date of Next Meeting

To be confirmed.

The meeting closed at 10.15am.

