

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 22nd March 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 22nd March 2021**.

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

David Pooley
Town Clerk

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

16th March 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 1st February 2021

**Pages
1 to 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 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** **Pages 5 to 12**
- (Purpose: To receive an update and comment on priorities for inclusion in the initial bid for funding from the Town Centre Revitalisation Fund). (Attached).
- 10. Electronic Voting** **Pages 13 to 16**
- (Purpose: To consider amending the Standing Orders to permit electronic voting by poll). (Report attached).
- 11. Climate and Environment Committee** **Pages 17 to 20**
- (Purpose: To consider re-instating the Climate and Environment Committee) (Report attached).
- 12. Parks and Open Spaces Strategy**
- (Purpose: To consider formal approval of the Parks and Open Spaces Strategy). <https://www.staustell-tc.gov.uk/VirDir/CoreContents/News/Display.aspx?id=38182>
- 13. Members appointed to outside bodies update reports**
- (Purpose: To receive reports of any relevant information from Members appointed to outside bodies).
- 14. Cornwall Councillor update reports**
- (Purpose: To receive reports of any relevant information from local Cornwall Councillors).
- 15. Schedule of Payments** **Pages 21 to 26**
- (Purpose: To receive a schedule of payments from 26th January 2021 to 12th March 2021) (Attached).
- 16. Planning Committee** **Pages 27 to 38**
- (Purpose: To note the minutes of the meetings dated 8th February 2021 and 8th March 2021). (Attached).

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- 17. Finance and General Purposes Committee** **Pages 39 to 42**
(Purpose: To note the minutes of the meeting dated 22nd February 2021). (Attached).
- 18. Community Committee** **Pages 43 to 48**
(Purpose: To note the minutes of the meeting dated 1st March 2021). (Attached).
- 19. Dates of Meetings**
(Purpose: To confirm dates of forthcoming meetings: 19th April 2021 (Annual Parish Meeting)).

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MINUTES of the MEETING of ST AUSTELL TOWN COUNCIL held on MONDAY 1st FEBRUARY 2021 (Remote Meeting) at 6pm.

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

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

C/19/271) Apologies for Absence

There were no apologies for absence.

C/19/272) Declarations of interests and gifts or hospitality received

None.

C/19/273) Dispensations

There were no requests for a dispensation.

C/19/274) Minutes of Meeting held on 18th January 2021

It was **RESOLVED** that the minutes of the meeting held on the 18th January 2021 be approved and signed as a correct record.

Councillor Oxenham abstained from voting on this item

C/19/275) Matters to Note

The Clerk had nothing to add.

C/19/276) Mayor's announcements

The Mayor advised that since the last Council meeting, a joint letter from himself, Steve Double MP, Richard Hurst (Centre Manager, White River Place) and Annette Miller (BID Manager) had been sent to Kate Kennally on Thursday 21st January 2021 expressing concerns with regard to the increase in anti-social behaviour in the town and the quantity and quality of temporary accommodation in the town centre. He added that Chief Superintendent Jim Pearce had also expressed concerns at a recent Cornwall Council meeting about the number of premises and suitability of some of them. A response to the letter was received from Louise Wood, Service Director for Planning and Sustainable Development on Friday 29th January 2021 advising that a plan is going to be produced detailing how the complex needs accommodation will be reduced in the town. A meeting has been set up by Jon Lloyd-Owen, Head of Housing on the 18th February 2021 to speak to the Town Council about the concerns and he urged all Councillors to attend to express their views. The Mayor advised that extra patrols by the various support agencies including car park enforcement officers have been put in place. He advised that the camera at Chapel Field has been the subject of a further attack but had not been stolen. The Clerk is liaising with Cornwall Council and the Police about additional resource for the area and the re-siting of the camera.

The Clerk **AGREED** to circulate the letter to Kate Kennally and the reply from Louise Wood to all Members.

C/19/277) Public Participation

Mrs Earl advised that the Friends of St Austell Station have obtained a grant to renew the planters at the Station and that she will be liaising with the BID about planting schemes and the Town Clerk who has agreed that the Town Council can act as the accountable body for the grant funding on behalf of the Friends Group.

Mrs Earl expressed disappointment with regard to the Town Council's climate change activity and the personal commitment to the Climate Emergency from both officers and members who she felt should be setting an example.

The Clerk advised that the Town Council has adopted a Climate Emergency Action Plan and that he would make arrangements for it to be updated and made more visible to the public in due course.

The Mayor expressed the opinion that the 10 pledges are a personal choice for Councillors/officers and that it was inappropriate for the Town Council to pursue further.

Anthony Hereward offered to come to speak to the Council at a future meeting.

C/19/278) Members' questions

None.

C/19/279) St Austell Revitalisation Partnership

The Clerk explained that the first meeting of the St Austell Revitalisation Partnership took place on the 27th January 2021 and James Staughton was elected chair. The representation of the group is as follows:

- 6 – private sector representatives
- 6 – voluntary sector representatives
- 7 – public sector representatives (5 x Cornwall Councillors, MP and Mayor)

After the May election the representation for the public sector will be:

- 3 – Cornwall Council representatives
- 2 – Town Council representatives
- 1 – MP

He advised that the first meeting was taken up with the governance arrangements for the partnership which included the election of a Chair and a review of the draft Terms of Reference. It is expected that the focus will start on the town centre initially, possibly looking at Cornwall Council owned land. The next meeting is in one month's time when it is expected that the various funding streams and potential projects will start to be identified.

The Clerk advised that the meetings will be a mixture of open and private sessions but the minutes will be publicly available. At the present time Cornwall Council is the Lead Body for the Partnership but in due course, the Town Council might be asked to be the accountable body for some projects and their associated funding streams.

C/19/280) Small Grants Scheme - Criteria

The Clerk advised that the criteria for the small grants scheme had not been reviewed for a number of years and suggested some changes for Members to consider including a clause that indicated that climate emergency initiatives would be looked upon favourably.

During discussion, Members raised the following suggestions:

- Whether there is a need for all successful applicants to publicise the Town Council's support;
- The need to include reference to welcoming climate emergency initiatives;
- The need to recognise that some community projects will have huge benefits to the wellbeing and quality of life for people without any environmental benefits.

It was **RESOLVED** that the Small Grants Scheme criteria should be amended to include the following clauses:

- The Town Council welcomes applications for projects which will make a positive contribution to the climate emergency.
- The Town Council recognises the impact of Covid on local communities and welcomes projects which seek to improve the quality of life and wellbeing of local residents.
- Organisations may be asked as a condition of the grant to complete a feedback form demonstrating how the Council's funding was used and the benefits derived.

C/19/281) Climate Emergency Development Plan Document – Renewable Energy & Sustainable Construction policies and evidence

Members reviewed the draft policies and made the following comments:

- Disappointment that there is no mention of hydrogen
- Disappointment that Cornwall Council has chosen diesel for the majority of its public transport
- No mention of the need to re-cycle batteries
- A desire to see a lower threshold for residential dwellings as outlined in 2b
- A desire that the policies should specify high sustainability building standards and go as high as permitted by legislation

It was **RESOLVED** to thank Cornwall Council for the opportunity to comment on the document and outline the suggestions made with regard to hydrogen, public transport, re-cycling of batteries and a lower threshold for residential dwellings as outline in Policy SEC1 2b.

Councillors Jones and Thompson abstained from voting on this item

C/19/282) Members appointed to outside bodies update reports

Councillor Brown advised that SABEF received a presentation from Cornwall Council on the Revitalisation Partnership and Heidi Clemo regarding the forthcoming census.

Councillor Palmer advised that he had nothing to add since the last meeting as the next BID meeting is due to be held in the week and the CALC Larger Council's Group have not met since the start of the pandemic.

Councillor Oxenham advised that SELAG are looking for volunteers to join them and outlined her involvement including the Chairing of a meeting.

Councillor French left the meeting

C/19/283) Cornwall Councillor update reports

Members praised the health services for the roll out of the vaccination for Covid19 and Councillor Pears highlighted the need for plasma from people who have recovered from Covid19.

Councillor Pearce left the meeting

C/19/284) Schedule of Payments

It was **RESOLVED** that the Schedule of Payments for the period from 9th January 2021 to 25th January 2021 totalling £49,688.92 be approved.

C/19/285) Staffing Committee

It was **RESOLVED** to note the minutes of the Staffing Committee Meeting held on the 22nd January 2021.

C/19/286) Dates of Meetings

It was noted that the date of the next meeting of the Council is Monday 22nd March 2021.

The meeting closed at 7.35pm.

Report to St Austell Town Council Full Council Meeting 22 March 2021

Town Vitality Fund Application

Purpose of this report

St Austell Town Council has an opportunity to apply for up to £150,000 of revenue funding from Cornwall Council to develop projects which will support town centre vitality. This report provides Town Councillors with information relating to this funding opportunity and how it is being pursued and seeks a mandate from the Town Council for the St Austell Town Revitalisation Partnership to proceed with developing a detailed application on its behalf.

Background

It has long been recognised that UK High Street economies are facing unprecedented challenges. Consumer and work patterns have been evolving and adapting to technological innovations which has, over time, undermined demand for traditional retail and office spaces. Recognising this trend, and the existential threat that it potentially poses to Cornwall's economy, Cornwall Councillors held a special enquiry in 2019. Details of this enquiry can be accessed using this link - [Browse meetings - Vitality of High Streets - Member Inquiry - Cornwall Council](#)

The global pandemic over the last 12 months has brought these challenges sharply into focus and has shifted much more of what we do as individuals into the "on line realm", thereby accelerating the pre-existing trends.

Responding to the 2019 Member Enquiry, in 2020 Cornwall Council's Cabinet agreed to establish a £4m Town Centre Revitalisation Fund (TCRF) to support the revitalisation of Cornwall's High Streets. From that £4m support package, £1m of revenue funding has been set aside as a "Town Vitality Fund" and all Cornish Town Councils are invited to submit applications to secure the resources they need to help them to make progress with local priorities.

Funding Application process and timeline

Further details can be accessed using this link - [Town Centre Revitalisation Fund - Cornwall Council](#). Due to its size of population, St Austell qualifies to apply for up to £150,000 in funding which is the highest tier available within the scheme. A "Toolkit" document has been produced by Cornwall Council to support and guide Town Councils in how to navigate the process, drawn from past learning and good practice. This toolkit can be access using this link - [Place Shaping Toolkit \(cornwall.gov.uk\)](#)

It is important to recognise that the funding is limited and therefore this should be considered as a competitive process. The application form and guidance can be access using this link - <https://www.cornwall.gov.uk/media/45108270/town-vitality-fund-application-form-guidance-final-16-nov-20.docx>

St Austell's Response and approach to pursuing this opportunity

Initial discussions about how St Austell could respond to this opportunity were held between elected representatives of the Town Council, local Cornwall Councillors, the Town Clerk and Cornwall Council Officers. Following that discussion a new town centre focussed group has been established for St Austell including representation from three distinct interest groups being Democratic, Business and Voluntary/Community. The group is called "St Austell Town Revitalisation Partnership", hereafter referred to as "The Partnership", and its role is to develop St Austell Town Council's application for

funding. The Partnership's Terms of Reference, which includes its Vision and membership, are attached as an appendix to this report for information and reference.

It is recognised that revenue funding at this scale, whilst undoubtedly helpful, cannot by itself deliver transformational change. Instead this is seen as a seed funding opportunity to build local capacity and cohesion and support the necessary initial project development work. This will enable St Austell to progress from its solid starting point of having a clear vision, ideas and values, towards creating a suite of deliverable, "shovel ready" and transformational project proposals for the town. In turn this will make the town centre a more attractive proposition for inward investment and advantageously position St Austell to seek and secure government capital funding and support as and when such becomes available (e.g. through Town Deal opportunities, Levelling Up Funding, Shared Prosperity Funding etc).

Initial Work undertaken by the Partnership

At its meeting on 04 March 2021, the Partnership held a workshop session to pool ideas. The following questions were considered:

- Q1, if there are vacant and underused premises, what are they and what could these be used for that may address contemporary needs and cultural change?
- Q2, How do we encourage people to come to work in the town centre?
- Q3, Increasing footfall within the town centre has been identified as a key element of the early work developed as part of the Austell Project by creating exciting and engaging interventions - how else can we encourage this increase in the pedestrian use in the town centre?
- Q4, Are whole buildings vacant, or are they partially vacant? If partially vacant how can we encourage the more efficient use of space? Is there opportunity for a greater mix of uses and facilities?
- Q5, How can we encourage people to stay and to live in the town? Is there opportunity for the conversion of existing town centre buildings to residential use? What would the benefits be?
- Q6, How is the public realm functioning at present? Does it cater for a variety of needs and if not, how can this be addressed and improved?
- Q7, Is the town accessible? How can this be improved?
- Q8, Should St Austell provide accommodation for higher level/degree level students? If so, how could this be achieved?

Town Councillors' ideas and thoughts in relation to these questions are invited.

Emerging Themes for St Austell's Application

The following themes have been identified from the Partnership's early work and are proposed, subject to Council agreement, to be developed in greater detail and taken forward into an application for funding.

1. Undertake an Inclusivity and Accessibility Review of the town centre, including the review of existing spaces and public realm and identification of opportunities for technology to enable all residents to access and enjoy the Town Centre

2. Building local place shaping capacity by supporting the partnership and other groups to develop and deliver positive change
3. Review previous work undertaken to collate into a single strategy and master plan for the town centre which aligns with the current needs and demand.
4. Develop and establish clear standards and principles for St Austell Town centre to guide promotional material and activities, signage and way marking, street furniture design.
5. Community Engagement and participation building upon immediate and ongoing activity/workshops and festivals to enable a positive and interactive dialogue to take place amongst St Austell's residents
6. Develop concepts to encourage more active transport in and around the town centre including review of existing walking and cycling routes and investigating feasibility of creating a new cycle hub (or hubs) connecting with wider transport strategies.
7. Developing proposals for establishing educational activities within the Town Centre and undertaking market research to ensure that the offers respond to demand
8. Developing proposals to increase the leisure offer so that St Austell's town centre evolves into a place which is attractive and interesting to spend time in.
9. Identification of properties that can provide prime opportunities for change.

Recommendations

It is recommended that the Town Council:

- i. confirms that it is content for the Partnership to proceed with developing a detailed application for TCRF Town Vitality Funding in line with the themes set out in this report, and
- ii. agrees to receive a further report setting out details of the proposed application

Appendix

St Austell Town Revitalisation Partnership

Terms of Reference

APPROVED 04 MARCH 2021

Aim

The aim of the St Austell Town Revitalisation Partnership (hereinafter referred to as the Partnership) is to help St Austell stakeholders achieve their aspirations for St Austell to be an even better town to work, live and study in as well as to visit by providing a forum for the working up and co-ordination of aspirational and viable projects which will secure the long term economic, social and environmental revitalisation of the town.

Role

To achieve this aim the Partnership will:

- Work with Cornwall Council, the Town Council and other key stakeholders as appropriate to identify priority projects to improve the economic, social and environmental revitalisation of the Town
- Develop a strategy for the revitalisation of the Town Centre
- Pull the required information together to help inform decisions
- Find solutions to issues through partnership working and to call on the expertise of other groups as and when required
- Offer a forum whereby community groups and other private sector companies can seek advice / feedback on their emerging projects within St Austell
- To provide a forum whereby members of the group can help to ensure co-ordination between existing and emerging projects
- To establish task and finish groups, as appropriate, to progress priority projects where required and where projects are not being led by lead organisations.
- Support funding applications by the Town Council.

It is important to note that it is not currently envisaged that the Partnership will be contracting for services directly.

Membership

Representatives who serve on the Partnership in a voting capacity will be from named bodies, organisations and businesses with an interest in stimulating the economy and improving quality of life whilst reflecting the diversity of both the town and its surrounding area. Members of the Partnership will be representative of three key interest groups being Business, Voluntary & community and Democratic.

Business

- White River Place - Richard Hurst
- St Austell Brewery - James Staughton
- St Austell Business Improvement District - Dale Lovatt
- WTW Cinemas - Mark Williams
- St Austell Print - Peter Moody
- Lewis Estates Agents – Mark Lewis

Voluntary & Community

- St Austell Healthcare (GP Practice) – Chris Sampson
- Ocean Housing - Ann-Marie Rogers
- Holy Trinity Church - Rev Howard Flint
- Market House – Grant McDonald
- Cornwall College Group – Kym O’Mara
- St Austell Bay Economic Forum (SABEF) - Anne Chapman

Democratic

- St Austell Cornwall Councillors (currently Cllrs Heyward, Pears, French, Bull, Brown)*
- Member of Parliament (currently Steve Double MP)
- Mayor of St Austell (currently Cllr Styles)*

(* To be updated following Local Elections taking place in May 2021 and Town Council Mayor Making ceremony in June 2021)

In addition to the membership, a range of advisors will routinely attend Partnership meetings to provide support:

- Mark Ellis (CC)
- Helen Nicholson (CC)
- David Pooley (St A TC)
- Rachel Smith (CC)
- Louise Wood (CC)
- Caitlin Murray (CC)
- Tamsin Thomas (CC)

In addition to the above named advisors, specialist input and advice may be obtained through other appropriately qualified specialists as required.

Secretariat support for the Partnership will initially be provided by Cornwall Council for a period of 6 months unless any other partner wishes to take this role.

Membership will be kept under review and will be formally reviewed on an annual basis. The names of Partnership members within the “Democratic” group to be updated following elections as appropriate. Where it is identified that changes to the membership of the Partnership would be beneficial, such changes will be proposed and seconded by existing Members of the Partnership and put to a vote, with decisions taken on a simple majority. The

Chair shall hold a casting vote in the event of a deadlock. The Partnership will seek to maintain an equitable numerical balance between the Member groups.

Chairing Arrangements

A Chair of the Partnership will be elected annually from the membership listed above. The Chair will be rotated on an annual basis between the 3 member groupings (i.e. Business, Voluntary/Community, Democratic).

In addition to the Chair, the Partnership will also annually elect two Vice Chairs. These will be members from groups other than that from which the Chair belongs. The Chair may ask one of the Vice Chairs to deputise for him or her.

Decisions

This Partnership will aim to reach a consensus wherever possible. Where members of the Partnership cannot reach a consensus view, decisions may be taken through a simple majority vote, with the Chair holding a casting vote in the event of deadlock situations.

Frequency and Format of meeting

Frequency of meetings will routinely be on a monthly cycle in accordance with a meetings schedule to be agreed on an annual basis by the Partnership. This meeting schedule may be reviewed by the Partnership.

Meetings may take place via remote working technologies (e.g. Microsoft Teams or Zoom) or physically, or as a combination of the two (subject to technological capacity and prevailing government guidance).

Meeting Attendance and Quoracy

A meeting of the Partnership will be deemed quorate if the Chair plus two members from each of the membership groups are present.

Members are encouraged to make every effort to prioritise attendance. Should attendance at a meeting not be possible then apologies should be given in writing (via e-mail) to the Chair in advance of the meeting taking place. Where Members cannot attend in person they may propose to the Chair a suitably empowered and appropriately qualified representative to attend the meeting in their place. Acceptance of a representative to be at the discretion of the Chair.

Should a Member not attend meetings and not be represented on three consecutive occasions, then the merits of their continued membership of the Partnership shall be considered by the Chair and Vice Chairs.

Record Keeping, Code of Conduct & Confidentiality

Partnership members are asked to declare any relevant interests at the point of discussion and to abide by the Code of Conduct.

Notes of the meeting will be recorded, together with any actions and circulated in draft format after the meetings. Each meeting will consider and approve the notes from the previous meeting. An “Actions Log” will be maintained to enable all agreed actions to be monitored by the Partnership.

In general, information discussed within the meetings, together with other correspondence relating to the Partnership and documentation developed through its activities, will not be deemed confidential and will be made publicly available. Where documents are in development or not yet in approved form they will be stored outside of the public domain. By exception, where information is created or held by the partnership which is deemed to be confidential or personal in nature, publication will be withheld in accordance with the provisions of the Data Protection Act 2018.

Task & Finish Group(s)

The Partnership can establish task and finish groups to support the delivery of a specific priority project or task which has been identified. Any task and finish group formed must have at least one Partnership member from each of the three groupings, plus at the discretion of the Chair, membership of the group can comprise representatives from organisations / individuals that are not full Partnership members.

ST AUSTELL TOWN COUNCIL
COUNCIL – 22nd MARCH 2021
ELECTRONIC VOTING BY POLL

1. PURPOSE OF REPORT

To consider amending the Standing Orders to permit electronic voting by poll as an acceptable method of voting.

2. LEGAL AND RISK MANAGEMENT ISSUES

At the time of writing, legislation allowing Town and Parish Councils to hold meetings virtually expires on 6th May 2021. If this legislation is not extended, the Town Council will be required to hold its annual meeting on the 17th May 2021 in an outdoor setting if it is not to break the Covid19 legislation.

At the time of writing, it is expected that the Government will extend the legislation permitting virtual meetings.

3. RESOURCE ISSUES

None

4. EQUALITIES ISSUES

Electronic voting by poll is not possible for those people who attend virtual meetings by telephone.

5. ENVIRONMENTAL ISSUES

The use of virtual meetings over the last 10 months has had a positive effect on the Town Council's carbon footprint.

6. RECOMMENDATIONS

It is recommended that:

- If legislation permits, the Town Council continues with virtual meetings for the time being;

- Electronic voting by poll is clarified as an acceptable method of voting within the Town Council's Standing Orders subject to those not being able to use electronic polls being able to vote by roll call.

Background

With effect from the 4th April 2020 Town and Parish Councils were permitted by law under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations (No 392) to conduct their business virtually. The Town Council chose to use Zoom and, on the whole, this platform has worked well as it allows all Councillors to be seen on screen and has reasonable controls to allow the business to be transacted smoothly.

This legislation is due to end on 6th May 2021. If not extended Town and Parish Councils will have to meet face to face to transact any business. The current roadmap however suggests that on the 17th May 2021 a maximum of 30 people will be able to meet outdoors (rule of 6 or two households still applies indoors) with all restrictions, indoor and out, ending on the 21st June 2021.

It is expected that the legislation will be extended to allow virtual meetings to carry on beyond 6th May 2021.

Annual Town Council Meeting

The Town Council is scheduled to hold its Annual Town Council meeting on Monday 17th May 2021. The first agenda items will be the election of Mayor and Deputy Mayor. Legislation permitting, it is suggested that this meeting is carried out by Zoom rather than held outdoors. If the legislation is not extended, the meeting will have to be held face to face outdoors (weather permitting) in order to abide by Covid rules.

Election of Mayor and Deputy Mayor

In previous years Members have chosen to elect a Mayor and Deputy Mayor by secret ballot. Assuming that virtual meetings are permitted and Members wish to adopt a similar process, this can be achieved utilising a Poll which can be set up on the evening once the nominations are known. Members who are unable utilize the poll facility could have their vote taken by roll call.

Standing Orders

The Town Council's Standing Orders were amended in October 2020 to permit the Town Council to hold virtual meetings. The paragraph relating to voting does not currently permit voting by a poll and will need amending if Members wish to have the choice of being able to vote this way. The current wording is as follows:

- **Meetings generally**

r Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda. In exceptional circumstances, where the majority of members present at a meeting (excluding a video conferencing meeting) consider it appropriate, a vote may be undertaken by a secret ballot. *This may be by a show of hands or by using electronic voting facilities as long as all persons present can see the voting of others or, if there are persons using audio only, a named vote may be undertaken by either the Chairman or Clerk.*

If Members wish to have the choice of voting by Zoom poll the following wording is suggested:

r Unless standing orders provide otherwise, voting on a question shall be by a show of hands. *This may be by a show of hands or by using electronic voting facilities as long as all persons present can see the voting of others or, if there are persons using audio only, a named vote may be undertaken by either the Chairman or Clerk.*

At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor

present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

In exceptional circumstances, where the majority of members present at a meeting consider it appropriate, a vote may be undertaken by a secret ballot.

A secret ballot may be undertaken during a virtual meeting utilising an electronic poll facility. Should a Member, for whatever reason, not be able to use the polling facility, their vote may be taken by a roll call.

Members' views are sought.

DAVID POOLEY
TOWN CLERK

ST AUSTELL TOWN COUNCIL

COUNCIL – 22nd MARCH 2021

CLIMATE AND ENVIRONMENT COMMITTEE

1. PURPOSE OF REPORT

To consider whether to reinstate the Climate and Environment Committee.

2. LEGAL AND RISK MANAGEMENT ISSUES

The Town Council may create, amend and/or delete Committees as necessary from time to time to best manage its resources. Terms of Reference have been agreed for each Committee. Currently, there is a significant overlap between the responsibilities of the Climate and Environment Committee and other Committees.

3. RESOURCE ISSUES

The Climate and Environment Committee and Community Committee were combined in September 2020 to reduce the workloads of the Clerk and Deputy Clerk and create capacity to deal with increasing demands and Covid19 related issues. The Town Council has reduced its staffing establishment to balance its budget. A budget of £5,000 has been earmarked for climate and environmental initiatives in the 2021/22 financial year.

4. EQUALITIES ISSUES

None.

5. ENVIRONMENTAL ISSUES

Currently the majority of environmental issues are being dealt with by the Community Committee.

6. RECOMMENDATIONS

It is recommended that:

1. Members agree to reinstate the Climate and Environment Committee with effect from the beginning of the next civic year and pencil in 2 meeting dates a year for the committee to review the Climate Action Plan and any other climate emergency issues which have not been addressed by other Committees.
2. When the new Council is formed a representative of the Council or Climate and Environment Committee be nominated to act as the Town Council's Climate Emergency champion and liaison for community groups.

Background

The Community Committee at its meeting on 14 September 2020 recommended that the Community Committee and Climate and Environment Committee be amalgamated to reduce the workloads and pressures on the Clerk and Deputy Clerk during the Covid pandemic. It was also acknowledged that the Community Projects Officer post was unlikely to be replaced due to budgetary constraints as a result of Covid19. The full Council on the 19th October ratified this recommendation. A number of Members have asked that this decision be reviewed.

There are significant overlaps between the Terms of Reference of the Climate and Environment Committee and other standing Committees. While the Climate and Environment Committee has been suspended, the majority of climate and environmental issues have been dealt with by the Community Committee. All reports of the Council include a note on environmental issues to encourage consideration of the climate emergency when considering options.

The Covid pandemic placed significant additional burdens on the Town Council's administration and required a number of changes to working practices and the furloughing of staff. Early in the pandemic the post of the Community Projects Officer became vacant, and it became clear that the Council could not afford to replace the position. The increased workloads and reduced resources were recognised by the Community Committee at a meeting on the 14th September 2020 and it was recommended that the Climate and Environment Committee and Community Committee be amalgamated for the time being. The full Council on the 19th October 2020 ratified this recommendation. A number of Members have asked that the Council review this situation in the light of the changing circumstances.

The Town Council remains extremely lean with a very small administrative team for the scale of operations maintained and with this in mind, it is recommended that if Members reinstate the Climate and Environment Committee it be done with effect from the new civic year and that it meets initially twice a year to review the Climate Action Plan and deal with any climate issues or initiatives which have not been progressed through other committees.

Partnership Working

Given the many potential climate change initiatives, a lot will be delivered in partnership with other organisations. This can bring together different cultures, skills and priorities and generates the need for good communications and co-operation and trust between different organisations. Members should be mindful to maintain good relationships with partners and when considering potential opportunities try to understand the priorities of the various organisations involved.

In view of the lack of resource within the Town Council following the latest round of budget cuts, partnership working, Member involvement and other opportunities will be more important than ever. Members might wish to think about how they wish to work with partners and how they will develop those relationships.

When the new Council is formed a representative of the Council or Climate and Environment Committee be nominated to act as the Town Council's Climate Emergency champion and liaison for community groups.

DAVID POOLEY
TOWN CLERK

ST AUSTELL TOWN COUNCIL
COUNCIL MEETING – 22nd MARCH 2021
SCHEDULE OF PAYMENTS
26th JANUARY 2021 to 12th MARCH 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 £108,025.53.

DAVID POOLEY
TOWN CLERK

Detailed Account Transaction Report

St Austell Town Council

From 26 January 2021 to 12 March 2021

Cash Basis

Date	Payee	Payment Method	Reference	Amount	Cost Centre	Account Name
29-01-2021	HMRC - January Salaries	BACS		£6,690.40	General Administration	Salaries / Wages
29-01-2021	Cornwall Council - January Salaries	BACS		£7,601.27	General Administration	Salaries / Wages
25-02-2021	Salaries and oncosts - February 2021	BACS		£39,153.71	General Administration	Salaries / Wages
5-03-2021	Payment: Cornwall Association of Local Councils Limited	BACS	2021-440	£24.00	General Administration	Training
5-03-2021	Payment: Kernow Training Ltd	BACS	KTL003783	£350.00	Other Parks and Open Spaces	Training
29-01-2021	Payment: Cornwall Signs	BACS	37226	£48.00	Other Parks and Open Spaces	Repairs / Maintenance Premises
29-01-2021	Payment: APS Construction Services Limited	BACS	2322	£228.00	Priory Toilets	Repairs / Maintenance Premises
29-01-2021	Payment: APS Construction Services Limited	BACS	2321	£240.00	Poltair Park	Repairs / Maintenance Premises
5-02-2021	Payment: Metro Rod Limited	BACS	245094	£78.00	Priory Toilets	Repairs / Maintenance Premises
5-02-2021	Payment: UK Radon Ltd	BACS	UK20/1240	£1,865.50	The House/Youth Services	Repairs / Maintenance Premises
12-02-2021	Payment: Cornwall Signs	BACS	37260	£78.00	Other Parks and Open Spaces	Repairs / Maintenance Premises
12-02-2021	Payment: SBR Electrical	BACS	2021199	£557.39	Stable Block/Pondhu House	Repairs / Maintenance Premises
12-02-2021	Payment: Glendale Countryside Ltd	BACS	GO421-3232	£300.00	Other Parks and Open Spaces	Repairs / Maintenance Premises
12-03-2021	Payment: Sandoe & Sons	BACS	INV-2123	£744.00	Other Parks and Open Spaces	Repairs / Maintenance Premises
15-02-2021	Payment: Cornwall Council	BACS	80262013X-2020/21-11	£1,164.00	Library	Rates
15-02-2021	Payment: Cornwall Council	BACS	80262013X-2020/21-11	£5,191.00	Priory Car Park	Rates
15-02-2021	Payment: Cornwall Council	BACS	802552521-2020/21-8	£384.00	Priory Toilets	Rates
29-01-2021	Payment: Kent County Council	BACS	E7608743	£86.77	Poltair Park	Electricity
5-02-2021	Payment: SSE Business Energy	BACS	41817533/0005	£156.86	Priory Toilets	Electricity
12-02-2021	Payment: E.ON	BACS	H19720AB86	£244.94	Other Parks and Open Spaces	Electricity
12-03-2021	Payment: E.ON	BACS	H198C21467	£221.24	Other Parks and Open Spaces	Electricity
19-02-2021	Payment: Kent County Council	BACS	G7650803	£561.92	Library	Gas
26-02-2021	Payment: South West Water	BACS	1073105600	£36.83	Library	Water
26-02-2021	Payment: South West Water	BACS	1073105600	£46.15	Library	Water
5-03-2021	Payment: South West Water	BACS	1073 2815 03	£266.39	Priory Toilets	Water
12-03-2021	Payment: Source for Business	BACS	1073411726	£14.96	Library	Water
12-03-2021	Payment: Source for Business	BACS	1073411726	£19.03	Library	Water
29-01-2021	Payment: Logical Cleaning Solutions	BACS	INV-3008	£576.56	Stable Block/Pondhu House	Cleaning & Domestic Supplies
2-02-2021	Payment: Rentokill Initial UK Limited	Direct Debit	60154841	£86.42	Stable Block/Pondhu House	Cleaning & Domestic Supplies
3-02-2021	Payment: Amazon EU S.a.r.l.	Credit Card	CC3.2.21	£14.45	Library	Cleaning & Domestic Supplies
3-02-2021	Payment: Amazon EU S.a.r.l.	Credit Card	CC3.2.21	£9.19	Library	Cleaning & Domestic Supplies
5-02-2021	Payment: Elliott Window Cleaning Services	BACS	1475	£68.00	Library	Cleaning & Domestic Supplies
9-02-2021	Payment: Amazon EU S.a.r.l.	Credit Card	CC9.2.21	£16.10	Stable Block/Pondhu House	Cleaning & Domestic Supplies
12-02-2021	Payment: Elliott Window Cleaning Services	BACS	1478	£27.00	Stable Block/Pondhu House	Cleaning & Domestic Supplies
5-03-2021	Payment: Logical Cleaning Solutions	BACS	INV-3115	£564.56	Stable Block/Pondhu House	Cleaning & Domestic Supplies
26-01-2021	Payment: Amazon EU S.a.r.l.	Credit Card	CC26.1.21	£7.96	Other Parks and Open Spaces	Grounds Maintenance Supplies
1-02-2021	Payment: Screwfix Direct Ltd	Direct Debit	1120495334	£9.98	Other Parks and Open Spaces	Grounds Maintenance Supplies
1-02-2021	Payment: Screwfix Direct Ltd	Direct Debit	1122716613	£8.39	Other Parks and Open Spaces	Grounds Maintenance Supplies
2-02-2021	Payment: The Garden Superstore	Credit Card	CC2.2.21	£81.95	Other Parks and Open Spaces	Grounds Maintenance Supplies
5-02-2021	Payment: GB Sport and Leisure UK Ltd	BACS	6664	£123.01	Other Parks and Open Spaces	Grounds Maintenance Supplies
12-02-2021	Payment: M A Grigg Ltd	BACS	S05977	£79.51	Other Parks and Open Spaces	Grounds Maintenance Supplies
12-02-2021	Payment: M A Grigg Ltd	BACS	S18413	£10.94	Other Parks and Open Spaces	Grounds Maintenance Supplies

12-02-2021	Payment: M A Grigg Ltd	BACS	S98915	£44.16	Other Parks and Open Spaces	Grounds Maintenance Supplies
12-02-2021	Payment: M A Grigg Ltd	BACS	S06860	£10.80	Other Parks and Open Spaces	Grounds Maintenance Supplies
12-02-2021	Payment: M A Grigg Ltd	BACS	S19083	£8.74	Other Parks and Open Spaces	Grounds Maintenance Supplies
12-02-2021	Payment: M A Grigg Ltd	BACS	S20726	£36.14	Other Parks and Open Spaces	Grounds Maintenance Supplies
12-02-2021	Payment: M A Grigg Ltd	BACS	S13494	£87.67	Other Parks and Open Spaces	Grounds Maintenance Supplies
17-02-2021	Payment: Vital Parts Ltd	Credit Card	CC17.2.21	£17.20	Other Parks and Open Spaces	Grounds Maintenance Supplies
19-02-2021	Payment: GB Sport and Leisure UK Ltd	BACS	6760	£123.01	Other Parks and Open Spaces	Grounds Maintenance Supplies
19-02-2021	Payment: D May & Son Ltd	BACS	0102284609	£81.84	Other Parks and Open Spaces	Grounds Maintenance Supplies
24-02-2021	Payment: Ebay	Credit Card	CC24.2.21	£19.81	Other Parks and Open Spaces	Grounds Maintenance Supplies
1-03-2021	Payment: Screwfix Direct Ltd	Direct Debit	1129013529	£12.34	Other Parks and Open Spaces	Grounds Maintenance Supplies
1-03-2021	Payment: Screwfix Direct Ltd	Direct Debit	1129013537	£56.98	Other Parks and Open Spaces	Grounds Maintenance Supplies
1-03-2021	Payment: Screwfix Direct Ltd	Direct Debit	1127332589	£16.99	Other Parks and Open Spaces	Grounds Maintenance Supplies
12-03-2021	Payment: Beaver Teeth Services	BACS	SL1780	£480.00	Other Parks and Open Spaces	Grounds Maintenance Supplies
12-03-2021	Payment: Hay Nurseries (Cornwall) Ltd	BACS	155725	£2,689.51	Misc. Projects/Grants	Grounds Maintenance Supplies
12-03-2021	Payment: Beaver Teeth Services	BACS	SL1781	£17.10	Other Parks and Open Spaces	Grounds Maintenance Supplies
12-03-2021	Payment: M A Grigg Ltd	BACS	S41198	£21.89	Other Parks and Open Spaces	Grounds Maintenance Supplies
12-03-2021	Payment: M A Grigg Ltd	BACS	S31295	£211.45	Other Parks and Open Spaces	Grounds Maintenance Supplies
12-03-2021	Payment: M A Grigg Ltd	BACS	S24753	£21.37	Other Parks and Open Spaces	Grounds Maintenance Supplies
12-03-2021	Payment: M A Grigg Ltd	BACS	S31352	£9.58	Other Parks and Open Spaces	Grounds Maintenance Supplies
12-03-2021	Payment: M A Grigg Ltd	BACS	S43519	£35.32	Other Parks and Open Spaces	Grounds Maintenance Supplies
12-03-2021	Payment: M A Grigg Ltd	BACS	S26056	£421.20	Other Parks and Open Spaces	Grounds Maintenance Supplies
12-03-2021	Payment: M A Grigg Ltd	BACS	S42743	£41.84	Other Parks and Open Spaces	Grounds Maintenance Supplies
12-03-2021	Payment: M A Grigg Ltd	BACS	S41187	£67.20	Other Parks and Open Spaces	Grounds Maintenance Supplies
12-03-2021	Payment: The Play Inspection Company Ltd	BACS	46034	£271.20	Pollair Park	Play Equipment
12-03-2021	Payment: The Play Inspection Company Ltd	BACS	46034	£135.60	Truro Road Park	Play Equipment
12-03-2021	Payment: The Play Inspection Company Ltd	BACS	46034	£610.20	Other Parks and Open Spaces	Play Equipment
29-01-2021	Payment: Steve Skinner	BACS		£27.67	General Administration	Travel and Subsistence
29-01-2021	Payment: Steve Skinner	BACS		£21.55	General Administration	Travel and Subsistence
5-02-2021	Payment: Cornac Solutions	BACS	IN114108	£1,206.20	Transport and Plant	Contract Hire and Operating Leases
1-03-2021	Payment: Siemens Financial Services Limited	Direct Debit	A8986099-1 2021	£282.96	Library	Contract Hire and Operating Leases
12-03-2021	Payment: Cornac Solutions	BACS	IN115498	£1,004.80	Transport and Plant	Contract Hire and Operating Leases
12-03-2021	Payment: Cornac Solutions	BACS	IN116298	£1,112.99	Transport and Plant	Contract Hire and Operating Leases
27-01-2021	Payment: Allstar Business Solutions	Direct Debit	E2013480382	£134.59	Transport and Plant	Fuel
3-02-2021	Payment: Allstar Business Solutions	Direct Debit	E2013487722	£172.58	Transport and Plant	Fuel
10-02-2021	Payment: Allstar Business Solutions	Direct Debit	E2013530541	£158.26	Transport and Plant	Fuel
24-02-2021	Payment: Allstar Business Solutions	Direct Debit	E2013574202	£312.12	Transport and Plant	Fuel
3-03-2021	Payment: Allstar Business Solutions	Direct Debit	E2013603023	£178.42	Transport and Plant	Fuel
10-03-2021	Payment: Allstar Business Solutions	Direct Debit	E2013635332	£25.13	Transport and Plant	Fuel
5-02-2021	Payment: Vincent Tractors Ltd	BACS	193914	£37.14	Transport and Plant	Repairs/ Maintenance-Vehicles/Plant
5-02-2021	Payment: Vincent Tractors Ltd	BACS	193919	£35.36	Transport and Plant	Repairs/ Maintenance-Vehicles/Plant
5-02-2021	Payment: Vincent Tractors Ltd	BACS	193924	£97.58	Transport and Plant	Repairs/ Maintenance-Vehicles/Plant
5-02-2021	Payment: Vincent Tractors Ltd	BACS	193922	£86.47	Transport and Plant	Repairs/ Maintenance-Vehicles/Plant
5-02-2021	Payment: Vincent Tractors Ltd	BACS	193913	£102.48	Transport and Plant	Repairs/ Maintenance-Vehicles/Plant
5-02-2021	Payment: Vincent Tractors Ltd	BACS	193912	£47.08	Transport and Plant	Repairs/ Maintenance-Vehicles/Plant
5-02-2021	Payment: Vincent Tractors Ltd	BACS	193926	£74.05	Transport and Plant	Repairs/ Maintenance-Vehicles/Plant
5-02-2021	Payment: Vincent Tractors Ltd	BACS	193925	£97.58	Transport and Plant	Repairs/ Maintenance-Vehicles/Plant
5-02-2021	Payment: Vincent Tractors Ltd	BACS	193923	£72.11	Transport and Plant	Repairs/ Maintenance-Vehicles/Plant
5-02-2021	Payment: Vincent Tractors Ltd	BACS	193920	£35.36	Transport and Plant	Repairs/ Maintenance-Vehicles/Plant

5-02-2021	Payment: Vincent Tractors Ltd	BACS	193918	£37.14	Transport and Plant	Repairs/ Maintenance-Vehicles/Plant
5-02-2021	Payment: Vincent Tractors Ltd	BACS	193917	£35.36	Transport and Plant	Repairs/ Maintenance-Vehicles/Plant
5-02-2021	Payment: Vincent Tractors Ltd	BACS	193915	£37.14	Transport and Plant	Repairs/ Maintenance-Vehicles/Plant
5-02-2021	Payment: Vincent Tractors Ltd	BACS	193911	£37.14	Transport and Plant	Repairs/ Maintenance-Vehicles/Plant
5-02-2021	Payment: Vincent Tractors Ltd	BACS	193921	£66.47	Transport and Plant	Repairs/ Maintenance-Vehicles/Plant
5-02-2021	Payment: Vincent Tractors Ltd	BACS	193916	£37.14	Transport and Plant	Repairs/ Maintenance-Vehicles/Plant
26-02-2021	Payment: Vincent Tractors Ltd	BACS	194507	£63.42	Transport and Plant	Repairs/ Maintenance-Vehicles/Plant
19-02-2021	Payment: Cormac Solutions	BACS	IN114915	£180.00	Transport and Plant	Other Transport/plant expenses
19-02-2021	Payment: Cormac Solutions	BACS	IN114916	£180.00	Transport and Plant	Other Transport/plant expenses
2-02-2021	Payment: Amazon EU S.a.r.l.	Credit Card	CC2.2.21	£66.98	General Administration	Office Supplies
4-02-2021	Payment: Amazon EU S.a.r.l.	Credit Card	CC4.2.21	£13.32	Library	Office Supplies
5-02-2021	Payment: Lyreco UK Limited	BACS	6722906766	£10.49	General Administration	Office Supplies
10-02-2021	Payment: Amazon EU S.a.r.l.	Credit Card	CC10.2.21	£4.88	General Administration	Office Supplies
10-02-2021	Payment: Amazon EU S.a.r.l.	Credit Card	CC10.2.21	£33.98	Stable Block/Pondhu House	Office Supplies
17-02-2021	Payment: Amazon EU S.a.r.l.	Credit Card	CC17.2.21	£2.78	General Administration	Office Supplies
24-02-2021	Payment: Amazon EU S.a.r.l.	Credit Card	CC24.2.21	£11.88	General Administration	Office Supplies
5-03-2021	Payment: Lyreco UK Limited	BACS	6722923657	£2.28	General Administration	Office Supplies
5-03-2021	Payment: Lyreco UK Limited	BACS	6722923656	£80.71	Library	Office Supplies
5-03-2021	Payment: Lyreco UK Limited	BACS	6722923658	£22.58	Library	Office Supplies
28-01-2021	Payment: Adobe Systems Software Ireland Ltd	Credit Card	CC28.1.21	£12.64	General Administration	IT / Communications
1-02-2021	Payment: BT	Direct Debit	M056 08	£141.90	General Administration	IT / Communications
3-02-2021	Payment: BT	Direct Debit	M057 C2	£476.40	General Administration	IT / Communications
4-02-2021	Payment: Xero (UK) Ltd	Direct Debit	CC4.2.21	£28.80	General Administration	IT / Communications
5-02-2021	Payment: ObjectiveIT/Services	BACS	SATC1005/8	£334.26	General Administration	IT / Communications
12-02-2021	Payment: EE Limited	Direct Debit	V01840766079	£72.00	General Administration	IT / Communications
12-02-2021	Payment: EE Limited	Direct Debit	V01840766079	£18.00	General Administration	IT / Communications
4-03-2021	Payment: BT	Direct Debit	M058 GP	£476.40	General Administration	IT / Communications
4-03-2021	Payment: BT	Direct Debit	M057 SM	£141.90	General Administration	IT / Communications
5-03-2021	Payment: ObjectiveIT/Services	BACS	SATC1005/9	£334.26	General Administration	IT / Communications
7-03-2021	Payment: Xero (UK) Ltd	Credit Card	CC7.3.21	£28.80	General Administration	IT / Communications
12-03-2021	Payment: EE Limited	Direct Debit	V01850530138	£75.56	General Administration	IT / Communications
12-03-2021	Payment: EE Limited	Direct Debit	V01850530138	£18.00	General Administration	IT / Communications
29-01-2021	Payment: ITEC	BACS	357055	£98.69	General Administration	Printing and Stationery
26-02-2021	Payment: ITEC	BACS	360023	£73.45	General Administration	Printing and Stationery
5-03-2021	Payment: Nationwide Print	BACS	72893	£107.00	General Administration	Printing and Stationery
5-03-2021	Payment: Nationwide Print	BACS	72703	£70.80	General Administration	Printing and Stationery
12-03-2021	Payment: ITEC	BACS	353512	£103.28	General Administration	Printing and Stationery
19-02-2021	Payment: Photography and art work	BACS	Annual Report	£250.00	General Administration	Publicity
5-02-2021	Payment: M-R-S Communications Ltd	BACS	1214242	£78.00	Misc. Projects/Grants	Small Grants Scheme
5-03-2021	Payment: C4 Studios	BACS	Grant1	£295.00	Misc. Projects/Grants	Small Grants Scheme
5-03-2021	Payment: 4FS Youth Dance	BACS	Grant4	£250.00	Misc. Projects/Grants	Small Grants Scheme
5-03-2021	Payment: Gover Green Space CIC	BACS	Grant1	£250.00	Misc. Projects/Grants	Small Grants Scheme
29-01-2021	Payment: Cornwall Council	BACS	8100089486	£284.68	Priory Car Park	Contract Payments
2-02-2021	G4S	BACS	00469326	£16.06	Priory Car Park	Contract Payments
2-02-2021	G4S	BACS	02502219	-£12.84	Priory Car Park	Contract Payments
2-02-2021	G4S	BACS	02502219	-£3.22	Library	Contract Payments
2-02-2021	G4S	BACS	00473171	£57.50	Priory Car Park	Contract Payments
2-02-2021	G4S	BACS	02502219	-£57.50	Priory Car Park	Contract Payments

5-02-2021	Payment: Cormac Solutions	BACS	IN114202	£935.10 Library	Contract Payments
5-02-2021	Payment: SSE Contracting Ltd	BACS	SH077937	£1,183.81 Other Parks and Open Spaces	Contract Payments
5-02-2021	Payment: Cormac Solutions	BACS	IN114207	£1,273.15 Priory Toilets	Contract Payments
12-02-2021	Payment: In2Play	BACS	00634	£800.00 Other Parks and Open Spaces	Contract Payments
22-02-2021	Payment: Biffa Waste Services Ltd	Direct Debit	522C03670	£88.42 General Administration	Contract Payments
22-02-2021	Payment: Biffa Waste Services Ltd	Direct Debit	522C03660	£438.10 Other Parks and Open Spaces	Contract Payments
5-03-2021	Payment: Cormac Solutions	BACS	IN115805	£1,725.83 Priory Toilets	Contract Payments
5-03-2021	Payment: Cormac Solutions	BACS	IN115803	£935.10 Library	Contract Payments
12-03-2021	Payment: Garden Services (SW) Ltd	BACS	ST AUSTELL/175	£480.00 Other Parks and Open Spaces	Contract Payments
12-03-2021	Payment: In2Play	BACS	00647	£920.00 Other Parks and Open Spaces	Contract Payments
12-03-2021	Payment: Newquay Town Council	BACS	TC/0191	£6,687.89 CCTV	Contract Payments
26-01-2021	Payment: The Safety Supply Company	Credit Card	CC26.1.21	£72.48 Other Parks and Open Spaces	Protective Clothing
26-01-2021	Payment: Playbourne Ltd	Credit Card	CC26.1.21	£255.41 Other Parks and Open Spaces	Protective Clothing
4-02-2021	Payment: Amazon EU S.a.r.l.	Credit Card	CC4.2.21	£47.97	Protective Clothing
12-02-2021	Payment: GB Tool Hire Ltd	BACS	69058	£59.88 Other Parks and Open Spaces	Protective Clothing
12-02-2021	Payment: The Safety Supply Company	BACS	8415686	£126.66 Other Parks and Open Spaces	Protective Clothing
19-02-2021	Payment: D May & Son Ltd	BACS	0102285224	£72.38 Other Parks and Open Spaces	Protective Clothing
12-03-2021	Payment: GB Tool Hire Ltd	BACS	69352	£95.94 Other Parks and Open Spaces	Protective Clothing
12-03-2021	Payment: M A Grigg Ltd	BACS	S43527	£51.72 Other Parks and Open Spaces	Protective Clothing
12-03-2021	Payment: M A Grigg Ltd	BACS	S43527	£79.95 Other Parks and Open Spaces	Protective Clothing
12-03-2021	Payment: M A Grigg Ltd	BACS	S42329	£42.00 Other Parks and Open Spaces	Protective Clothing
29-01-2021	Payment: SSE Contracting Ltd	BACS	077235	£144.00 CCTV	Miscellaneous Expenses
5-02-2021	Payment: St Austell BID	BACS	Wardens2	£2,430.00 Misc. Projects/Grants	Miscellaneous Expenses
15-02-2021	NatWest - Bankline charges	Direct Debit	140374521	£41.60 General Administration	Miscellaneous Expenses
19-02-2021	Payment: Worldpay (UK) Ltd	Direct Debit	140374521	£0.58 Library	Miscellaneous Expenses
19-02-2021	Payment: Worldpay (UK) Ltd	Direct Debit	140321746	£21.00 Library	Miscellaneous Expenses
19-02-2021	Payment: Worldpay (UK) Ltd	Direct Debit	140321746	£3.75 General Administration	Miscellaneous Expenses
19-02-2021	Payment: Worldpay (UK) Ltd	Direct Debit	140321746	£21.00 General Administration	Miscellaneous Expenses
26-02-2021	Cornwall Council	BACS	8100091587	£178.00 Other Parks and Open Spaces	Miscellaneous Expenses
26-02-2021	Cornwall Council	BACS	8100099203	-£178.00 Other Parks and Open Spaces	Miscellaneous Expenses
26-02-2021	Payment: The Safety Supply Company	BACS	8424893	£134.34 General Administration	Miscellaneous Expenses
5-03-2021	Payment: Eden Springs UK Ltd	BACS	314571671	£293.96 Library	Miscellaneous Expenses
5-03-2021	Payment: St Austell BID	BACS	Wardens3	£4,752.00 Misc. Projects/Grants	Miscellaneous Expenses
				£108,025.53	

**MINUTES of a REMOTE MEETING of ST AUSTELL TOWN COUNCIL
PLANNING AND REGENERATION COMMITTEE held on MONDAY 8th
FEBRUARY 2021 at 6pm.**

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

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

Also present: Councillors Brown, Bull and Heyward.

P/19/242) Apologies for absence

Apologies for absence were received from Councillor Oxenham and Pearce.

P/19/243) Declarations of Interest

None.

P/19/244) Dispensations

None.

P/19/245) Minutes from the Meeting dated 4th January 2021

The Clerk advised that on Page 5, Carlyon Bay should read Charlestown.

It was **RESOLVED** that subject to the above amendment, the minutes of the meeting held on the 4th January 2021 be approved and signed as a correct record.

P/19/246) Matters to note

PA20/09513 – 75 Treverbyn Road

The Clerk advised that under the 5-day protocol, the Chair and Vice-Chair “agreed to disagree” with Cornwall Council’s decision to refuse this application and not pursue the matter to Committee.

P/19/247) Public participation

The Chairman advised that in order to help the members of public present, he would bring agenda item 7 (viii) (PA21/00214 - 142 Retallick Meadows) forward.

P/19/248) Planning Applications

- viii. **PA21/00214:** 142 Retallick Meadows St Austell PL25 3BZ. Two storey rear extension.

The Mayor welcomed Ms Symons (applicant), Mr Simon Jones (Ms Symons friend and advisor) and Mr Barry Jones (neighbour) to the meeting.

The Clerk advised that the proposal is to erect a two storey extension to the rear of the property which would not be prominent from the public viewpoint. Two neighbours have objected to the proposal on the grounds of overshadowing, loss of privacy, loss of view and the potential for more water run off. The Planning Officer indicates that a two storey extension is acceptable, but that as the application stands, some harm will occur to the neighbouring properties. It is anticipated that the overshadowing and possible drainage issues might be reduced by changes to the proposal.

Ms Symons advised that following a conversation between Mr Simon Jones and the Planning Officer it has been agreed to shorten the extension by 450mm, to lower the roof by 450mm, replace the gable end with a hip end and put in new soakaways for the existing property and proposed extension.

Mr Simon Jones confirmed that he would adjust the drawings in line with his conversation with the Planning Officer and hoped that the revisions agreed will alleviate the concerns expressed.

Mr Barry Jones advised that he was pleased that a new soakaway system would be put in place but felt that the 450mm changes proposed would not make much difference. He also expressed concern with regard to the two new windows that would face his property.

Mr Simon Jones advised that the two new windows would face a blank wall and were designed to let the light in.

During discussion, Members felt that in the light of the alterations proposed there should be a further formal consultation process with the neighbours and, if necessary, delegation be given to the Clerk in consultation with the Chair and Vice Chair to consider a revised proposal that might come forward as suggested.

Whilst not opposed to the principle of development, it was **RESOLVED** to object to this application on the grounds of:

- Scale of the proposal
- Overshadowing of the neighbouring property
- Possible drainage issues

If necessary, authority to deal with this application on an urgent basis was given to the Town Clerk in consultation with the Chair and Vice-Chair of the Planning and Regeneration Committee.

The Chairman thanked Ms Symons, Mr Simon Jones and Mr Barry Jones for attending the meeting.

- i. **PA20/10778:** Land North Of 51 Trevarthian Road Trevarthian Road St Austell Cornwall. New dwelling in rear of garden.

The Clerk advised that in 2018 the principle of a 3 bedroom dwelling with parking for 3 vehicles was approved for the site and that the current proposal is for a 5 bedroom dwelling with parking for 2 vehicles.

During discussion, Members raised the following issues/concerns:

- Overdevelopment of the site
- Insufficient amenity space
- A lack of parking
- Narrow access

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

- Scale and density
- Insufficient amenity space
- Inadequate access
- Inadequate parking

- ii. **PA20/11274:** 32 Horse Whim Drive St Austell Cornwall PL25 3XB. Single storey rear extension to dwelling.

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

Councillor Lanxon abstained from voting on this item

- iii. **PA20/11354:** Holy Trinity Church, Church Street St Austell Cornwall. Listed Building Consent for repairs to the retaining wall dwarf walls, railing and fountain.

It was **RESOLVED** to support this application as long as the Tree Officer, Conservation Officer and/or Historic Environment Officer are satisfied with the proposals.

- iv. **PA20/11473:** Co-Operative Retail Services Ltd West Hill St Austell PL25 5BS. Replacement of refrigeration plant.

It was **RESOLVED** to make no objection to this application subject to the Public Protection team being satisfied with the proposals.

- v. **PA20/11507:** 4 Market Hill St Austell PL25 5QA. Conversion of former public conveniences to form a 2 bedroom dwelling.

Members generally supported this application although concern was expressed with regard to the use of grey cladding in a conservation area.

It was **RESOLVED** to make no objection to this application subject to the Conservation Officer being satisfied with the proposed cladding material to be used.

- vi. **PA20/11528:** 19 Tremena Gardens St Austell Cornwall PL25 5QH. Application of certificate of lawful development for the existing use of land as domestic parking for 19 Tremena Gardens.

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

- vii. **PA21/00197:** 9 Fairfield Close St Austell PL25 3HE. Proposed lounge extension.

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

- viii. **PA21/00244:** Manor House Dental And Implant Clinic 1 North Street St Austell PL25 5QD. Listed Building consent for the re-roofing and associated works, partial replacement of windows and doors, external redecoration, minor internal alterations and mobilisation works.

It was **RESOLVED** to support this application subject to the Historic Environment Officer being satisfied with the proposals.

- ix. **PA21/00432:** The Old Manor House North Street PL25 5QD. This application is for the re-roofing and associated works, partial replacement of windows and doors, external redecoration, minor internal alterations and mobilisation works at the Manor House Dental and Implant Clinic.

It was **RESOLVED** to support this application subject to the Historic Environment Officer being satisfied with the proposals.

- x. **PA21/00433:** The Old Manor House North Street PL25 5QD. Proposal Listed building application is for the re-roofing and associated works, partial replacement of windows and doors, external redecoration, minor internal alterations and mobilisation works at the Manor House Dental and Implant Clinic.

It was **RESOLVED** to support this application subject to the Historic Environment Officer being satisfied with the proposals.

P/19/249) Premises Licence Applications

The Clerk advised that the Co-op has lodged a Premises Licence Application with Cornwall Council with a deadline of 1st March 2021. The application is to incorporate an area at the back of the building as part of the store whilst alterations to the building are taking place.

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

P/19/250) Community Infrastructure Levy (CIL) Neighbourhood

The Clerk explained that the Town Council has received a CIL payment of £1,496.64 from Cornwall Council for infrastructure improvements in the Town and suggested that it should be placed into a reserve until an appropriate improvement project is identified.

It was **RESOLVED** to place CIL funding in the sum of £1,496.64 into a reserve until an appropriate infrastructure improvement project is identified.

P/19/251) Planning Decisions

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

P/19/252) Cornwall Council – Urgent Delegated Planning Decisions

23 Polmarth Close - PA20/09501

The Clerk advised that following a 5-day protocol, the Chair and Vice Chair had agreed not to pursue the Town Council's objection to Committee.

6 Claybourne Drive - PA20/11124

The Clerk advised that following a 5-day protocol, the Chair and Vice Chair had agreed not to pursue the Town Council's objection to Committee.

P/19/253) Town and Country Planning (Appeals) (Written Representations Procedure) (England) Regulations 2009 - PA20/03743 Land At Holmbush Road St Austell PL25 3HQ

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

P/19/254) Dates of Meetings

It was noted that the dates of the next meetings of the Planning and Regeneration Committee are Monday 8th March 2021 and Monday 12th April 2021.

The meeting closed at 7.12pm.

**MINUTES of a REMOTE MEETING of ST AUSTELL TOWN COUNCIL
PLANNING AND REGENERATION COMMITTEE held on MONDAY 8th
MARCH 2021 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 present: Councillors Brown and Bull.

P/19/255) Apologies for absence

Apologies for absence were received from Councillor Jones.

P/19/256) Declarations of Interest

None.

P/19/257) Dispensations

None.

P/19/258) Minutes from the Meeting dated 8th February 2021

It was **RESOLVED** that the minutes of the meeting held on the 8th February 2021 be approved and signed as a correct record.

P/19/259) Matters to note

The Clerk advised that he had nothing to add.

P/19/260) Public participation

The Chairman welcomed Mrs Earl to the meeting.

Mrs Earl thanked Councillor Brown for drawing attention to the Cornwall Climate Stories film series and Councillors Heyward, Pears and Brown for funding Climate Action St Austell (CASA) Group from their Cornwall Council Community Chest Fund.

Mrs Earl expressed her concerns about the St Austell Town Revitalization Partnership and her disappointment with the SABEF projects.

She identified a lack of transparency and public consultation as her main concerns.

The Chair thanked Mrs Earl for her comments and added his praise for the Cornwall Climate Stories. He thanked her for her work with CASA and suggested that it would be helpful if she could come to a future Council meeting so that Members can consider her concerns.

During a brief discussion Members commented that artwork is not always to everybody's taste and that although some consultation had been carried out it could be suggested to SABEF that more public consultation would be welcome for future projects.

P/19/261) Planning Applications

- i. **PA21/00214:** 142 Retallick Meadows St Austell PL25 3BZ. Two storey rear extension.

The Clerk advised that this planning application had been the subject of a number of iterations, the latest of which had been circulated to Members that day. The Clerk outlined the improvements since the Town Council last considered the application which included improved drainage and a lowering of the roof level. The application is still a 2 storey extension and the Planning Officer has concerns about the impact on the neighbouring property - 141 Retallick Meadows.

Ms Symons and Mr Simon Jones outlined to Members the improvements made, including the utilisation of the roof space for a bedroom and the scale of development allowed under permitted development rights.

Mr Barry Jones from 141 Retallick Meadows advised that due to work commitments he had been unable to fully review the latest proposals circulated over the weekend and needed more time to consider them before being able to pass comment.

During discussion, Members expressed disappointment that the revised plans had been circulated so close to the Town Council's meeting but expressed concern that the revised proposals still appear to have an overbearing impact on the neighbouring properties – particularly 141 Retallick Meadows.

Whilst not opposed to the principle of development, it was **RESOLVED** to object to this application on the grounds of:

- Scale of the proposal and its adverse impact on 141 Retallick Meadows
- Overbearing nature of the proposal

Authority to deal with this application on an urgent basis was given to the Town Clerk in consultation with the Chair and Vice-Chair of the Planning & Regeneration Committee.

- ii. **PA21/00811:** 30 Lyons Road St Austell PL25 3HX. Proposed single storey extension.

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

- iii. **PA21/00818:** 58 Roslyn Close St Austell PL25 3UW. Two-storey side extension, single-storey garage extension and associated works.

It was **RESOLVED** to make no objection to this application subject to any overlooking issues being mitigated to the satisfaction of the Planning Officer.

- iv. **PA21/01212:** 1 Poltair Crescent St Austell PL25 4LX. Works to an American Oak tree subject to a TPO to reduce height and width of overhang.

It was **RESOLVED** to make no objection to this application subject to compliance with the Tree Officer's recommendations.

Councillor Lanxon abstained from voting on this application

- v. **PA21/01286:** 38 Growan Road St Austell PL25 3JP. Removal of two branches from Oak tree (T9).

It was **RESOLVED** to make no objection to this application subject to compliance with the Tree Officer's recommendations.

- vi. **PA21/01303:** Land South West Of 88 Phernyssick Road St Austell PL25 3TY. Reserved matters application for access, appearance, landscaping, layout and scale following outline approval PA20/02434 and to discharge conditions 4 & 5 highlighting SUDs scheme and access surface materials.

Members expressed their strong objection to this application due to the proposal being too large for the site and out of keeping with the street scene.

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

- Over development – proposal too big for the site

- Overbearing
- Not in keeping with the street scene
- Limited parking
- Impact on the neighbouring properties
- Lack of amenity space

P/19/262) Premises Licence Application

None.

P/19/263) Planning Decisions

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

P/19/264) Cornwall Council – Urgent Delegated Planning Decisions

There were no urgent delegated planning applications.

P/19/265) A390 Porthpean Road Junction, St Austell – Junction Improvements

Members reviewed the proposals and particularly welcomed the reintroduction of the right turn at Porthpean Road.

It was **RESOLVED** to support the improvements proposed at Porthpean Road Junction, St Austell.

Councillor Thompson voted against this proposal

P/19/266) St Austell Town Revitalisation Partnership

The Town Clerk explained that the partnership met on the 4th March 2021 at which time the Terms of Reference and Code of Conduct were agreed. The Clerk added that to keep Members updated he would keep this as a standing item on the Planning and Regeneration Committee Agenda. He explained that Cornwall Council is keen for ideas for town centre improvements and that a smaller group has been tasked with bringing some initial ideas together for the Town Council to consider in due course. He explained that the Town Council will be invited to bid for up to £150,000 for feasibility/preparatory works funding for potential projects. He added that there are three potential government streams for capital funding which may become available in the short term. Having projects designed and ready to commence will be an advantage. At the present time Cornwall Council are leading on these initial meetings and a forum for publishing minutes and documents will be agreed shortly.

The Town Clerk stressed the need for a unified approach and close working with the partnership. It is envisaged that the Town Council will be the accountable body for some feasibility works and possibly projects.

Members stressed the need for openness and transparency in the working of the partnership.

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

P/19/267) Dates of Meetings

It was noted that the dates of the next meetings of the Planning and Regeneration Committee are Monday 12th April 2021 and Monday 17th May 2021.

The meeting closed at 7.15pm.

MINUTES of a REMOTE MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE held on MONDAY 22nd February 2021 at 6pm.

Present: Councillors: Bishop, Brown, Cohen, Colwill, French, Jones, Lanxon, Oxenham, Palmer, Styles (Mayor) and Walker.

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

F/19/111) Apologies for absence

Apologies for absence were received from Councillor Rees.

F/19/112) Declarations of Interest

None.

F/19/113) Dispensations

None.

F/19/114) Minutes of meeting held on 9th November 2020

It was **RESOLVED** that the minutes of the meeting held on the 9th November 2020 be approved and signed as a correct record.

F/19/115) Matters to Note

The Clerk advised that the installation of the welfare unit and polytunnel had become protracted as Listed Building Consent is still awaited from Cornwall Council.

F/19/116) Public participation

None.

F/19/117) Budget Monitoring Report

The Clerk advised that the car park income stands at £130,000 for the year to date which will be more or less the year end position and substantially below budget. Income of £64,000 and £63,000 has been received for hardship funding and Coronavirus Job Retention Scheme respectively and further claims under the hardship scheme will be made in due course.

The Clerk advised that he has agreed to act as banker for the Friends of St Austell Station and Climate Action St Austell (CASA) groups until they are both constituted and have opened bank accounts.

EU funding in the sum of £15,000 was successfully claimed for two town centre Information Officers for the period January to March and a further bid in the sum of £9,000 has been approved for them to continue in the town from April to June. The administration and co-ordination of their activities is carried out by St Austell BID.

Arising from a question, the Clerk advised that the Kestrel Security guards patrolling the wider St Austell area from time to time are employed by Cornwall Council and are primarily employed to provide COVID-19 advice and guidance to businesses.

The Clerk advised that the Town Council has received a large water bill of just over £3,500 from South West Water for the period 1st April 2017 to 31st January 2021 for water consumed at the Bowls Club and that due to the lack of any communication or receipt of a bill until now, discussions are ongoing about a fair and reasonable payment to be made. He advised that he will contact the Bowls Club to provide them with notice that with effect from 1st April 2021, they will be billed for the water consumed at the Club.

F/19/118) Risk Management

The Clerk referred to the previously circulated Risk Register and explained that the Council is required by the Auditors to have an in depth detailed document and suggested that the areas highlighted in red should be the risks that Members look closely at. These are:

- Insufficient staff
- Public toilets
- Non-renewal of leases
- Pandemic

Members expressed concern at the size of the document and suggested that risks below 3 could be taken out and anything above 4 left. It was noted that a heading "climate change/extreme weather" is missing from Section 16.

The Clerk advised that he would liaise with the Auditor about whether a summary document with the key risks could be produced and ratified by full Council.

It was **RECOMMENDED THAT** the Council should approve the Risk Management Strategy and Strategic Risk Register.

Councillor Oxenham abstained from voting on the Strategic Risk Register as she had been unable to view the document due to IT issues

F/19/119) Treasury Management

The Clerk advised that the Treasury Management Strategy once again assumed a low risk approach to investments and that all excess funds at the present time are with Cornwall Council in a variable rate deposit account which offers flexibility and instant access. Members noted the investment income of approximately £3,000 per annum.

During discussion, Members expressed a wish that the Town Council should invest as ethically as possible and suggested a statement to be added to the Treasury Management Strategy to reflect this wish.

It was **RESOLVED** to approve the Treasury Management Strategy subject to the following statement being added.

"St Austell Town Council seeks to achieve maximum return from investments that have been selected prudently. The town council will strive to invest in organisations where the activities of the organisation are, on ethical grounds, consistent with the values, aims and objectives of the town council, even though this may reduce returns. St Austell Town Council is committed to transparency about how and when

investment decisions are made, and will review and publish this policy annually to ensure that it remains fit for purpose"

F/19/120) Ellis Whittam – Annual Audit

The Clerk advised that there had been a mis-understanding in that the Audit undertaken at the beginning of the year was an interim review to look at the Town Council's Covid19 safe arrangements and that a full review is due to be carried out shortly.

Arising from the above, the Clerk agreed to review how the Member Internal Audit of the Town Council's governance arrangements can safely re-commence and report his recommendation to the next Finance and General Purposes Committee.

F/19/121) CCTV

The Clerk provided an overview of the CCTV service including the staffing changes to cover maternity leave. He advised that he is in discussions with the Police about the re-deployable CCTV camera and that there was a meeting on the previous Thursday with the Director of Housing at Cornwall Council regarding plans to reduce the number of emergency accommodation places in St Austell.

Arising from a question, the Clerk undertook to obtain more detail on the nature of the arrests made as a direct result of CCTV.

F/19/122) Virtual meetings

The Clerk explained that the legislation allowing virtual meetings to take place is due to expire on 6th May 2021 which, if not extended, will mean the resumption of face to face meetings. This would be a challenge due to the limited meeting space available to the Town Council. The Clerk advised that CALC is encouraging Town and Parish Councils to lobby the Government for an extension of the legislation that permits virtual meetings and suggested that the Town Council should write to Steve Double MP and the Government to emphasis the importance of allowing this legislation to remain in place whilst lockdown is being eased.

During discussion it was noted that Cornwall Council are considering hybrid meetings and the long-term environmental benefits which would accrue if legislation permitted the continuance of virtual meetings.

It was **RESOLVED** to lobby the MP and Secretary of State for an extension of the current legislation that allows virtual meetings.

F/19/123) Elections/New Members

The Clerk advised that he is pressing Cornwall Council for maps and more detail on the May 2021 elections for publication on the Town Council's website and social media. He advised that CALC is producing some literature for Town and Parish Councils to adapt to try to encourage people to stand.

Councillor Brown advised that the Register of Electors will be made available on the 1st March and that there is resistance from some schools about being a polling station which is causing difficulties.

It was suggested that it might be easier to find people to stand as independents rather than for a party and that it could be considered discriminatory to people who are shielding if they cannot attend face to face meetings. Concern was expressed about the accuracy of the electoral roll and the need to exercise caution with regard to Council business during purdah.

F/19/124) St Austell Library

The Deputy Town Clerk updated Members on the library click and collect service. She advised that on average the library handles 4,000 books each month and that two trolleys go out into the lobby every day for customers to collect their reservations. Each trolley holds approximately 80 reservations.

In addition, two lists are received every day detailing St Austell Library stock needs prepared from the online requests made by customers. These lists contain approximately 30 requests which are found and then processed for either St Austell customers or for customers of other sites.

The incoming customer return items are usually 50-60 items per day and each item is wiped down and set aside in clean boxes to quarantine for 72 hours.

The Home Library Service is still operating and some of the reading groups are operating by Zoom. It was noted that the number of people accessing the public computers is currently quite low with an average of 6 people per week using the computers.

F/19/125) Dates of next meeting

It was noted that the next meeting of the Finance and General Purposes Committee is due to take place on Monday 6th April 2021.

The meeting closed at 7.21pm.

**MINUTES of a REMOTE MEETING of ST AUSTELL TOWN COUNCIL
COMMUNITY COMMITTEE held on MONDAY 1st MARCH 2021 at 6pm.**

Present: Councillors: Brown, Bull, Cohen, Hanlon, Heyward, Leonard, Pearce (Chair), Pears, Rees, Styles (Mayor) and Thompson.

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

Also present: Councillor Colwill.

CC/19/95) Apologies for absence

Apologies for absence were received from Councillor Jones.

CC/19/96) Declarations of Interest

None.

CC/19/97) Dispensations

There were no requests for dispensations received.

CC/19/98) Minutes of the Meeting held on 30th November 2020

It was **RESOLVED** that the minutes of the meeting held on the 30th November 2020 be approved and signed as a correct record.

CC/19/99) Matters to note

Further to minute number **CC/19/87** the Clerk advised that the seesaw at Chapel Field has been replaced, the slide at Thornpark Road is awaiting repair, the giro spiral seesaw at Truro Road Park has been repaired and the replacement of the safety surfacing at Poltair Park has commenced. The Clerk added that under minute number **CC/19/88** he had been successful in obtaining a further £9,000 for town centre Information Officers from the Re-opening High Street Safely Fund for the period April to June and £2,000 to refresh the signage.

CC/19/100) Public Participation

None.

Due to technical difficulties, the Chairman deferred the Making Spaces for Nature agenda item until Ms Ralph could join the meeting.

CC/19/101) Small Grants Scheme

The Clerk advised that the criteria for the Small Grants Scheme was reviewed at the Council meeting on the 1st February 2021 and improvements to the

wording had been suggested which recognised applications for climate change initiatives and the health and wellbeing of local residents.

It was **RESOLVED** to endorse the suggested changes.

CC/19/102) Melissa Ralph – Making Spaces for Nature, Project Lead

Ms Ralph thanked the Town Council for inviting her to the meeting and provided a brief background to how the project sites were chosen and their progress to date. She advised that the wildflower verges on the A391 are complete and The Meadows and Cemetery Park projects are both nearly finished with only signage left to do at both sites. It is hoped that some engagement activities will take place with Bishop Bronscombe School towards the end of the summer and opportunities for volunteering promoted.

Arising from a question, Ms Ralph advised that the picnic tables are described by the supplier as accessible but unfortunately due to the gradient, the main tarmac path running through The Meadows is not suitable for wheelchair users.

Members thanked Ms Ralph for her presentation and congratulated her in particular for the wildflower areas on the A391 and the new wetland area at The Meadows.

CC/19/103) Small Grants Scheme

4FS Youth Dance

It was **RESOLVED** to award a grant in the sum of £250 towards Zoom lessons/activities to help keep young people active, connected and motivated during the lockdown.

C4 Studios CIC

It was **RESOLVED** to award a grant in the sum of £295 towards the cost of equipment for children's multi skills clubs.

Gover Green Space CIC

It was **RESOLVED** to award a grant in the sum of £250 towards the cost of creating a dementia garden.

***Councillor Rees abstained from voting on this item due to his connection with the Social Prescribing Project at St Austell Healthcare ***

CC/19/104) Draft Parks and Open Spaces Strategy

The Clerk advised that the document has been updated with Members comments from the previous drafts and that the strategy is now ready for public consultation. He suggested that the document should be placed on the Town Council's website with a link from the Town Council's Facebook page for

a period of three weeks and comments from this consultation considered at the next Council meeting.

Members broadly agreed that the document should be put out for consideration by the public but suggested that if the comments are not favourable from the consultation, the document should be deferred for further consideration by the new Council after the May election.

It was **RESOLVED** to put the Draft Parks and Open Spaces Strategy out for consultation on the Town Council's website page for a period of 3 weeks and, if overall viewed favourably by the public, place it to the next Council meeting for approval.

Councillor Hanlon abstained from voting on this item

CC/19/105) Climate Emergency Action Plan – 2020/22

The Clerk advised that he had updated the Climate Emergency Action Plan which clearly demonstrates that the Town Council is progressing well with carbon reduction initiatives within the resources available to it.

Arising from the above, Councillor Brown drew Members attention to the film "Cornwall's Climate Stories" which he felt the Town Council could promote.

It was **RESOLVED** to approve the updated Climate Emergency Action Plan.

CC/19/106) Projects Update

The Clerk and Deputy Town Clerk provided an update on the projects that are currently being worked on:

CCTV

The CCTV Manager is now on maternity leave and suitable cover has been put in place whilst she is absent. All 20 cameras across the town centre are working and discussions are ongoing with the Police with regard to the re-deployable camera at Bethel.

Grounds Maintenance

An internal recruitment process has taken place which has resulted in the appointment of Tim Wilson as Foreman to help the Operations Manager manage the day to day operation of the grounds maintenance team. The two Apprentices have now started following a short delay due to Covid and the grass cutting is due to start at the end of March/beginning of April weather depending.

Poltair Park

The previous tenants have been invited to commence trading again at the café with effect from April. A reply is awaited.

Allotments

The Landrew Road community garden is progressing well, led by Edible St Austell. Following the success of the water butt at Lostwood Gardens, a water harvesting pergola has been installed at the Alexandra Road allotments which has been welcomed by the residents.

Public Conveniences

The ASB at the toilets has significantly reduced since the installation of blue lights and the procurement of needle bins for the town centre by Safer St Austell. The ladies and gents are still closed but will be reviewed in due course when the high street re-opens in April.

Priory Car Park

The Clerk has agreed in consultation with the Mayor that the car park charges will re-commence on the 1st April 2021.

Youth Services

Nick Smith, CEO of Young People Cornwall is due to attend the next Community Committee to provide Members with an update on their activities and the outcome of a recent tender exercise with Cornwall Council.

Eden to Heligan Recreational Trail

Work is still progressing with regard to the improvement of the recreational trails between Heligan and Eden. A large piece of work has just been carried out by Cornwall Council on the trails to the north of St Austell and it is hoped that a further piece of work will start soon looking at the routes through the town centre.

Anti-social behaviour

Jon Lloyd-Owen invited the Town Council to a meeting on the 18th February at which time he committed to reducing the number of people in emergency accommodation within the next six months. The Eastbourne Road emergency accommodation has been extended until September and a cross service Action Plan is to be produced by Cornwall Council to address Housing, ASB and Regeneration in the town.

Safe Work Stream

The Clerk advised that at the invitation of Cornwall Council, he sits on a Covid19 Safe Work Stream. The latest work of this group involves the extension of the employment of security guards to check up on Covid19 compliance within businesses and a further tranche of funding for Information Officers for the town centre until June. The Information Officers are co-ordinated by St Austell BID and the Security Guards are co-ordinated by Cornwall Council. Some funding has also been secured for the re-fresh of town centre signage ready for the re-opening in April.

Tour of Britain

Talks have re-commenced with Sweet Spot (organisers) and other towns with regard to the Tour of Britain due to pass through Cornwall on 5th September 2021. When the Covid restrictions have been lifted and the event has been given the green light to proceed, the Deputy Town Clerk will contact the organisations who previously indicated that they would be willing to put on activities within the Town Council's parks to celebrate the event passing through St Austell. A regular agenda item will be placed on the Community Committee/full Council to keep Members updated on progress.

CC/19/107) Dates of Next Meeting

It was noted that the next meeting of the Community Committee is scheduled for Monday 29th March 2021.

The meeting closed at 7.12pm.

