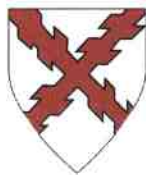


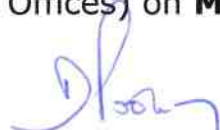
# St Austell Town Council



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

Dear Councillor

You are summoned to attend the **Meeting** of **St Austell Town Council** to be held in the Council Chamber, St Austell Information Centre, 39 Penwinnick Road, St Austell, Cornwall, PL25 5DR (Cornwall Council Offices) on **Monday 12<sup>th</sup> July 2021** at **6.00pm**.



David Pooley  
**Town Clerk**

6<sup>th</sup> July 2021

Tel            01726 829859  
e-mail:       [david.pooley@staustell-tc.gov.uk](mailto:david.pooley@staustell-tc.gov.uk)  
Website:     [www.staustell-tc.gov.uk](http://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).

### **3. Dispensations**

(Purpose: To consider requests for dispensations).

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.

**4. Minutes of Meeting held on 17<sup>th</sup> May 2021**

**Pages  
1 to 6**

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

**5. Matters to note**

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

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

**6. Mayor's announcements**

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

**7. Public Participation**

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

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

A Member may ask the Mayor or the Clerk any question concerning the business of the Council, provided 3 clear days notice of the question has been given to the person to whom it is addressed. Every question shall be put and answered without discussion. A person to whom a question is put may decline to answer or undertake to provide a full answer within a timescale agreed with the Member. They may also agree to accept a question after the deadline.

**Question from Councillor Malcolm Brown**

*"The Town Council and myself, as then Cornwall Councillor, invested a significant amount of public money to obtain a CCTV camera to be placed initially at Chapel Field. Unfortunately there have been incidents of vandalism and attempted theft. As a result the camera has not been in position for several months."*

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.

*This is an unfortunate situation but dealing with it needs greater priority. When will the camera be in position again and how will that fit into a more comprehensive strategy to address the problems in that part of the town and give reassurance to residents?"*

**9. St Austell Bay Economic Forum (SABEF)**

(Purpose: To receive a presentation from the SABEF team on their achievements to date and future plans).

**10. Bethel and Holmbush Ward - Co-Option**

**Pages  
7 to 24**

(Purpose: To co-opt 2 new Members to the Bethel and Holmbush Ward).

**11. Small Grants Scheme**

**Pages  
25 to 28**

- St Austell Amateur Boxing Club

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

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

**13. Cornwall Councillor update reports**

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

**14. Schedule of Payments**

**Pages  
29 to 34**

(Purpose: To receive a schedule of payments from 11<sup>th</sup> May 2021 to 2<sup>nd</sup> July 2021) (Report attached).

**15. Community Committee**

**Pages  
35 to 40**

(Purpose: To note the minutes of the Community Committee meeting held on 7<sup>th</sup> June 2021) (Minutes attached).

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

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.

**16. Planning and Regeneration Committee**

**Pages  
41 to 54**

(Purpose: To note the minutes of the Planning and Regeneration Committee meetings held on 24<sup>th</sup> May and 14<sup>th</sup> June 2021) (Minutes attached).

**17. Finance and General Purposes Committee**

**Pages  
55 to 64**

(Purpose: To note the minutes of the Finance and General Purposes Committee meeting held on the 28<sup>th</sup> June 2021) (Minutes attached).

**18. Climate and Environment Committee**

(Purpose: To note the minutes of the Climate and Environment Committee meeting held on the 5<sup>th</sup> July 2021). (Minutes to follow).

**19. Dates of Meetings**

(Purpose: To note dates of future Town Council Meetings Monday 6<sup>th</sup> September and 18<sup>th</sup> October 2021).

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.

**MINUTES of the ANNUAL MEETING of ST AUSTELL TOWN COUNCIL held on MONDAY 17<sup>th</sup> MAY 2021 in the Council Chamber, 39 Penwinnick Road, St Austell, Cornwall, PL25 5DR at 6.05pm.**

**Present:** Councillors: Brown, Bull, Cohen, Double, Fox French, George, Guest, Hamilton, Lanxon, McDonagh, Nott, Pearce, Pears, Rowse, Styles, Thompson and Young.

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

**C/21/01) Election of Mayor**

It was **RESOLVED** that Councillor Pears be elected Mayor of St Austell for the 2021/22 civic year.

Councillor Pears signed a declaration of acceptance of office in the presence of the Town Clerk and took the Chair.

**C/21/02) Election of Deputy Mayor**

It was **RESOLVED** that Councillor Lanxon be elected Deputy Mayor of St Austell for the 2021/22 civic year.

**C/21/03) Apologies for Absence**

There were no apologies for absence.

**C/21/04) Declarations of interests and gifts or hospitality received**

There were no declarations of interest.

**C/21/05) Dispensations**

There were no requests for a dispensation.

**C/21/06) Minutes of Meeting held on 12<sup>th</sup> April 2021**

It was **RESOLVED** that the minutes of the meeting held on the 12<sup>th</sup> April 2021 be approved and signed as a correct record.

**C/21/07) Matters to Note**

The Clerk advised that further to minute number **C/19/314** the Director and Portfolio Holder in post at Cornwall Council in April had been unable to approve the Town Council's bid to the Town Revitalization Fund due to the impending May election. It is hoped that the bid will be approved in due course.

**C/21/08) Mayor's/Retiring Mayor's announcements**

Councillor Styles thanked Members and wished Councillor Pears well as the new Mayor of St Austell.

The Mayor advised that Cornwall Council has confirmed that it will not be holding Elections for vacant posts arising from the May elections and that Town and Parish

Councils are free to invoke their co-option procedures. The Clerk added that there are two vacant positions for the Bethel & Holmbush Ward and that he would start the co-option process as detailed in the Town Council's Co-option Policy.

The Mayor thanked Councillor Styles for his hard work over the past two years and presented Councillor Styles with a past Mayor's badge.

#### **C/21/09) Public Participation**

None.

#### **C/21/10) Members' questions**

There were no questions from Members.

#### **C/21/11) Alex Murdin – St Austell Bay Economic Forum**

The Clerk advised that Mr Murdin could not make the meeting and referred Members to a proposal from SABEF to instal ceramic benches in 3-4 locations across the town and for the Town Council to take on the maintenance of 2 or 3 of them.

During discussion, some Members expressed concern with regard to the designs and the locations proposed and felt that it might be better for Mr Murdin to attend the next Community Committee meeting to explain the proposals and answer any questions.

It was **RESOLVED** to defer this item to the next Community Committee and invite Mr Murdin to that meeting.

#### **C/21/12) Internal Audit Report for year ending 31st March 2021**

The Clerk referred Members to the report of the Internal Auditor and explained that as the Auditors' findings were relevant to the Annual Return which the Council had to submit for the 2020/21 financial year, the details were reported to the full Council for consideration prior to agreeing the Annual Governance Statement. He explained that the Internal Auditor had found no issues but had recommended that the Fidelity Guarantee insurance cover be increased for which quotes would be obtained. The Clerk added that the Town Councillor Internal Audit checks will re-commence when safe to do so.

It was **RESOLVED** that the report of the Internal Auditor be noted.

#### **C/21/13) Annual Governance Statement**

The Town Clerk introduced a report setting out the details of the Annual Return and Governance Statement which is required to be completed and sent to PKF Littlejohn LLP, the Council's External Auditors, by the 2<sup>nd</sup> July 2021.

Members considered each of the questions in Section 1 of the Annual Governance Statement in detail before agreeing the following responses.

It was **RESOLVED** that the answer to each question should be as follows:

Question 1 Yes  
Question 2 Yes

Question 3 Yes  
Question 4 Yes  
Question 5 Yes  
Question 6 Yes  
Question 7 Yes  
Question 8 Yes  
Question 9 Yes

It was **RESOLVED** that:

- the Mayor and the Clerk should be authorised to sign the Annual Governance Statement in the Annual Return on behalf of the Town Council;
- The Town Clerk should advertise the electors' rights after the accounting statements have been approved in accordance with the External Audit guidance (with a period for the exercise of public rights from the 14<sup>th</sup> June 2021 to the 23<sup>rd</sup> July 2021);
- The annual meetings of the trustees for Truro Road and Poltair Parks should be held prior to the next Council meeting in July.

### **C/21/14) Annual Return and Accounting Statements 2020/21**

The Clerk advised that it had been a difficult year which had resulted in a loss of car park income of approximately £170,000. He advised that in order to balance the books, staff had been furloughed, 2 posts deleted and hardship funding claimed from Cornwall Council. He added that Cornwall Council was one of only a few principal authorities who had passed on funding to Town and Parish Councils to assist with their finances during the pandemic for which he was very grateful. He advised that as a result of the hardship funding received, he had been able to transfer £90,000 back to the reserves which had been set aside to assist with the anticipated car park income losses. The Clerk explained the need to keep a healthy repairs and renewals reserve as most of the play equipment installed in 2008/09 will need replacing over the next few years. He advised that the General Reserve has increased to £350,000 and, although considered still a little on the low side by the Town Council's Internal Auditor, he is comfortable with this level.

Members thanked the Town Clerk for his excellent financial management over the difficult year and for having the confidence to draw down funding streams during the uncertainty.

It was **RESOLVED** to:

- i. Approve the detailed accounting statements and transfers to and from reserves as shown;
- ii. Approve the accounting statement in Section 2 of the Annual Return for 2020/21; and
- iii. Authorise the Clerk and Mayor to sign the Accounting Statement on the Annual Return on behalf of the Town Council.

### **C/21/15) Standing Committees**

Members considered a previously circulated report setting out the latest terms of reference for the standing committees and a suggested committee membership for



the 2021/22 civic year. The Clerk advised that he would submit the Terms of Reference to each Committee for Members to consider in due course.

It was **RESOLVED** that:

1. The Terms of Reference of each committee as set out be approved;
2. The Committee Membership list as set out be approved subject to:
  - Councillor Bull being deleted from the Community Committee and added to the Finance and General Purposes Committee;
  - Councillor Styles being deleted from the Community Committee.

### **C/21/16) Election of Representatives to outside bodies**

It was **RESOLVED** that the following appointments to outside bodies be made for the 2021/22 civic year:

#### **St Austell Carnival Committee**

Councillor Cohen

#### **St Austell Bay Chamber of Commerce**

Councillor Styles

#### **CALC - Larger Councils Liaison Group**

Councillor Brown

#### **Cornwall and Isles of Scilly Flood Forum**

Councillor Cohen

#### **St Austell Bay Economic Forum (SABEF)**

Councillor Brown

#### **SABEF Green/Whitegold Working Group (if resurrected)**

Councillor Styles

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

Councillor French

#### **South East Cornwall Local Action Group (SELAG)**

Councillor Young

#### **The House Steering Committee**

Councillors Fox and Thompson

#### **St Austell Healthcare Patient Participation Group**

Councillor Bull advised that she was appointed to this group as an individual not a Town Council representative but with permission, she would provide feedback on issues of any relevance to the Town Council.

#### **Safer St Austell**

Councillor Thompson (substitute - Councillor McDonagh if permitted)



**Rural Services Network**

Councillor Thompson

**Townscape Heritage Scheme**

Councillor Patrick McDonagh

**St Austell Revitalisation Partnership**

Councillors George, Pearce and Chair of the Planning & Regeneration Committee

**St Austell and Mevagissey Community Network Panel**

Councillors Lanxon and Young.

It was noted that all Councillors are entitled to attend Community Network Panel meetings.

**C/21/17) General Power of Competence**

The Clerk outlined the background and criteria for a Town Council to adopt the General Power of Competence.

The Council **RESOLVED** that it met the conditions prescribed by the Secretary of State in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 and that it should adopt the General Power of Competence.

**C/21/18) Schedule of Payments**

It was **RESOLVED** that the Schedule of Payments for the period 13<sup>th</sup> March 2021 to 10<sup>th</sup> May 2021 totalling £155,736.83 be approved.

**C/21/19) Dates of Meetings**

It was noted that the next Town Council meetings were due to take place on the 12<sup>th</sup> July 2021 and 6<sup>th</sup> September 2021.

The meeting closed at 7.32pm.



# ST AUSTELL TOWN COUNCIL



## **Co-Option Procedure**

### **Background**

St Austell Town Council has approved the following co-option procedure.

### **Overall Process**

#### ***Stage 1 – Advertising and Promoting***

The vacancy should be advertised locally and interested parties invited to complete a short application form outlining why they would like to be a Town Councillor and what they can bring to the role.

#### ***Stage 2 – Processing and Invitation***

The completed application forms are processed and applicants are invited to the next Full Council meeting to perform a presentation to members.

#### ***Stage 3 – Presentation and Logistics***

The vacancy is placed as the last item on the Agenda of the Full Council meeting (before Exempt business). This serves two purposes, it prevents the newly co-opted member from trying to vote during the meeting (before they have signed their acceptance of Office and completed their register of interests) and also allows the applicant to see how a meeting operates and gives them the opportunity to change their mind if they feel the role is not for them.

When members get to the item on the agenda, the following process should be followed with no significant changes.

#### ***Stage 4 – Selection Process***

##### **Once reaching the item on the agenda**

A. Invite applicants to speak for up to 3 minutes on who they are and why they would like to be a councillor.

B. Proceed to the co-option process (written ballot)

- I. Each member has voting paper and he/she then votes for his preferred candidate.
- II. The ballots are counted by the Town Clerk, (who may be assisted by another officer) and the Town Clerk will announce the number of votes for each candidate after each round. Details of how each Member voted will not be announced.
- III. To be co-opted, a candidate needs to receive an overall majority. If there are three or more candidates it may be necessary to repeat the ballot, losing the candidate(s) who received the lowest number of votes until there is a clear majority.
- IV. If the result is tied, the process should be repeated at least once more before the Mayor exercises his/her casting vote.

NOTE: The qualifications for being a councillor are clearly defined in the Local Government Act 1972. Provided that a candidate meets these requirements the council should consider any application on its merits.

**\*\*IMPORTANT INFORMATION\*\***

**Qualification criteria (as at June 2016)**

The Town Council may co-opt as a member any person who is legally qualified to hold such office, and who is willing to serve, provided he or she is a Commonwealth citizen or a citizen of the Republic of Ireland or relevant citizen of the European Union and satisfies at least one of the following qualification categories:

- (a) is registered as a local government elector for the parish of St Austell;
- (b) has during the whole of the preceding twelve months occupied as owner or tenant, any land or premises in the parish of St Austell;
- (c) his/her principal or only place of work during the preceding twelve months has been in the parish of St Austell;
- (d) had during the whole of the preceding twelve months resided in the parish of St Austell or within 4.8 km (3 miles) thereof.

**You may not be a Councillor if**

- (a) You are the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order or a debt relief restrictions order or interim debt relief restriction order under the Insolvency Act 1986;
- (b) Has within five years been convicted of any offence and has had passed on him/her a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine.



# ST AUSTELL TOWN COUNCIL



## Councillor Vacancy Application Form

Date Form Submitted:

<b>Applicant Name:</b>	Richard Clemo
<b>Applicant's Full Address:</b>	
	<b>Postcode:</b>
<b>Telephone Number:</b>	
<b>E-mail Address:</b>	
<b>Vacancy Applied For:</b>	<b>St Austell – Bethel &amp; Holmbush Ward</b>
<b>Why would you like to take up a position as a member of St Austell Town Council?</b>	<p>I have always been a positive advocate of St Austell and the surrounding area and I would now like to give something back to the town that has been home for most of my life.</p> <p>I would like to promote the links with clay country to the north and west and St Austell Bay to the south. I am also keen to protect and promote the town's historic links with the Pentewan Valley.</p> <p>St Austell has had its fair share of issues and concerns in recent years (eg: traffic, retail and housing development, and anti-social behaviour) and I believe I can work passionately and enthusiastically to support the town's development.</p>



<p><b>What skills and experiences do you feel you could bring to this important role?</b></p>	<p>Extensive working experience of the public sector.</p> <p>Qualified CIPFA Accountant.</p> <p>Local small business owner.</p> <p>Treasurer of Three Bays Wildlife Group and supporter of other community groups including St Austell Rugby Club, Polgooth Pantomime Players and Charlestown Youth Football Club.</p> <p>Life experience as husband and dad with 3 young children all attending school locally.</p>
<p><b>Any further comments to the Town Council in support of your application?</b></p>	<p>St Austell and the surrounding area has been home for most of my life having been brought up on the edge of the Clay Country in Rescorla and attending Bishop Bronescombe School in the heart of the Bethel &amp; Holmbush ward. I later studied for my A levels at St Austell College.</p> <p>I returned to St Austell 10 years ago to join my parent's business which I have worked hard to expand during this time.</p> <p>This is an important moment as town centre's look to recover and refocus and I believe the St Austell Project can play a key role in the regeneration of St Austell.</p>

**By submitting this form you agree to be bound by the Town Council's Code of Conduct, Standing Orders and Financial Regulations if you are successful.**

**You also confirm that you meet the qualification criteria set out in the co-option procedure guidance.**

Signed		Date	1/7/21
--------	--	------	--------

**Please return your completed form to:**

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

or

**Email:** [david.pooley@staustell-tc.gov.uk](mailto:david.pooley@staustell-tc.gov.uk)

**By 3pm on Friday 2<sup>nd</sup> July 2021**

# ST AUSTELL TOWN COUNCIL



## Councillor Vacancy Application Form

Date Form Submitted:

21/06/2021

<b>Applicant Name:</b>	Clare Edwards
<b>Applicant's Full Address:</b>	        <b>Postcode:</b> /
<b>Telephone Number:</b>	
<b>E-mail Address:</b>	
<b>Vacancy Applied For:</b>	<b>St Austell – Bethel &amp; Holmbush Ward</b>
<b>Why would you like to take up a position as a member of St Austell Town Council?</b>	<p>Although I grew up in the Newquay area and Scotland as an RAF child, St Austell is in my blood with great grandparents going back generations having been miners in the area.</p> <p>I feel I have a responsibility to my young children to get involved and make a positive contribution if I can, to help make St Austell a lovely place for them to grow up in and also to teach them the value of being involved with the community.</p> <p>This is an excellent opportunity to learn from the experienced councillors and to get involved with the excellent work St Austell Town Council already carries out.</p>

<p><b>What skills and experiences do you feel you could bring to this important role?</b></p>	<p>My entire working life, until I had my children, revolved around public facing roles, including jobs with Victim Support, Volunteer coordination, finance for a local care agency and 6 years in a University Advice office. My job there was to provide legal, welfare and financial advice for students. I also shared the responsibility of managing government and University hardship funds to those in need following a strict grant making procedure.</p> <p>I have had the benefit of working with a huge range of people from right across the world and from a variety of organisations, on issues ranging from discrimination, disability rights and financial literacy. This included one to one advice, and larger campaigns on matters like housing and money management.</p> <p>While working full time as an adviser I also completed a Masters in International Law. I have excellent time management &amp; organisational skills. I am an avid researcher and I am able to take on new information quickly. I build lasting relationships and make decisions in a balanced way based on available evidence.</p>
<p><b>Any further comments to the Town Council in support of your application?</b></p>	

**By submitting this form you agree to be bound by the Town Council's Code of Conduct, Standing Orders and Financial Regulations if you are successful.**

**You also confirm that you meet the qualification criteria set out in the co-option procedure guidance.**

Signed		Date	21/06/2021
--------	--	------	------------

**Please return your completed form to:**

**Town Clerk**  
St Austell Town Council

# ST AUSTELL TOWN COUNCIL



## Councillor Vacancy Application Form

Date Form Submitted:

<b>Applicant Name:</b>	Jamie Hanlon
<b>Applicant's Full Address:</b>	
	<b>Postcode:</b>
<b>Telephone Number:</b>	
<b>E-mail Address:</b>	
<b>Vacancy Applied For:</b>	<b>St Austell – Bethel &amp; Holmbush Ward</b>
<b>Why would you like to take up a position as a member of St Austell Town Council?</b>	<p>I would like to follow on from where I left off as a Conservative Councillor, helping St Austell Town Council and the Councilors better understand the needs of people with disabilities.</p> <p>I enjoy helping others, and I would like to opportunity to help the residents of the above ward.</p>

<p><b>What skills and experiences do you feel you could bring to this important role?</b></p>	<p>St Austell Town Councilor for the last four years. I can either work as a team or independently for the good of the Council and residents of St Austell. I am an Accessibility &amp; Inclusive Design Consultant with many other skills in the field of disabilities and an excellent communicator at all levels.</p>
<p><b>Any further comments to the Town Council in support of your application?</b></p>	<p>I will uphold the values of the Town Council, but the needs of people with disabilities must always come first.</p>

**By submitting this form you agree to be bound by the Town Council's Code of Conduct, Standing Orders and Financial Regulations if you are successful.**

**You also confirm that you meet the qualification criteria set out in the co-option procedure guidance.**

<p><b>Signed</b></p>		<p><b>Date</b></p>	<p>14<sup>th</sup> June 2021</p>
----------------------	--	--------------------	----------------------------------

**Please return your completed form to:**

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

or

**Email:** [david.pooley@staustell-tc.gov.uk](mailto:david.pooley@staustell-tc.gov.uk)

**By 3pm on Friday 2<sup>nd</sup> July 2021**

# ST AUSTELL TOWN COUNCIL



## Councillor Vacancy Application Form

Date Form Submitted:

22nd June 2021

<b>Applicant Name:</b>	David Mount
<b>Applicant's Full Address:</b>	
<b>Postcode:</b>	
<b>Telephone Number:</b>	
<b>E-mail Address:</b>	
<b>Vacancy Applied For:</b>	St Austell - Bethel & Holmbush Ward
<b>Why would you like to take up a position as a member of St Austell Town Council?</b>	<p>To help make St Austell a good place to live.</p> <p>To give something back to the community</p>



<p><b>What skills and experiences do you feel you could bring to this important role?</b></p>	<p>I worked as a teacher for most of my career. I taught computer skills to adults in the evenings. I acted with the St Austell Players I ran an IT department</p>
<p><b>Any further comments to the Town Council in support of your application?</b></p>	<p>St Austell is a great place to live and bring up families. I want to work making things even better as the town grows</p>

By submitting this form you agree to be bound by the Town Council's Code of Conduct, Standing Orders and Financial Regulations if you are successful.

You also confirm that you meet the qualification criteria set out in the co-option procedure guidance.

Signed		Date	22nd June 2021
--------	--	------	----------------

Please return your completed form to:

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

or

**Email:** [david.pooley@staustell-tc.gov.uk](mailto:david.pooley@staustell-tc.gov.uk)

**By 3pm on Friday 2<sup>nd</sup> July 2021**



# ST AUSTELL TOWN COUNCIL



## Councillor Vacancy Application Form

Date Form Submitted:

01/07/2021

<b>Applicant Name:</b>	Kevin Mozer
<b>Applicant's Full Address:</b>	
<b>Telephone Number:</b>	
<b>E-mail Address:</b>	
<b>Vacancy Applied For:</b>	St Austell – Bethel & Holmbush Ward
<b>Why would you like to take up a position as a member of St Austell Town Council?</b>	I would like to be involved as much as possible to make St Austell and the wards I'm applying for a better place and work together with the other councillors so we can deliver on our promises and duties.

19

<p><b>What skills and experiences do you feel you could bring to this important role?</b></p>	<p>I have worked my way through the pandemic and gained an amazing experience with dealing with the Health and safety factor of the pandemic. Making sure that we provide a safe and secure way to provide essential care to our eyecare patients.</p>
<p><b>Any further comments to the Town Council in support of your application?</b></p>	<p>I would be honored to be selected for this role and work together with the Town Council so we can make people's life easier.</p>

**By submitting this form you agree to be bound by the Town Council's Code of Conduct, Standing Orders and Financial Regulations if you are successful.**

**You also confirm that you meet the qualification criteria set out in the co-option procedure guidance.**

<p><b>Signed</b></p>		<p><b>Date</b></p>	<p>01/07/2021</p>
----------------------	--	--------------------	-------------------

**Please return your completed form to:**

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

OR

**Email:** [david.pooley@staustell-tc.gov.uk](mailto:david.pooley@staustell-tc.gov.uk)

**By 3pm on Friday 2<sup>nd</sup> July 2021**

# ST AUSTELL TOWN COUNCIL



## Councillor Vacancy Application Form

Date Form Submitted:

24 June 2021

<b>Applicant Name:</b>	Tracy Ann Richardson
<b>Applicant's Full Address:</b>	
<b>Telephone Number:</b>	
<b>E-mail Address:</b>	
<b>Vacancy Applied For:</b>	<b>St Austell – Bethel &amp; Holmbush Ward</b>
<b>Why would you like to take up a position as a member of St Austell Town Council?</b>	I have a passion for local politics and would like to contribute to my local community

<p><b>What skills and experiences do you feel you could bring to this important role?</b></p>	<p>Have been self employed.</p>
<p><b>Any further comments to the Town Council in support of your application?</b></p>	

**By submitting this form you agree to be bound by the Town Council's Code of Conduct, Standing Orders and Financial Regulations if you are successful.**

**You also confirm that you meet the qualification criteria set out in the co-option procedure guidance.**

<p><b>Signed</b></p>		<p><b>Date</b></p>	<p>24th June 2021</p>
----------------------	--	--------------------	-----------------------

**Please return your completed form to:**

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

or

**Email:** [david.ponley@staustell-tc.gov.uk](mailto:david.ponley@staustell-tc.gov.uk)

**By 3pm on Friday 2<sup>nd</sup> July 2021**

# ST AUSTELL TOWN COUNCIL



## Councillor Vacancy Application Form

Date Form Submitted:

16/06/2021

<b>Applicant Name:</b>	Ethan Stephens
<b>Applicant's Full Address:</b>	
	<b>Postcode:</b>
<b>Telephone Number:</b>	
<b>E-mail Address:</b>	
<b>Vacancy Applied For:</b>	<b>St Austell – Bethel &amp; Holmbush Ward</b>
<b>Why would you like to take up a position as a member of St Austell Town Council?</b>	<p>I have spent most of my life in St Austell, and having grown up within the local community I have a passion for connecting with the locals.</p> <p>I want to ensure I can path the way for the next generation and ensure that I do my part for our town.</p>

<p><b>What skills and experiences do you feel you could bring to this important role?</b></p>	<p>I am dedicated, hard working and great with communicating to both the youth and elderly and all in between and will utilise my skills with communication to ensure local residents are heard.</p> <p>I am charismatic and great with both public and communal speaking these I learnt from being on stage.</p>
<p><b>Any further comments to the Town Council in support of your application?</b></p>	<p>I Hope you give my application some consideration as within this role I will work my best to ensure all I can do is done and look forward to making a bright future for our community.</p>

**By submitting this form you agree to be bound by the Town Council's Code of Conduct, Standing Orders and Financial Regulations if you are successful.**

**You also confirm that you meet the qualification criteria set out in the co-option procedure guidance.**

<b>Signed</b>		<b>Date</b>	16/06/2021
---------------	--	-------------	------------

**Please return your completed form to:**

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

or

# St Austell Town Council



## Small Grants Scheme

### Application Form

#### PART B

##### 1. Your organisation

<b>Name of Organisation</b>	St Austell Armature Boxing Club
<b>Charity/company number</b> (if applicable)	Charity No:  Company No:
<b>Are there any Members of St Austell Town Council on your Committee?</b> (if so, please list them)	No
<b>What are the aims and objectives of your organisation?</b>	To provide a safe space for individuals to come and tackle antisocial behaviour, boredom, confidence building within mental health for an alternative to fitness with a pathway to boxing for the club.



**Please demonstrate your organisation's commitment to equal opportunities** (please enclose any relevant policies)

The club offers an open door policy and is non bias, accepting any individuals from many walks of life, Mental health, neurodevelopment and will not tolerate bullying or anyone that disagrees with the open door policy.

## 2. Purpose for which the grant is sought

<b>Project title:</b>	Summer club
<b>Description of project</b> (please continue on a separate sheet if necessary):	Offering St.Austell and surrounding areas access to 3 days a week for 4weeks of summer training, our aim is to ensure travel barriers and low income families are not denied the opportunity.
<b>How would this grant be of benefit to the community in St Austell?</b> (please continue on a separate sheet if necessary):	The summer clubs would reduce the impact of anti social behaviour and boredom over the summer holidays, with coaches with safeguarding training giving vulnerable children the opportunity to ensure they are partaking in activities over the summer.
<b>What arrangements do you have in place to ensure safeguarding of children and young people</b> (applicable only if your project involves working with this client group).	Volunteers will have the adequate training to ensure safeguarding is abided by and children have a safe environment to partake in activities.

## 3. Finance

<b>What is the total cost of the project?</b>	<b>£4880</b>
<b>Amount of grant applied for</b> (Up to £250) *	<b>£250</b>
<b>Have you previously received a grant from St Austell Town Council?</b>	<b>No</b>
<b>If "Yes" please indicate:</b>  a) When b) Amount received c) For what purpose	

--	--

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

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

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

#### 4. Further information enclosed

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

#### 5. Publicity

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

<p>We will ensure to include the funding within adverts and via the facebook page.</p>
--

Please return your completed form to:

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

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

**ST AUSTELL TOWN COUNCIL**  
**COUNCIL MEETING – 12<sup>th</sup> JULY 2021**  
**SCHEDULE OF PAYMENTS**  
**11th MAY 2021 to 2<sup>nd</sup> JULY 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. Payment 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. Where possible items are procured locally and from sustainable sources or using recycled materials.

**6. RECOMMENDATIONS**

It is recommended that Councillors approve the attached Schedule of Payments totalling £181,753.59.

---

DAVID POOLEY - TOWN CLERK



# **Detailed Account Transaction Report** **St Austell Town Council** **From 11 May 2021 to 2 July 2021**

Date	Payee	Payment Method	Reference	Amount	Cost Centre	Account Name
11-05-2021	Kent County Council - Gas	BACS	G7743811	£251.20	Library	Gas
12-05-2021	The Safety Supply Company - Credit note	BACS	CN1	£-0.10	Other Parks and Open Spaces	Grounds Maintenance Supplies
12-05-2021	Cornwall Council - Enforcement - April 2021	BACS	8100131192	£176.66	Priority Car Park	Contract Payments
12-05-2021	Alistair Business Solutions - Fuel	Direct Debit	E2013904211	£362.75	Transport and Plant	Fuel
12-05-2021	PayPal - PayPal charges	Credit Card	Inv2	£1.00	General Administration	Miscellaneous Expenses
13-05-2021	Amazon EU S.a.r.l. - Anti bac wipes	Credit Card	AEU-INV-GB-2021-223613357	£63.47	Library	Cleaning & Domestic Supplies
13-05-2021	Royal Mail - Stamps	Credit Card	8929362	£139.00	General Administration	Office Supplies
13-05-2021	D May & Son Ltd - Boots	BACS	21000008486	£42.00	Other Parks and Open Spaces	Protective Clothing
13-05-2021	D May & Son Ltd - Boots	BACS	21000008486	£50.40	Other Parks and Open Spaces	Protective Clothing
13-05-2021	M A Grigg Ltd - Trousers	BACS	S15699	£37.01	Other Parks and Open Spaces	Protective Clothing
13-05-2021	M A Grigg Ltd - Trousers	BACS	S15699	£1.30	Other Parks and Open Spaces	Grounds Maintenance Supplies
14-05-2021	Steve Andrews Tyres Ltd - Tyre repair	BACS	SAI-342	£23.14	Transport and Plant	Repairs/ Maintenance-Vehicles/Plant
14-05-2021	Radmore & Tucker - Strimmer handle	BACS	100090	£7.20	Transport and Plant	Repairs/ Maintenance-Vehicles/Plant
14-05-2021	M A Grigg Ltd - Grounds maintenance supplies	BACS	S06435	£9.60	Other Parks and Open Spaces	Grounds Maintenance Supplies
14-05-2021	M A Grigg Ltd - Grounds maintenance supplies	BACS	S16632	£25.82	Other Parks and Open Spaces	Grounds Maintenance Supplies
15-05-2021	Cornwall Council - Business rates	Direct Debit	80262860712	£55.00	Tregonissey Lane End	Rates
15-05-2021	Cornwall Council - Business rates	Direct Debit	80262013X12	£4,948.00	Priority Car Park	Rates
15-05-2021	Cornwall Council - Business rates	Direct Debit	80263572412	£1,164.00	Library	Rates
15-05-2021	Royal Mail - Stamps	Credit Card	8931670	£65.20	General Administration	Office Supplies
17-05-2021	NetWest - Bankline charges	Direct Debit		£52.00	General Administration	Miscellaneous Expenses
17-05-2021	Toolstation Ltd - Paint	BACS	QWW684745247	£39.96	Other Parks and Open Spaces	Grounds Maintenance Supplies
17-05-2021	Washware Essentials Ltd t/a School Toilets - Sharps box	BACS	INV-33398	£138.00	Priority Toilets	Repairs / Maintenance Premises
18-05-2021	BT - Telephone charges May 2021	Direct Debit	M060 5H	£156.34	General Administration	IT / Communications
18-05-2021	Screwfix Direct Ltd - Grounds maintenance supplies	Direct Debit	1163071196	£23.98	Other Parks and Open Spaces	Grounds Maintenance Supplies
18-05-2021	Contec South West Limited - Topsoil	BACS	86683	£141.48	Other Parks and Open Spaces	Grounds Maintenance Supplies
18-05-2021	Radmore & Tucker - Strimmer handle	BACS	100600	£68.26	Transport and Plant	Repairs/ Maintenance-Vehicles/Plant
19-05-2021	Alistair Business Solutions - Fuel	Direct Debit	E2013916435	£277.25	Transport and Plant	Fuel
19-05-2021	BT - Internet May 2021	Direct Debit	M061 U1	£476.40	General Administration	IT / Communications
19-05-2021	PJL Security Ltd - Security - Pollair Park	BACS	28216	£33.00	Pollair Park	Contract Payments
20-05-2021	M A Grigg Ltd - Grounds maintenance supplies	BACS	S23168	£4.13	Other Parks and Open Spaces	Grounds Maintenance Supplies
21-05-2021	Screwfix Direct Ltd - Grounds maintenance supplies	Direct Debit	1164400274	£37.98	Other Parks and Open Spaces	Grounds Maintenance Supplies
21-05-2021	Biffa Waste Services Ltd - Wheeille bin collection	Direct Debit	522C31376	£548.26	Other Parks and Open Spaces	Contract Payments
24-05-2021	Kernow Training Ltd - Felling of large trees course - Rob	BACS	KT1003970	£150.00	Other Parks and Open Spaces	Training
24-05-2021	Amazon EU S.a.r.l. - Microphone	Credit Card	INV-GB-17245955-2021-162	£18.94	General Administration	Office Equipment
24-05-2021	Amazon EU S.a.r.l. - Safety pins	Credit Card	INV-GB-151446831-2021-28968	£3.98	General Administration	Office Supplies
24-05-2021	Cornwall Signs - Signs	BACS	37928	£120.00	Other Parks and Open Spaces	Repairs / Maintenance Premises
25-05-2021	Logical Cleaning Solutions - Stable Block cleaning	BACS	INV-3464	£576.98	Stable Block/Pondu House	Cleaning & Domestic Supplies
25-05-2021	Steve Skinner - Travel expenses	BACS		£24.03	General Administration	Travel and Subsistence
25-05-2021	Eden Springs UK Ltd - Drinks machine supplies	BACS	314670944	£26.983.89	General Administration	Miscellaneous Expenses
25-05-2021	Salaries - May 2021	BACS	EBP	£51.00	Pollair Park	Salaries / Wages
25-05-2021	PJL Security Ltd - Security - Pollair Park	BACS	28227	£33.62	Other Parks and Open Spaces	Contract Payments
25-05-2021	M A Grigg Ltd - Gloves	BACS	S28066	£2,133.69	Other Parks and Open Spaces	Protective Clothing
26-05-2021	Cornwall Tree Consultancy - Tree risk assessments and reports	BACS	189CT00421	£137.77	Transport and Plant	Miscellaneous Expenses
26-05-2021	Alistair Business Solutions - Fuel	Direct Debit	E2013938362	£78.00	Priority Toilets	Fuel
26-05-2021	Metro Rod Limited - Drain cleaning	BACS	288816	£1,112.99	Transport and Plant	Repairs / Maintenance Premises
26-05-2021	Cornac Solutions - Hire charges	BACS	IN119802	£2,427.90	Priority Car Park	Car Park Income
26-05-2021	GAS - Incorrect Credit received 26.5.21	Direct Debit	Incorrect Credit	£4,980.00	Pollair Park	Play Equipment
28-05-2021	TK Play Ltd - Pollair Park base works	BACS	10941	£3,690.00	Misc. Projects/Grants	Miscellaneous Expenses
30-05-2021	St Austell BID - Town marshalls	BACS	Wardens 5			

31-05-2021	Siemens Financial Services Limited - Lease rental - coffee machine	Direct Debit	A866099-2 2021	£282.96	Library	Contract Hire and Operating Leases
31-05-2021	Lyreco UK Limited - Office supplies	BACS	6722984410	£51.96	General Administration	Office Supplies
31-05-2021	Lyreco UK Limited - Office supplies	BACS	6722984411	£29.52	General Administration	Office Supplies
31-05-2021	Lyreco UK Limited - Office supplies	BACS	6722984412	£5.76	General Administration	Office Supplies
31-05-2021	ln2Play - Litter picking/grass cutting	BACS	00684	£987.50	Other Parks and Open Spaces	Contract Payments
31-05-2021	Worldpay (UK) Ltd - Credit card transactions	Direct Debit	154672534	£21.00	Library	Miscellaneous Expenses
31-05-2021	Worldpay (UK) Ltd - Credit card transactions	Direct Debit	154672534	£21.00	General Administration	Miscellaneous Expenses
31-05-2021	Worldpay (UK) Ltd - Credit card transactions	Direct Debit	154624071	£1.61	General Administration	Miscellaneous Expenses
31-05-2021	Worldpay (UK) Ltd - Credit card transactions	Direct Debit	154624071	£1.61	General Administration	Miscellaneous Expenses
31-05-2021	Euro Tool Hire and Sales South West Ltd - Fence hire - Priory Car Park	BACS	269301	£31.80	Priory Car Park	Grounds Maintenance Supplies
31-05-2021	Vincent Tractors Ltd - mower parts	BACS	198903	£31.32	Transport and Plant	Repairs/ Maintenance-Vehicles/Plant
1-06-2021	Hay Nurseries (Cornwall) Ltd - Plants	BACS	155960	£2.353.80	Other Parks and Open Spaces	Grounds Maintenance Supplies
1-06-2021	ObjectiveIT/Services - IT support services	BACS	0003038	£586.26	General Administration	IT / Communications
1-06-2021	Cornwall Council - Pensions May 2021	BACS		£8,193.03	General Administration	Salaries / Wages
1-06-2021	HMRC - Tax NI May 2021	BACS		£6,945.29	General Administration	Salaries / Wages
2-06-2021	AD Sales Limited T/A Newquay & St Austell Voice - Advert	BACS		£240.00	General Administration	Publicity
2-06-2021	Alistar Business Solutions - Fuel	Direct Debit	475695	£25.13	Transport and Plant	Fuel
2-06-2021	Source for Business - Water	BACS	E2013981973	£14.60	Pollair Park	Water
2-06-2021	Source for Business - Sewerage	BACS	2074380107	£20.39	Pollair Park	Water
2-06-2021	E.ON - Electricity May 2021 Streetlights	BACS	H19E95BC8B	£267.96	Other Parks and Open Spaces	Electricity
2-06-2021	G4S - Amendments to contract	BACS	02527004	£58.85	Priory Car Park	Contract Payments
2-06-2021	G4S - Contract services	BACS	02527002	£588.48	Priory Car Park	Contract Payments
3-06-2021	The Safety Supply Company - Hand wipes	BACS	8473263	£22.38	Other Parks and Open Spaces	Grounds Maintenance Supplies
3-06-2021	Young People Cornwall - Contribution to The House - April, May and June 2021	BACS	1998	£5,000.00	The House/Youth Services	Miscellaneous Grants
4-06-2021	Cornwall Association of Local Councils Limited - VAT training	BACS	2122-240	£36.00	General Administration	Training
4-06-2021	Xero (UK) Ltd - Monthly subscription to 3.7.21	Credit Card	INV-8799584	£28.80	General Administration	IT / Communications
4-06-2021	Elliott Window Cleaning Services - Library window cleaning	BACS	1534	£68.00	Library	Cleaning & Domestic Supplies
4-06-2021	Elliott Window Cleaning Services - Stable Block window cleaning	BACS	1535	£27.00	Stable Block/Pondhu House	Cleaning & Domestic Supplies
4-06-2021	Spot-On Supplies Ltd - Grounds maintenance supplies	BACS	21518522	£176.64	Other Parks and Open Spaces	Grounds Maintenance Supplies
4-06-2021	EE Limited - Mobile Telephone June 2021	Direct Debit	VO1860216163	£76.39	General Administration	IT / Communications
4-06-2021	EE Limited - Mobile telephones June 2021	Direct Debit	VO1860216163	£18.00	General Administration	IT / Communications
6-06-2021	BT - CCTV - annual rental contract	Direct Debit	20031714	£1,320.00	CCTV	Contract Payments
8-06-2021	B Presswell - Van bulb	Petty Cash	PC01	£3.00	Transport and Plant	Repairs/ Maintenance-Vehicles/Plant
8-06-2021	Various - Car park refund	Petty Cash	PC2	£1.00	Priory Car Park	Miscellaneous Expenses
8-06-2021	Hay Nurseries (Cornwall) Ltd - Plants	BACS	155990	£450.65	Other Parks and Open Spaces	Grounds Maintenance Supplies
8-06-2021	Back Pain Clinic Ltd - Rob - chiropractic treatment	BACS	024374	£60.00	General Administration	Miscellaneous Expenses
9-06-2021	Hay Nurseries (Cornwall) Ltd - Plants	BACS	155993	£363.96	Other Parks and Open Spaces	Grounds Maintenance Supplies
9-06-2021	Hay Nurseries (Cornwall) Ltd - Plants	BACS	155994	£1,044.96	Misc. Projects/Grants	Miscellaneous Grants
9-06-2021	AD Sales Limited T/A Newquay & St Austell Voice - Advert	BACS	475775	£240.00	General Administration	Publicity
10-06-2021	Allstar Business Solutions - Fuel	Direct Debit	E2014004578	£104.81	Transport and Plant	Fuel
10-06-2021	Rentokill Initial UK Limited - Sanitary disposal	Direct Debit	60214125	£86.42	Stable Block/Pondhu House	Cleaning & Domestic Supplies
10-06-2021	Kent County Council - Gas	BACS	G7782743	£124.49	Library	Gas
11-06-2021	Vincent Tractors Ltd - Ignition starter	BACS	199160	£20.56	Transport and Plant	Repairs/ Maintenance-Vehicles/Plant
11-06-2021	TK Play Ltd - Pollair Park - base works	BACS	10940	£18.25	Library	Water
11-06-2021	Source for Business - Water	BACS	2074524178	£22.89	Library	Water
11-06-2021	Source for Business - Sewerage	BACS	2074524178	£42.00	The House/Youth Services	Repairs / Maintenance Premises
12-06-2021	UK Radon Ltd - The House - repairs to two radon boxes	BACS	UK2111297	£55.00	Tregonissey Lane End	Repairs / Maintenance Premises
14-06-2021	Cornwall Signs - Toilet sign	BACS	38070	£4,948.00	Priory Car Park	Rates
15-06-2021	Cornwall Council - Business rates	Direct Debit	8026286073	£1,164.00	Library	Rates
15-06-2021	Cornwall Council - Business rates	Direct Debit	80262013X3	£40.00	General Administration	Miscellaneous Expenses
15-06-2021	Cornwall Council - Business rates	Direct Debit	8026357243	£660.00	Other Parks and Open Spaces	Grounds Maintenance Supplies
15-06-2021	NatWest - Bankline charges	Direct Debit		-£58.85	Priory Car Park	Contract Payments
15-06-2021	St Austell BID - 11 red pots refurbished and planted	BACS	P0452021			
16-06-2021	G4S - Missed services	Credit Note	00465812			



16-06-2021	Friends of St Austell Station - Hose and connectors	BACS	Inv1	£134.18	Misc. Projects/Grants	Miscellaneous Expenses
16-06-2021	St Blazey Amateur Operatic Society - Grant	BACS	Grant4	£150.00	Misc. Projects/Grants	Small Grants Scheme
16-06-2021	Go St Austell Shopmobility - Grant	BACS	Grant 3	£250.00	Misc. Projects/Grants	Small Grants Scheme
16-06-2021	ITEC - Printing	BACS	573867	£172.68	General Administration	Printing and Stationery
16-06-2021	ITEC - Printing	BACS	573868	£1.32	General Administration	Printing and Stationery
16-06-2021	ITEC - Printing	BACS	573869	£3.97	General Administration	Printing and Stationery
16-06-2021	Alistar Business Solutions - Fuel	Direct Debit	E2014039467	£227.63	Transport and Plant	Fuel
17-06-2021	Screwfix Direct Ltd - Grounds maintenance supplies	Direct Debit	1171450435	£15.47	Other Parks and Open Spaces	Grounds Maintenance Supplies
17-06-2021	PJL Security Ltd - Alarm activation response - Library	BACS	28378	£33.00	Library	Contract Payments
17-06-2021	The Safety Supply Company - Hi-vis vests	BACS	8479470	£34.74	Other Parks and Open Spaces	Protective Clothing
17-06-2021	The Safety Supply Company - Print on hi-vis vests	BACS	8480358	£21.12	Other Parks and Open Spaces	Protective Clothing
18-06-2021	BT - Telephone charges June 2021	Direct Debit	M061 9X	£154.61	General Administration	IT / Communications
18-06-2021	Cornwall Council - Priority Car Park enforcement	BACS	8100143093	£189.47	Priority Car Park	Contract Payments
19-06-2021	APS Construction Services Limited - Fence panel hire - Pollair Park	BACS	2461	£156.00	Pollair Park	Repairs / Maintenance Premises
19-06-2021	APS Construction Services Limited - Installation of water meter - Bowling Club	BACS	2460	£294.84	Pollair Park	Repairs / Maintenance Premises
19-06-2021	APS Construction Services Limited - 1st quarter charge - cleaning Priority toilets	BACS	2462	£5,964.00	Priority Toilets	Contract Payments
20-06-2021	BT - Internet June 2021	Direct Debit	M062 YO	£476.40	General Administration	IT / Communications
20-06-2021	Cornwall Association of Local Councils Limited - Councilor training sessions	BACS	2122-285	£108.00	General Administration	Training
20-06-2021	Cornwall Association of Local Councils Limited - Councilor training sessions	BACS	2122-271	£36.00	General Administration	Training
21-06-2021	Newquay Town Council - CCTV monitoring charge - 1st April 2021 to 30th June 2021	BACS	TC/0233	£14,906.75	CCTV	Contract Payments
23-06-2021	Alistar Business Solutions - Fuel 17.6.21	Direct Debit	E2014048765	£188.50	Transport and Plant	Fuel
23-06-2021	Alistar Business Solutions - MOT CN18JKJ	Direct Debit	E2014048765	£45.00	Transport and Plant	Fuel
24-06-2021	Microsoft - 5 Licenses- year ended 22.6.22	Credit Card	E0200EUL3F	£564.00	General Administration	IT / Communications
25-06-2021	Salaries - June 2021	BACS	INV-3576	£26,890.29	General Administration	Salaries / Wages
25-06-2021	Logical Cleaning Solutions - Cleaning - Stable Block	BACS	INV2	£588.98	Stable Block/Pondhu House	Cleaning & Domestic Supplies
29-06-2021	CASA/ Friends of St Austell Station - Leaflets and plant feed	BACS	REP/096753	£51.00	Misc. Projects/Grants	Miscellaneous Expenses
29-06-2021	SSE Contracting Ltd - CCTV maintenance	BACS	28384	£3,001.01	CCTV	Contract Payments
29-06-2021	PJL Security Ltd - Alarm activation response - Library	BACS	Wardens6	£33.00	Library	Contract Payments
30-06-2021	St Austell BID - Town marshalls	BACS		£4,626.00	Misc. Projects/Grants	Miscellaneous Expenses
30-06-2021	Cornwall Council - Pensions June 2021	BACS		£8,164.04	General Administration	Salaries / Wages
30-06-2021	HMRC - Tax and NI June 2021	BACS		£6,909.19	General Administration	Salaries / Wages
30-06-2021	Alistar Business Solutions - Fuel 23.6.21 - 29.6.21	Direct Debit	E2014100724	£308.30	Transport and Plant	Fuel
				<b>£181,753.59</b>		



**MINUTES of ST AUSTELL TOWN COUNCIL COMMUNITY COMMITTEE held on MONDAY 7<sup>th</sup> JUNE 2021 in the Council Chamber, Cornwall Council Information Centre, 39 Penwinnick Road, St Austell, Cornwall, PL25 5DR.**

**Present:** Councillors: Cohen, Double, Fox, George, Guest, Pearce, Pears, Rowse, Thompson and Young.

**Also Present:** Councillor Hamilton

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

**CC/21/01) Election of Chair**

It was **RESOLVED** that Councillor Thompson be elected Chair of the Community Committee for the 2021/22 Civic Year.

**CC/21/02) Election of Vice-Chair**

It was **RESOLVED** that Councillor Cohen be elected Vice-Chair of the Community Committee for the 2021/22 Civic Year.

**CC/21/03) Apologies for absence**

Apologies for absence were received from Councillor Nott.

**CC/21/04) Declarations of Interest**

None.

**CC/21/05) Dispensations**

There were no requests for dispensations received.

**CC/21/06) Minutes of the Meeting held on the 29<sup>th</sup> March 2021**

It was **RESOLVED** that the minutes of the meeting held on the 29<sup>th</sup> March 2021 be approved and signed as a correct record.

**CC/21/07) Matters to note**

The Clerk advised that he had nothing to add.

**CC/21/08) Public Participation**

Mrs Prater advised that she would be happy to answer any questions relating to the St Blazey Amateur Operatic Society grant application.

**CC/21/09) Anti-Social Behaviour Case Worker**

The Clerk advised that following an expression of interest from the Town Council to Cornwall Council to help fund a dedicated ASB Caseworker, Cornwall Council has offered the Town Council a Service Level Agreement for an additional ASB caseworker in return for a financial contribution from the Town Council.

The offer is based on the Penzance model and the contribution sought from St Austell Town Council for the additional resource is £10,000 in the first year rising to approximately £32,000 in the second year. The ASB caseworker would be based at home or at St Austell Police station and would focus on the St Austell Police Sector ie wider than the Town Council's boundaries. The service level agreement would require the officer to patrol the town centre for 10 hours per week and a report would be produced every six weeks for the Town Council's consideration outlining the work of the ASB worker and their achievements.

The Clerk expressed reservations with the proposal and suggested an alternative arrangement where the Town Council could pay for security guards, in partnership with St Austell BID which would guarantee a focus on the town centre and patrols in other areas of the town where appropriate. He added that it might be possible to get some extra training and powers from the Police, which, overall would provide much better value for the town.

The Clerk advised that the existing Cornwall Council ASB Caseworker resource for St Austell would be safeguarded if the Town Council felt unable to support this additional resource.

During discussion Members raised the following issues/concerns:

- The need for anti-social prevention measures to be put in place in other areas of the town, not just the town centre;
- Concern that £42,000 was being asked of the Town Council in the first 2 years, when much of that time the officer would be training;
- Concern that the majority of the geographical area proposed for the caseworker would be outside of the Town Council's area;
- The need to carry out more work with young people, particularly with regard to their ambition and job prospects;
- The need to keep campaigning for a reduction in temporary accommodation places in the town centre.

The Town Clerk added that Young People Cornwall maintained contact through virtual platforms with young people during the pandemic and carried out outreach work in known problem areas. He stressed that at the present time, the majority of issues in the town related to adults rather than young people.

It was **RESOLVED** to authorise the Town Clerk to:

- (i) Decline the offer from Cornwall Council of a Service Level Agreement in the sum of approximately £42,000 over a two year period for extra ASB resource covering the St Austell Police Sector;
- (ii) Liaise with St Austell BID to consider pooling resources with a view to putting in place sustainable security patrols for the town centre and outlying areas of the town;
- (iii) Produce a report to the next Finance and General Purposes Committee setting out the proposals in more detail;
- (iv) Liaise with the Police to train security personnel and if possible, obtain local enhanced powers through the Chief Constable.

## **CC/21/10) British Telecom – Payphone Removal Consultation**

The Clerk explained that from time to time, BT review the usage of public payphones with a view to removing those which have little use. As a result of a recent review, BT have identified four public payphones within the Town Council's area that they would like to remove:

Carclaze Road/Agar Road – PL25 3AD  
Polkyth/Slades Road – PL25 4HQ  
Holmbush Shopping Centre – PL25 3HT  
Daniels Lane/Bucklers Lane – PL25 3JN

It was **RESOLVED** to make no objection to the removal of the four telephone boxes identified.

## **CC/21/11) Small Grants Scheme**

### *Cornwall Pride*

Although supportive of the event, Members felt unable to offer the full amount requested.

It was **RESOLVED** to award a grant in the sum of £250 towards the cost of the "Come out for Cornwall Pride" event due to arrive in St Austell on 26<sup>th</sup> June 2021.

*\*\*Noting that St Blazey Amateur Operatic Society are due to hold their pantomime at the Keay Theatre, Cornwall College, Councillor Double advised that her son works for Cornwall College and left the meeting\*\**

*\*\* Noting that St Blazey Amateur Operatic Society are due to hold their pantomime at the Keay Theatre, Cornwall College, Councillor Fox advised that she works for Cornwall College and left the meeting\*\**

### *St Blazey Amateur Operatic Society*

Members expressed their support for the St Blazey Amateur Operatic Society and for the superb productions that they have put on in the past.

It was **RESOLVED** to award a grant in the sum of £750 towards the cost of putting on their pantomime production "Cinderella" in January 2022.

*\*\*Councillors Double and Fox returned to the meeting\*\**

### *Go! St Austell Shop Mobility*

It was **RESOLVED** to award a grant in the sum of £250 towards the cost of servicing and maintaining their mobility equipment.

## **CC/21/12) Tour of Britain**

The Deputy Town Clerk advised that she is awaiting the announcement as to whether or not the June 21<sup>st</sup> 2021 Covid19 restrictions will be lifted and if they are not lifted, she would speak to the organisers to ascertain what the implications are for the Tour

of Britain. Assuming that the restriction will be lifted, she advised that she would resurrect talks with Stepping Stones, Mrs Heyward, Churches Together and Young People Cornwall about the potential to put events on in the Town Council's parks and open spaces. She outlined the route of the race through St Austell and the events and activities that the library is planning to hold before and during the event.

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

## **CC/21/13) Projects Update**

### *CCTV*

The Town Clerk advised that all 20 cameras are working across the town and that after the G7 summit, he will talk to the Police about the best location for the mobile CCTV camera. Newquay Town Council has drawn down some extra funding from the Office of the Police and Crime Commissioner for extra monitoring hours.

### *Grounds Maintenance*

The two apprentices have been formally trained in the use of strimmers, push mowers and ride on mowers and are now able to go out with the rest of the team grass cutting. The flower beds were planted up last week which took most of the staff off grass cutting, but this will resume again this week. Cornwall Council has taken back the maintenance of Cemetery Park as part of their Making Spaces for Nature Project which means that the grass will probably not be cut so frequently. The Clerk asked if Members could look at the site when passing and advise him whether or not they are happy for the park grass to be left longer or if they would like the grass cut more frequently.

### *Bethel Park*

Lottery funders have expressed an interest in funding a project for Bethel Park. Meetings are being held next week and an update will be provided to Members in due course. The swings and safety surfacing are in need of repair and could become part of a wider refurbishment project.

### *Boat – Edgcumbe Road*

The Town Council was gifted a boat a few months ago and was placed on the grass at Edgcumbe Road ready for planting up with flowers. Unfortunately, following a few complaints from residents and a visit from the Highways Officer, it will be moved to a new location within the next few weeks. The location is yet to be determined.

### *Public conveniences*

A new contract has been let for the cleaning of the public conveniences at Priory Car Park which will take effect from Sunday 13<sup>th</sup> June 2021.

### *Car Park*

Car Park charges were reinstated in April 2021 and income is down slightly on budget, more details of which will be considered at the Finance & General Purposes Committee in June. The G4S cash collection has been sporadic which has caused some issues.



A working group will be set up later in the year to discuss how the car park is operating and any changes that may be required. Western Power is digging up the car park shortly to lay cabling for a property nearby and there might be an opportunity to put in the infrastructure for electric charging points.

#### *Youth Services*

The organisation is still not totally operating back from The House but outreach work is taking place as well as urgent 1 to 1 interviews.

#### *Tregonissey Lane End Car Park*

The Town Council has been approached by a lady who lives in a property backing on to the Tregonissey Lane End Car Park who would like to re-open an access gate from her garden to the car park to assist a family member exiting the house. Cornwall Council's social services and property teams are supportive of the proposal and grant funding opportunities are being explored by the parties involved. If it went ahead, it would be at no cost to the Town Council.

#### **CC/21/14) To consider excluding the press and public**

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

#### **CC/21/15) Former Toilets at Poltair Park**

The Deputy Town Clerk explained the background to the former toilets at Poltair Park, the health and safety implications of the building, the conversations with the neighbouring properties and the quotation received from a local building company. She outlined the urgency of the work and recommended to Members that the quote be accepted.

It was **RECOMMENDED** that:

- (i) Standing Orders 11 Contracts (b) is waived due to the reasonableness of the quote received and the urgency of the works on health and safety grounds.
- (ii) The Town Clerk is authorised to accept the quotation from APS Construction for the demolition of the old toilet block at Poltair Park and to proceed with the works.

#### **CC/21/16) Dates of Meetings**

It was noted that the next meetings of the Community Committee are scheduled for Monday 13<sup>th</sup> September 2021 and Monday 29<sup>th</sup> November 2021.

The meeting closed at 7.19pm.





**MINUTES of a MEETING of ST AUSTELL TOWN COUNCIL PLANNING AND REGENERATION COMMITTEE held on MONDAY 24<sup>th</sup> MAY 2021 in the Council Chamber, 39 Penwinnick Road, St Austell, Cornwall PL25 5DR at 6pm.**

**Present:** Councillors: Brown, Bull, Cohen, Fox, French, Hamilton, Lanxon, McDonagh, Pearce, Pears, Styles and Thompson.

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

**P/21/01) Election of Chair**

Councillor Lanxon asked for nominations for Chair. A nomination was received for Councillor Brown.

It was **RESOLVED** that Councillor Brown be elected Chair of the Planning and Regeneration Committee for the 2021-22 civic year.

**P/21/02) Election of Vice-Chair**

Councillor Brown asked for nominations for Vice-Chair. A nomination was received for Councillor Bull.

It was **RESOLVED** that Councillor Bull be elected Vice-Chair of the Planning and Regeneration Committee for the 2021-22 civic year.

**P/21/03) Apologies for absence**

Apologies for absence were received from Councillor Double.

Councillor French advised that due to a prior commitment he needed to leave the meeting at 6.50pm.

**P/21/04) Declarations of Interest**

Councillor Bull declared an interest in agenda item 7 (i) by virtue of being a Trustee of the Arts Centre which might benefit from the development.

Councillor Fox declared an interest in agenda item 7 (ii) by virtue of a relative being involved in the application.

**P/21/05) Dispensations**

None.

**P/21/06) Minutes from the Meeting dated 8<sup>th</sup> March 2021**

It was **RESOLVED** that the minutes of the meeting held on the 8<sup>th</sup> March 2021 be approved and signed as a correct record.

### **P/21/07) Matters to note**

The Clerk explained that due to the May elections, the Town Council's bid for Town Vitality Funding (minute number P/19/266) is still awaiting approval.

The Chair added that planning application number **PA21/00214** (142 Retallick Meadows) has still not been determined and that the Town Council might be asked to consider it for a third time in due course.

### **P/21/08) Public participation**

The Chair advised that to assist the members of the public present, Planning Application Number **PA21/03491** (30-31 Slades Road) would be considered first and Planning Application Number **PA20/00534** (land at Higher Trewhiddle Farm) second.

### **P/21/09) Planning Applications**

#### **7. Planning Applications**

The Town Council has been consulted on the planning applications listed below. The Committee was asked to consider the applications and agree a response to the Planning Authority (Cornwall Council).

xv. **PA21/03491:** 30-31 Slades Road St Austell PL25 4EY. Variation of conditions 2, 3, 5 and 6 of decision PA20/04185 dated 09.07.20

The Clerk introduced this item and explained that planning permission had previously been granted for six apartments at Slades Road. The applicant had applied to vary conditions 2, 3, 5 and 6 which related to the development being in accordance with the plans originally submitted, the provision of a new 1.8 metre screen wall in accordance with an approved plan at the outset of the development, conditions relating to the windows permitted in the development and a condition relating to parking, access and drainage. He explained that the development had proved contentious with a number of disputes between the developer and neighbours taking place during construction to date.

The Chair welcomed Mr and Mrs Jones and Mr and Mrs Brawn to the meeting.

Mr Jones explained some of the issues experienced with regard to the development which included a loss of privacy and security and a risk that a rat run or thoroughfare could be created between Thornpark Road and Slades Road. He explained that a public access had been created on the wrong side of a wall which impinged on his property and privacy. He also expressed concern with regard to changes made to windows and potential overlooking. He advised the Committee that Mrs Matta could not be at the meeting but that she had walls removed and was very concerned about health and safety issues on site.

Mr Brawn expressed further concerns with regards to the egress from the apartments, the adequacy of a space outside of the fire door and the risks in relation to fire. Mrs Brawn explained that the building had not been constructed in accordance with the plans and that it had been moved across the site and was now too close to neighbouring properties. She reiterated concerns with regards to the fire exit from the property, due to there only being an 18 inch gap outside the door and the adverse impact of the development on Mrs Matta's property.

Councillor Bull provided the Committee with further background to the application and explained that she had asked that the application be referred to Cornwall Council's planning committee when she was a Cornwall Councillor. She expressed the view that it is a flawed development and that the proposed building was too large for the development site. She explained that enforcement action was being considered by Cornwall Council but as part of that process the developer was entitled to apply for planning permission to support the development as constructed. She outlined disputes with regard to a driveway, a garden wall and boundaries and the positioning of the building within the site.

Councillors reiterated the concerns outlined by Councillor Bull and emphasised the need to protect neighbouring properties.

It was unanimously **RESOLVED** to **OBJECT IN THE STRONGEST TERMS** to the application on the grounds of:

- The building not being in accordance with the approved plans;
- The adverse impact on the neighbours including overlooking and loss of amenity
- The lack of amenity space and poor access and escape routes from the dwelling as built
- Inappropriate amendments to windows which increase overlooking;
- The adverse impact on the neighbours of the amendments to the access lane to the south of the development

It was **FURTHER RESOLVED** that Cornwall Council should be asked to undertake enforcement action as a matter of urgency to ensure that the development is less harmful to neighbours and more in line with the planning approval. If Cornwall Council Planning Officers are mindful to approve this application the Town Council would ask that it be referred to Cornwall Council's planning committee.

*\*\*Councillor Bull reiterated her interest and left the meeting\*\**

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

- i. **PA20/00534:** Land At Higher Trewhiddle Farm, OS Grid Ref 200422, 51913 Truro Road St Austell Cornwall. Application for reserved matters for appearance, landscaping, layout and scale following outline approval PA14/12161 dated 27.01.2017 for the construction of a Hotel (C1), Pub/Restaurant (Class A4) and 6 retail units (Class A1).

Mr Marshall congratulated the Chair and Vice-Chair on their appointment to the Town Council's Planning and Regeneration Committee and outlined the approvals for the site so far.

He advised that the application is for reserved matters for the appearance, landscaping, layout and scale and that they have been working with prospective retailers to agree their location within the site. He confirmed that they are back on track to deliver the development and that good interest has been received. A cycle way will be created along the link road as well as pedestrian links from the site to Pondhu School. He advised that the design of the development will be modern materials and at the request of Pentewan Valley Parish Council the number of electric charging points will be increased. There will be 2 access points into the development and links to the Arts Centre are proposed. He advised that an anchor tenant has been established and that they are now in a position to drive the project forward.

During discussion, Members raised the following issues:

- Pedestrian safety
- Noise from the A390
- The potential adverse effect on the properties to the north of the development
- The deliverability of the retail element of the scheme
- Air quality and congestion concerns along the A390
- Disappointment with regard to the design of the hotel

Mr Marshall in response to Members' questions outlined the pedestrian links and cycle ways around the site and the significant landscaping proposed to mitigate any noise issues.

Mr A Simpson advised that they are at the legal stage with a few interested parties and that with an anchor tenant in place he remains positive with regard to the retail deliverability.

It was **RESOLVED** to support this application subject to the applicant working with the Planning Officer to ensure that the location and design of the hotel will minimise any adverse effect on the existing properties to the north of the development.

*\*\*Councillor Bull returned to the meeting\*\**

*\*\*Councillor Fox reiterated her interest and left the meeting\*\**

- ii. **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.

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 and poor access, adverse impact on the neighbouring properties, lack of amenity space for both the new building and the host building.

*\*\*Councillor Fox returned to the meeting\*\**

- iii. **PA21/01784:** 4 Elm Terrace St Austell PL25 5QF. Replace two roof lights on north elevation of slate roof and addition of a third roof light. Internal works to insulate roof. Install additional partitioning on second (attic) floor. Re-open bricked-up fireplaces on ground and first floors, install register plates and hearthstones where these have been removed; install fire surrounds and mantels.

Due to the Conservation Officer concerns, it was **RESOLVED** to object to this application.

*\*\*Councillor Bull voted against this proposal\*\**

- iv. **PA21/01785:** 4 Elm Terrace St Austell PL25 5QF. Listed building consent to replace two roof lights on north elevation of slate roof and addition of a third roof light. Internal works to insulate roof. Install additional partitioning on second (attic) floor. Re-open bricked-up fireplaces on ground and first floors, install register plates and hearthstones where these have been removed; install fire surrounds and mantels.

Due to the Conservation Officer concerns, it was **RESOLVED** to object to this application.

*\*\*Councillor Bull voted against this proposal\*\**

- v. **PA21/02233:** 8 Porthmeor Road St Austell Cornwall PL25 3LX. Proposed replacement of single storey rear extension and loft conversion.

It was **RESOLVED** to make no objection to this application subject to suitable conditions to satisfy the requirements of Network Rail.

- vi. **PA21/02507:** 136 Porthpean Road St Austell Cornwall PL25 4PN. Proposed single bed ancillary accommodation and holiday let.

It was **RESOLVED** to make no objection to this application subject to a planning condition being applied to ensure that the annex is only used in conjunction with the main building.

- vii. **PA21/02821:** 32 Penmere Road St Austell PL25 3PE. Proposed single storey extension and alterations to existing conservatory.

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

- viii. **PA21/03089:** Land Adj To 69 Roslyn Close St Austell Cornwall. Proposed detached dwelling with parking.

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

Overdevelopment  
Loss of amenity space  
Impact on the neighbouring properties

- ix. **PA21/03123:** 17A Pentewan Road St Austell PL25 5BU. Extension and alterations to existing dwelling and proposed annex.

It was **RESOLVED** to make no objection to this application subject to the annex being used in conjunction with the main property.

- x. **PA21/03301:** The Mill Barns Trevarrick Road St Austell PL25 5JN. The proposals are to replace the existing roof finishes to an unaltered building with new natural slate to match the surrounding properties.

It was **RESOLVED** to make no objection to this application subject to complying with the Conservation Officer recommendations.

- xi. **PA21/03317:** 20 Bay View Park St Austell Cornwall PL25 3TR. Demolition of existing side extension and erection of 2 storey side extension inc. first floor extension above garage to form self-contained ancillary accommodation.

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

- xii. **PA21/03406:** 36 Growan Road St Austell PL25 3JP. Works to two trees subject to a TPO: T5 - removal of 4 branches numbered 1,3,4 and 5 on photos due to poor health and causing excess shade. T6 - removal of 1 limb numbered 2 on photos for causing excess shade.



It was **RESOLVED** to support this application on the condition that the Tree Officer is supportive of the proposal.

- xiii. **PA21/03445:** 26 Borlase Crescent St Austell PL25 4RF. Proposed conservatory.

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

- xiv. **PA21/03481:** 4 The Orchards Springfield Close St Austell Cornwall. Single storey rear extension to existing dwelling.

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

- xvi. **PA21/03602:** 67 Ledrah Road St Austell PL25 5HG. Outline application for subdivision of existing residential curtilage to create plot for detached dwelling with shared access from Ledrah Road.

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

- xvii. **PA21/03629:** Plot To The Rear Of 51 Trevarthian Road Trevarthian Road St Austell. New dwelling in rear garden.

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

- xviii. **PA21/03800:** 4 Whieldon Road St Austell Cornwall PL25 3JB. Single storey side extension.

It was **RESOLVED** to make no objection to this application subject to the protection of the South West Water pipework.

- xix. **PA21/03882:** 1 Gribben Road St Austell PL25 4ED. Proposed side dormer.

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

- xx. **PA21/03954:** 40 Eliot Road St Austell PL25 4NN. Extension and conversion of existing garage to bedroom, en-suite and utility.

It was **RESOLVED** to make no objection subject to the protection of the South West Water pipework.

- xxi. **PA21/04298:** 3A Graham Avenue St Austell Cornwall PL25 4LZ. Non material amendment to increase the roof height by 240mm with reference to decision PA20/01234 dated 09.06.2020.

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

- xxii. **PA21/04474:** The Rann Wartha 9 Biddicks Court St Austell PL25 5EW. Application for a non-material amendment following grant of planning permission PA18/09661. Amendments sought - Retention of existing conservatory, small amendment to the extent of proposed sliding doors, proposed glass balustrade added, some alteration to landscaped ramps and steps and the addition of a door and adjacent window.

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

### **P/21/10) Premises Licence Applications**

*Moustache Jacks, 2 Biddicks Court, St Austell, Cornwall, PL25 5EW  
Reduce Hours And Remove Door Staff Conditions*

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

*Cafe Vibe, 58 Stennack Road, St Austell, Cornwall, PL25 3JQ  
Sale of Alcohol, Live and Recorded Music, Late Night Refreshment*

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

### **P/21/11) Planning Decisions**

In answer to a question, the Town Clerk confirmed that the Town Council's planning application for the erection of a welfare unit and poly tunnel had been withdrawn due to a late confirmation from Cornwall Council that planning permission was not required.

It was **RESOLVED** that the report and decisions be noted.

### **P/21/12) Cornwall Council – Urgent Delegated Planning Decisions**

*PA21/02543 - 104 Holmbush Road*

The Clerk advised that the Town Council had objected to this application on the grounds of access unless there was Highways Officer approval and that following notification from the Planning Officer that the Highways Officer had given his/her approval, the Town Council had withdrawn its objection under the 5 day protocol arrangements.

### **P/21/13) CIL Funding**

The Clerk outlined the process for Community Infrastructure Levy (CIL) funding to Town and Parish Councils and advised that approximately £4,000 has been received by the Town Council which must be spent within 5 years on infrastructure projects. The Clerk advised that he would bring a report to full Council in due course on potential proposals.



**P/21/14) Dates of Meetings**

It was noted that the dates of the next meetings of the Planning and Regeneration Committee are Monday 14<sup>th</sup> June 2021 and Monday 19<sup>th</sup> July 2021.

The meeting closed at 8.09pm



**MINUTES of a MEETING of ST AUSTELL TOWN COUNCIL PLANNING AND REGENERATION COMMITTEE held on MONDAY 14<sup>th</sup> JUNE 2021 in the Council Chamber, 39 Penwinnick Road, St Austell, Cornwall PL25 5DR at 6pm.**

**Present:** Councillors: Brown, Cohen, French, Hamilton, Lanxon, McDonagh, Pears, Styles and Thompson.

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

**P/21/15) Apologies for absence**

Apologies for absence were received from Councillors Bull, Fox and Pearce.

**P/21/16) Declarations of Interest**

None.

**P/21/17) Dispensations**

None.

**P/21/18) Minutes from the Meeting dated 24<sup>th</sup> May 2021**

It was **RESOLVED** that the minutes of the meeting held on the 24<sup>th</sup> May 2021 be approved and signed as a correct record.

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

**P/21/19) Matters to note**

The Clerk advised that he had nothing to add.

**P/21/20) Public participation**

There were no Members of the public present.

**P/21/21) Planning Applications**

**Planning Applications**

The Town Council had been consulted on the planning applications listed below.

- i. **PA21/00733:** St Austell China Clay Area ROMP. EIA Scoping Opinion Request for St Austell China Clay Area ROMP.

The Clerk advised that The Environment Act 1995 gave Mineral Planning Authorities the opportunity to "Review Old Minerals Permissions" (ROMP) and the China Clay area was considered as one large "Mineral Site". As part of the review

process, there is a need to determine the scope of the Environmental Impact Assessment required. Members were asked to consider the matters that they felt should be included in the Environmental Impact Assessment. Members raised a number of issues and suggestions for inclusion within the document.

It was **RESOLVED** that the Environmental Impact Assessment should include reference to:

Landscape and Visual Impact  
Historic Environment Impact  
Ecology  
Drainage including the condition of the rivers and leats  
Air Quality  
Traffic Management Issues  
Invasive Plants  
Controlled chemicals in the land (eg arsenic)  
Explosives/hazardous waste  
Noise control

- ii. **PA21/03041:** 2 Market Hill St Austell PL25 5QA. Replace the existing roof with a slate roof and remove the chimney which is at the North West end of the building.

It was **RESOLVED** to make no objection to this application subject to the Conservation Officer's concerns being addressed in the amended application

- iii. **PA21/03701:** Gribben View Cottage 61 Laura Drive St Austell Cornwall. Construction of a new dwelling.

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

Overdevelopment  
Insufficient amenity space for the existing property and proposed new property  
Poor access arrangements  
Insufficient evidence that the proposal can be fitted reasonably on the site

- iv. **PA21/03789:** 9 Hill Park Crescent St Austell PL25 5HW. Proposal is to raise the roof to create a first floor extension.

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

- v. **PA21/04179:** Small Meadows Bownder Vean St Austell Cornwall. Proposal is to raise the roof to create a first floor extension.

It was **RESOLVED** to make no objection to this application subject to the Planning Officer checking any potential overlooking issues identified by the neighbouring property owner.

- vi. **PA21/04577:** 49 Treverbyn Road St Austell Cornwall PL25 4EP. Demolition of sub-standard dwelling and outbuildings and erection of two replacement dwellings with garages and associated works. Resubmission of Approved Scheme PA19/10923 dated 27/02/20.

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

- vii. **PA21/04911:** 1 Chough Crescent St Austell PL25 3AY. Proposed extension and alterations.

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

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

- viii. **PA21/05327:** St Johns Methodist Church Bodmin Road St Austell Cornwall. Work to trees in a Conservation Area, namely fell Holm Oak (T1).

It was **RESOLVED** to make no objection subject to the works being carried out in accordance with the Tree Officer's recommendations.

### **P/21/22) Premises Licence Applications**

The Clerk advised that the Town Council had been notified during the day of a licence application at 2-4 Trinity Street, St Austell which unfortunately due to the short time scales, would need to be considered at this committee if Members wished to comment.

He advised that the application is for the selling of alcohol at the premises from 8am to 11pm on Monday, Tuesday, Wednesday, Thursday and Sunday and 8am to 12am on Friday and Saturday.

During discussion, Members expressed concern with regard to the late hours proposed, particularly as there are elderly residents in sheltered accommodation very close to the premises and a bus shelter which could become a gathering point for drinking and anti-social behaviour. Concern was also expressed with regard to high strength alcohol and whether there was a possibility to limit the strength of alcohol sold at the premises.

It was **RESOLVED** to write to Cornwall Council's Licensing Team to strongly suggest that if this application has to be approved that:

- the selling of alcohol at 2-4 Trinity Street be restricted to 10pm 7 days a week;

- no high strength alcohol (the limit of which to be determined by Cornwall Council's Licencing Team) or single cans be sold from the premises at 2-4 Trinity Street.

*\*\*Councillor Thompson voted against this proposal\*\**

#### **P/21/23) Planning Decisions**

It was **RESOLVED** that the report and decisions be noted.

#### **P/21/24) Cornwall Council – Urgent Delegated Planning Decisions**

There were no urgent planning decisions.

#### **P/21/25) St Austell Town Revitalisation Partnership**

The Clerk advised that he is still awaiting an announcement from Cornwall Council as to whether or not the Town Council had been successful with regard to its Town Vitality Fund bid. He added that he had been invited to a small Working Group meeting to discuss the 9 potential projects which had been identified within the bid.

#### **P/21/26) Dates of Meetings**

It was noted that the dates of the next meetings of the Planning and Regeneration Committee are Monday 19<sup>th</sup> July 2021 and Monday 23<sup>rd</sup> August 2021.

The meeting closed at 7.01pm.

**MINUTES of a MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE held on MONDAY 28<sup>th</sup> JUNE 2021 in the Council Chamber, 39 Penwinnick Road, St Austell, PL25 5DR (Cornwall Council Offices) at 6pm.**

**Present:** Councillors: Brown, French, George, Lanxon, Nott, Pearce and Young.

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

Also present: Councillor Hamilton.

**F/21/01) Election of Chair**

It was **RESOLVED** that Councillor French be elected as Chair of the Finance and General Purposes Committee for the 2021/22 civic year.

**F/21/02) Election of Vice-Chair**

It was **RESOLVED** that Councillor Pearce be elected as Vice-Chair of the Finance and General Purposes Committee for the 2021/22 civic year.

**F/21/03) Apologies for absence**

Apologies of absence were received from Councillors Bull and Rowse.

**F/21/04) Declarations of Interest**

None.

**F/21/05) Dispensations**

None.

**F/21/06) Minutes of meeting held on 6<sup>th</sup> April 2021**

It was **RESOLVED** that the minutes of the meeting held on the 6<sup>th</sup> April 2021 be approved and signed as a correct record.

**F/21/07) Matters to Note**

Further to minute number **F/19/137**, the Clerk advised that the new contract for the cleaning of the Priory Car Park Toilets started two weeks ago and is, so far, working well.

**F/21/08) Public participation**

The Chair welcomed Mrs Miller and Mr Holland to the meeting.

**F/21/09) Security Officers**

The Clerk advised that following the Town Council's Community Committee meeting on the 7<sup>th</sup> June 2021, he had drafted a scheme of employment for the security guards and that the BID Manager and local Police Inspector are both supportive of the proposals.

He advised that the budget available will fund a minimum of 20 hours of patrols per week for the remainder of the year, but it is hoped that 35 hours of patrols will be reached if an imminent funding bid to Cornwall Council is successful. He added that approximately 10% of the available hours will be allocated to patrols in other "hot spot" areas of the town, on the advice of the Police. The Police are willing to mentor the security officers and investigate the granting of additional powers which would improve their functionality and allow enhanced sharing of Police intelligence.

He confirmed that all partners are determined to make this scheme work and that he was confident that this initiative along with the newly implemented Disc system will have a positive impact on the reduction of anti social behaviour in the town.

During discussion, the following issues were raised:

- A lack of appetite for a "zero tolerance" campaign as detailed in the report.
- The need for a balanced approach when dealing with anti-social behaviour.
- The sale of alcohol in the town and street drinking.
- The need to ensure that patrols are carried out regularly outside of the town centre.

Mrs Miller and Mr Holland provided a presentation on the newly implemented Disc system which is a portal for the Police and BID Members to report and view known individuals who are known to cause ASB in the town. There is an instant messaging facility on the system which allows shops without shop watch radio to report issues. The BID has funded the system in partnership with Truro and Penzance BIDs. The system has been very successful in Plymouth for a few years. Mrs Miller reassured members that the security guards have a very caring approach and gave an example of the officers assisting a vulnerable person in the previous week.

It was **RESOLVED** to approve the scheme as outlined in the report, subject to the deletion of a "zero tolerance campaign" from the proposal and the Town Clerk be authorised to develop a suitable agreement in conjunction with St Austell BID, the local Police and Safer St Austell Partnership.

### **F/21/10) St Austell Library**

The Deputy Town Clerk provided an update on operational matters at the St Austell library. She explained that a browsing service was now offered on Tuesday, Thursday and Saturday mornings and that the click and collect service is still operating throughout the week. Most library users are cautious and prefer the click and collect service. She explained that the RVS volunteers are using the building to run the Restormel Hospital Car Service and support the Home Library Service, that small groups of reception children are visiting the library, four work experience students will be working in the library during July, computers are available for public use and the summer reading challenge is being launched on the 12<sup>th</sup> July.

Members thanked the Deputy Town Clerk and staff for their hard work and **RESOLVED** to:

- i. note the report and endorse the officers' decision to continue the current hybrid arrangements until July 2021;
- ii. endorse the opening of the library every afternoon, Monday to Friday between 3pm and 5pm (after school hours) to make the Summer Reading Challenge



initiative as accessible as possible for families with effect from 12th July 2021;

- iii. authorise the Town Clerk to review and revise Covid19 measures and operational arrangements in line with Government guidance periodically.

#### **F/21/11) Internal Audit Report**

The Clerk advised that in accordance with Recommendation 1, he has asked for a quotation from the Town Council's insurers for Fidelity Guarantee Insurance in the sum of £1.5m.

The Clerk advised that although the Auditor has expressed a minor concern with regard to the level of reserves, he felt that they are acceptable in the circumstances and would remain cautious.

Arising from discussion, the Clerk advised that when Covid19 restrictions fully allow, he would resurrect the Chair and Vice-Chair internal control checking regime (spot checks) which had been put on hold during the pandemic.

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

#### **F/21/12) Budget Monitoring Report**

The Clerk advised that car park revenue is slightly below budget, that the underspend on salaries and wages is due to tax and pension payments for May being made in June and that generally expenditure was comfortably within budget. He advised that he had no concerns with regard to the variances reported at this stage.

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

#### **F/21/13) Members Allowances Scheme**

The Clerk advised that it is a requirement to have a Members Allowances Scheme in place and good practice to review it from time to time and that the current scheme allows for no payment to Councillors other than mileage/subsistence payments for travel outside of the Parish.

During discussion concern was expressed with regard to the price of taxis within the parish and asked if the provision of laptops to Councillors could be explored to reduce paper usage.

It was **RESOLVED** to re-confirm the Scheme of Allowance subject to the Town Clerk bringing a report to full Council in due course on the feasibility of providing Councillors with laptops.

#### **F/21/14) Communications Protocol**

The Clerk advised that the previous Council approved a Communications Protocol in February 2020 and outlined to Members the principles of the document.

During discussion, it was suggested that the following paragraphs be updated as follows:

A (iii)

No individual Councillor or Officer should be the sole custodian of any correspondence or information in the name of the Town Council, a committee, sub-committee or working party. Councillors and Officers **shall** have the right to obtain confidential information/documentation **if** they can demonstrate a 'need to know'.

B (iii)

Where the Clerk or a Councillor wishes **all** fellow Councillors to receive matters for "information only", this information will be circulated via the Clerk.

C (vii)

If Councillors receive a complaint **about the Council, a Councillor or its officers** from a member of the public, this should be dealt with under the Council's adopted complaints procedure, or via a council agenda item.

D (i)

The Clerk should send the majority of correspondence to external bodies. Should a Councillor send any correspondence to an external body, they should make it clear that they are either writing in a personal capacity **or because of their role in that external body and, if appropriate**, should ensure that they have the authorisation of the Town Council to do so.

New paragraph D (iii)

**Members are free to engage with residents on local issues or make general comments on council business and reply accordingly.**

E (iii)

Telephone calls **to the office** should be appropriate to the work of the Town Council.

It was **RECOMMENDED** that the Communications Protocol be adopted subject to the above amendments.

## **F/21/15) Boundary Commission – Review of Parliamentary Boundaries**

The Clerk advised that the initial proposals for the new parliamentary boundaries have been published and that the public are encouraged to provide feedback by 2<sup>nd</sup> August 2021.

During discussion Members noted the proposal to put Roche and Bugle Ward in the South East Cornwall constituency and identified two amendments to achieve a reasonable balance if Roche and Bugle were to transfer to the St Austell and Newquay constituency. The two suggestions were:

- transfer the Fowey and Tywardreath Ward from St Austell and Newquay constituency to South East Cornwall

or

- transfer the St Columb Major, St Mawgan and St Wenn Ward from St Austell and Newquay constituency to North Cornwall

It was **RESOLVED** that the Clerk should respond to the consultation strongly suggesting that the Roche and Bugle Ward should remain in the St Austell and Newquay constituency and express the Town Council's pleasure that no constituency spans across the county boundaries.

#### **F/21/16) Poltair Cafe**

The Clerk advised that he had met with the current tenants of the café who advised that the café is open flexibly at the present time, usually 11am – 3pm most days of the week but is very weather dependent. They are still keen to run the café and are of the opinion that a few tweaks to the internal layout of the building, the installation of tables and chairs outside and an events programme to coincide with the opening times will make a difference to the footfall. The pandemic has affected the operation of the café tremendously and both tenants have found alternative employment which they undertake in conjunction with the café. There is the potential to obtain some business rate relief and other grants which the tenants are exploring.

During discussion Members suggested that the marketing of the café could be improved and that some signage could be installed that is visible from Carlyon Road.

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

#### **F/21/17) To consider excluding the press and public**

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

#### **F/21/18) Telephone System**

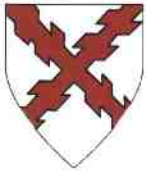
It was **RESOLVED** to appoint ITEC to supply, install and maintain a 5 telephone VOIP system for a period of 5 years.

#### **F/19/138) Dates of next meeting**

It was noted that the next meetings of the Finance and General Purposes Committee are due to take place on 20<sup>th</sup> September 2021 and 8<sup>th</sup> November 2021.

The meeting closed at 8pm.





## ST AUSTELL TOWN COUNCIL

### COMMUNICATIONS PROTOCOL

#### A Town Council Correspondence

- (i) The point of contact for the Town Council is the Clerk, and it is to the Clerk that all correspondence for the Town Council should be addressed.
- (ii) The Clerk should deal with all correspondence required following a meeting.
- (iii) No individual Councillor or Officer should be the sole custodian of any correspondence or information in the name of the Town Council, a committee, sub-committee or working party. Councillors and Officers ~~do not~~ shall have the right to obtain confidential information/documentation ~~unless if~~ they can demonstrate a 'need to know'.
- (iv) All official correspondence should be sent by the Clerk in the name of the council using council letter headed paper or official e-mail.
- (v) Where correspondence including e-mails from the Clerk to a Councillor, a Councillor to the Clerk or between Councillors is copied to another person, the addressee must be made aware that a copy is being forwarded to that other person.

#### B. Agenda Items for Council, Committees, Sub-Committees and Working Parties

- (i) Agendas should be clear and concise. They should contain sufficient information to enable Councillors to make an informed decision and for the public to understand what matters are being considered and what decisions are being taken at a meeting.
- (ii) Items for information should be kept to a minimum on an agenda.
- (iii) Where the Clerk or a Councillor wishes all fellow Councillors to receive matters for "information only", this information will be circulated via the Clerk.

#### C. Communications with the Press and Public

- (i) The Clerk will clear all non-technical press reports, or

comments to the media, with the Mayor or the Chair of the relevant committee.

- (ii) The Mayor in agreement with the Clerk may issue press releases on behalf of the Council.
- (iii) Press reports from the council, its committee or working parties should be from the Clerk, an officer, the Mayor or via the reporter's own attendance at a meeting.
- (iv) Press releases issued on behalf of the Town Council should be sent to all Members for their information at the same time that the press release is issued to the media.
- (v) Unless a Councillor has been authorised by the council to speak to the media on a particular issue, Councillors who are asked for comment by the press should make it clear that it is a personal view and ask that it be clearly reported as their personal view.
- (vi) Unless a Councillor is absolutely certain that he/she is reporting the view of the council, they must make it clear to members of the public that they are expressing a personal view.
- (vii) If Councillors receive a complaint about the Council, a Councillor or its officers from a member of the public, this should be dealt with under the Council's adopted complaints procedure, or via a council agenda item.
- (viii) The Clerk should maintain the Town Council's website in an accessible, timely manner and ensure that all statutory requirements for the publication of information are met.
- (ix) The Clerk should maintain and monitor an up to date and informative Facebook page on behalf of the Council, taking care to ensure no political bias.

#### **D. Councillor Correspondence to external parties**

- (i) The Clerk should send the majority of correspondence to external bodies. Should a Councillor send any correspondence to an external body, they should make it clear that they are either writing in a personal capacity or because of their role in that external body ~~and~~, if appropriate, should ensure that they have the authorisation of the Town Council to do so.
- (ii) A copy of outgoing correspondence relating to the council,

council business or a Councillor's role within it where relevant, should be sent to the Clerk, and it be noted on the correspondence, e.g. "copy to Clerk" so that the recipient is aware that the Clerk has been advised.

(iii) Members are free to engage with residents on local issues or make general comments on council business and reply accordingly.

~~(iii)~~(iv) If Members participate in social networking sites (whether in a personal capacity or in their role as a Town Councillor) they should make it clear in their communications, where appropriate, whether they are speaking on behalf of the Council or in a personal capacity.

## **E. Communications with Town Council Staff**

(i) Councillors must not give instructions to any member of staff, unless authorised to do so (for example, three or more Councillors sitting as a committee or sub-committee with appropriate delegated powers from the council).

(ii) No individual Councillor, regardless of whether or not they are the Chair of the council, the Chair of a committee or a working group may give instructions to the Clerk or to another employee which are inconsistent or conflict with council decisions or arrangements for delegated power.

(iii) Telephone calls to the office should be appropriate to the work of the Town Council.

(iv) E-mails:

- Instant replies should not be expected from the Clerk (reasons for urgency should be stated);
- Information to Councillors should normally be directed via the Clerk;
- E-mails from Councillors to external parties where relevant should be copied to the Clerk;
- Councillors should acknowledge their e-mails when requested to do so.

(v) Meetings with the Clerk or other officers:

- Wherever possible an appointment should be made;
- Meetings should be relevant to the work of that particular officer;
- Councillors should be clear that all matters are legitimate council business.

