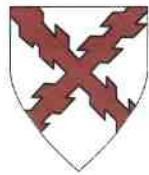


# St Austell Town Council



## 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 18<sup>th</sup> October 2021 at 6pm.**

David Pooley  
**Town Clerk**

12<sup>th</sup> October 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.

<b>4.</b>	<b>Minutes of Meeting held on 6<sup>th</sup> September 2021</b>	<b>Pages 1 to 6</b>
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(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.

## **9. Cornwall Council - Leisure Consultation**

(Purpose: To consider and respond to a proposal to close the hydrotherapy pool at Polkyth Leisure Centre).

[letstalk.cornwall.gov.uk/leisure](http://letstalk.cornwall.gov.uk/leisure)

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## **10. Town Centre Revitalisation Partnership**

(Purpose: To formally approve in respect of the town centre revitalisation project:

- The deliverables
- Grant offer letter
- Contract terms
- Project resource funding offer letter

(Please note that if Members wish to discuss the contractual information in detail, part of this agenda item may be conducted in private session).

## **11. BID Town Centre Security Guards**

(Purpose: To receive an update on the activities of the town centre security guards who are partially funded by St Austell Town Council).

## **12. Councillor Committee representation**

(Purpose: To formally appoint Councillors Clemo and Stephens to Town Council Committees).

## **13. Climate Action St Austell (CASA)**

(Purpose: To formally approve a Town Council representative to sit on CASA).

## **14. Community Governance Review (Phase 2)**

(Purpose: To set up a Member Working Group to work up a future submission to Cornwall Council with regard to the Phase 2 Governance Review).

## **15. Library Charges**

**Pages  
7 to 20**

(Purpose: To consider a proposal from Cornwall Council to withdraw library fines with effect from January 2022).  
(Correspondence attached).

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<b>16.</b>	<b>Housing Resolution</b>	<b>Pages 21 to 22</b>
	(Purpose: To consider a Housing Resolution proposed by Bude Stratton Town Council). (Correspondence attached).	
<b>17.</b>	<b>CCTV Suite Visit</b>	
	(Purpose: To consider making Member visits to the CCTV suite in Newquay an approved duty).	
<b>18.</b>	<b>Members appointed to outside bodies update reports</b>	
	(Purpose: To receive reports of any relevant information from Members appointed to outside bodies).	
<b>19.</b>	<b>Cornwall Councillor update reports</b>	
	(Purpose: To receive reports of any relevant information from local Cornwall Councillors).	
<b>20.</b>	<b>Schedule of Payments</b>	<b>Pages 23 to 28</b>
	(Purpose: To receive a schedule of payments from 28 <sup>th</sup> August 2021 to 10 <sup>th</sup> October 2021). (Report attached).	
<b>21.</b>	<b>Community Committee</b>	<b>Pages 29 to 34</b>
	(Purpose: To note the minutes of the Community Committee meeting held on 13 <sup>th</sup> September 2021). (Minutes attached).	
<b>22.</b>	<b>Finance and General Purposes Committee</b>	<b>Pages 35 to 40</b>
	(Purpose: To note the minutes of the Finance and General Purposes Committee meeting held on the 20th September 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.

<b>23. Planning and Regeneration Committee</b>	<b>Pages</b>
	<b>41 to 46</b>

(Purpose: To note the minutes of the Planning and Regeneration Committee meetings held on 4<sup>th</sup> October 2021) (Minutes attached).

**24. Dates of Meetings**

(Purpose: To note dates of future Town Council Meetings Monday 13<sup>th</sup> December 2021 and 31<sup>st</sup> January 2022).

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**MINUTES of a meeting of ST AUSTELL TOWN COUNCIL held on MONDAY 6<sup>th</sup> SEPTEMBER 2021 in the Council Chamber, 39 Penwinnick Road, St Austell, Cornwall, PL25 5DR (Cornwall Council Offices) at 6.00pm.**

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

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

**Also present:** Annie Etheridge, Communication Support Services (accompanying Councillor Nott).

**C/21/39) Apologies for absence**

Apologies were received from Councillors French and Young.

**C/21/40) Declarations of interest and gifts or hospitality received**

There were no declarations of interest.

**C/21/41) Dispensations**

There were no requests for a dispensation.

**C/21/42) Minutes of meeting held on 12<sup>th</sup> July 2021**

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

**C/21/43) Matters to Note**

The Clerk advised that he had nothing to add.

**C/21/44) Mayor's announcements**

The Mayor advised that he had carried out a number of engagements since the last meeting which included a visit to the Keay Theatre to watch Studio 4 Dance Group perform, met the South West in Bloom judges with the BID Manager and visited Bodmin Town Council for a civic awards ceremony and an event to celebrate the Tour of Britain. He added that he had attended the Tour of Britain events in St Austell with the Deputy Mayor on Sunday and had been very impressed with the number of people lining the streets to watch the quick, but impressive tour pass through the town.

**C/21/45) Public Participation**

Nicky Oxenham referred to Agenda Item 9 and asked if the Town Council had received £140,000 Town Vitality Funding from Cornwall Council previously referred to. She also expressed her disappointment with regard to the lack of knowledge that she felt Members have relating to the activities of SELAG and made reference to an inaccuracy in the minutes with regard to the name of the organisation. She welcomed Councillor Thompson's appointment to SELAG and advised that she continues to be involved with SELAG in a voluntary capacity.

**C/21/46) Members' questions**

None.

### **C/21/47) Cornwall Council – Louise Wood, Service Director for Planning & Sustainable Development and Mark Ellis, Strategic Planning Manager**

The Mayor welcomed Mr Mark Ellis to the meeting.

Mr Ellis, Strategic Planning Manager at Cornwall Council thanked Members for inviting him to the meeting and passed on apologies from Louise Wood who at the last minute could not attend the meeting due to transport difficulties. He however took the opportunity to introduce Rachel Galbraith, a new colleague within his team, who will assist with the St Austell Project.

Mr Ellis referred Members to the previously circulated briefing note and confirmed that the £140,000 has been agreed by the Portfolio Holder but the contract for this funding is still with the legal team.

Mr Ellis advised that the initial project work for St Austell started with consultants (Arcadis, Inner Circle and JDP Architects) talking to stakeholders last year about the important areas in the town, the results of which were reported to the Town Council in December 2020 and focussed on five key sites in the town:

- Cornwall College
- Carlyon Road Triangle
- Town Centre
- Penwinnick Road
- Blantyre/Karensa Site

He added that Cornwall Council's Senior Leadership Team is committed to St Austell and have developed a St Austell Place Programme which is the only one in Cornwall which, if successful, could be a model for future programmes. He advised that 11 workstreams have been set up and explained the work carried out to date with each stream:

- Town Revitalisation
- Housing Strategy
- Key Sites concepts
- Health and Wellbeing Hub
- Cornwall College
- Integrated Service Hub
- St Austell AFC
- Library and Information Services
- Safe and Well Hub
- Engagement and Communications
- Communities

Mr Ellis advised that Cornwall Council acknowledges the lack of resource to administer the Town Revitalisation project within the Town Council and have identified funding in the sum of £25,000 from another funding pot which could go towards capacity building. In total the Town Council could be awarded £165,000 in response to the Town Vitality Fund bid.

Mr Ellis outlined the Levelling Up Funding which is determined on constituency boundaries and stressed the need to have "shovel ready" projects available for when funding becomes available.

Mr Ellis concluded his presentation by outlining the five strategic themes that are being worked on:

1. Progress proposals for establishing basis of public services closer to the Town Centre;
2. Looking at development and alternative use options on Cornwall Council owned sites;
3. Develop a business case for a Health and Wellbeing Hub for St Austell
4. Performing Arts Strategy
5. Transforming Town Centre townscape and public realm

The Mayor thanked Mr Ellis for his interesting presentation.

During discussion, Members raised the following questions/issues/discussion points:

- The need to ensure that all the health projects are linked together
- The lack of social housing in the town
- The advantages and disadvantages of re-locating the library
- The potential to locate an Arts Centre into the town centre
- The need to progress a cycling hub in the town centre
- The need to avoid silo working

#### **C/21/48) Co-option - Bethel and Holmbush Ward**

The Town Clerk advised that four candidates had put themselves forward for the 2 vacancies in the Bethel and Holmbush Ward, 3 of which were present at the meeting. He explained that Members would be given a voting form and asked to vote for 2 candidates out of the four. He advised that in line with the Town Council's standing orders 9 votes or more (a majority) would be needed to be successfully elected. Councillor Brown added that a situation could potentially arise where a majority of votes might not be reached.

Mr Richard Clemo, Mr Jamie Hanlon and Mr Ethan Stephens each outlined to Members why they would like to be elected as a Councillor for Bethel and Holmbush Ward and the Mayor read out Mr Kevin Mozer's application as he was unable to attend the meeting.

Members voted for their two preferred candidates and the Town Clerk announced the votes received as follows:

Mr Richard Clemo – 12 votes  
Mr Jamie Hanlon – 4 votes  
Mr Kevin Mozer – 7 votes  
Mr Ethan Stephens – 9 votes

It was **RESOLVED** that Mr Richard Clemo and Mr Ethan Stephens be elected as Councillors for the Bethel and Holmbush Ward.

#### **C/21/49) Members appointed to outside bodies update reports**

Councillor Brown outlined the last SABEF meeting where the new owner of White River Place was in attendance. He advised that the group was due to receive a presentation in respect of the West Carclaze development but due to unforeseen circumstances this has been delayed until the September meeting. He added that it might be useful for the Town Council to have a presentation in due course. Kate O'Mara from the college advised that the college is hoping to have a public programme of events at the Keay Theatre and that a SABEF/St Austell Revitalisation Partnership joint meeting has been scheduled for the 6<sup>th</sup> October to discuss how the two organisations could work together in the future whilst remaining independent from each other. The Coastal Community Funding awarded to SABEF has now largely been spent.

Councillor Fox advised that she had attended her first Steering Group Meeting at The House and outlined to Members some of the work that Young People Cornwall are doing which includes working closely with BF Adventure and running the Hear our Voice mental health project for 11-19 year olds. The House is receiving 50 plus referrals each week and they have a young person keen to resurrect a Youth Council for the town. They have a good following on Facebook and have carried out some patrols in the Carlyon Bay area over the summer months following reports of ASB. Deprivation in the town is still an issue with food packages, computers and bike donations all having been distributed over recent months. Their ambition is to create a Mental Health Hub and they would like to have CCTV covering the Polkyth area.

Councillor Thompson advised that he also attended The House meeting with Councillor Fox and is now a representative on the Safer St Austell Group who are currently working on a Safer St Austell Project Plan. He added that he is due to attend a SELAG meeting shortly.

Councillor Hamilton advised that as Chair of the Town Council's Climate and Environment Committee, he would like to be considered as an official Town Council representative to sit on the Climate Action St Austell (CASA) Group.

The Clerk advised that he would put this as an agenda item on a future committee or Council meeting.

#### **C/21/50) Cornwall Councillor update reports**

Councillor Double advised that she had been busy attending many formal meetings and meetings with officers. She outlined her recent attendance at the Licensing meeting and her objection to an alcohol licence for new premises in Trinity Street. She thanked Members for their input into the town centre discussions with Mr Ellis and referred to a recent meeting with the Cornwall and Isles of Scilly Health Works Team who might be able to help with some casework.

Councillor Rowse outlined the Covid challenges he had faced in the Bethel and Holmbush Ward including a fallen tree on the Holmbush Road which had resulted in a number of tree inspections and tree works in the area and a visit to Chapel Field with the ASB Caseworker to talk to residents about the issues in the area. He praised the Town Council's maintenance team for their work at Shelley Road and the Police for the arrest of a person who had carried out 16 offences in the area. Councillor Rowse advised that a public consultation will be launched shortly on improvements to the Bethel roundabout which, all being well, will be carried out next year. Councillor Rowse concluded by welcoming the two new Councillors to the Bethel and Holmbush Ward.

Councillor Guest advised that he is the Cornwall Councillor for the Roche and Bugle Division and that his recent activities include attendance at a SELAG meeting, a school bus appeals committee, a licensing committee and watching the Tour of Britain pass through Bugle.

### **C/21/51) Schedule of Payments**

It was **RESOLVED** that the Schedule of Payments for the period 3<sup>rd</sup> July 2021 to 27<sup>th</sup> August 2021 totalling £277,953.37 be approved.

### **C/21/52) Planning and Regeneration Committee**

Councillor Brown praised Councillor French for representing the views of the Town Council at Cornwall Council's Licencing Sub Committee.

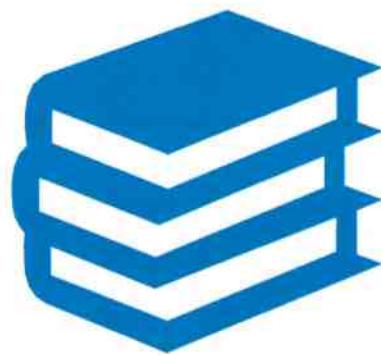
It was **RESOLVED** that the minutes of the Planning and Regeneration Committee meetings dated 19<sup>th</sup> July 2021 and 23<sup>rd</sup> August 2021 be noted.

### **C/21/53) Dates of Meetings**

It was noted that the next Town Council meetings were due to take place on Monday 18<sup>th</sup> October 2021 and Monday 13<sup>th</sup> December 2021.

The meeting closed at 19.34.





# Library Charges

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The way forward

## Fine-free movement

Chicago = inner  
city libraries in  
USA

Australia, Canada

ALL Irish libraries

All Scottish  
libraries in the next  
5 years

A smaller, but  
growing percentage  
in England and  
Wales.

## Why go fine-free?

- Ideological reasons
- Financial reasons



## Ideological

- Fines provide a barrier to the service
- They disproportionately hurt low-income borrowers
- *"Overdue fines are not distinguishing between people who are responsible and who are not. They're distinguishing between people who can and cannot use money to correct a common oversight". Rogers. 2019*

## Ideological

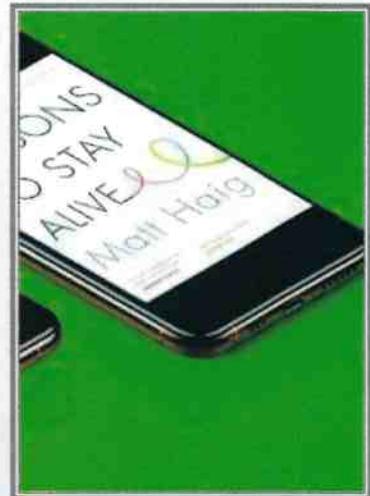
- They create a stressful work environment
- They damage the library brand



## Ideological

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- They can stop borrowers returning books at all – Amnesties are evidence of this
- ‘Fines teach borrowers responsibility’ – this is not the role of the library.
- There are no-overdues on e-resources.



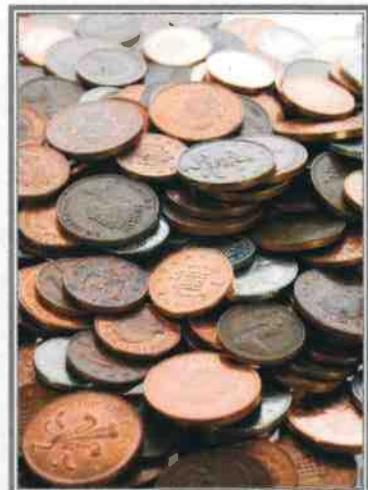
## Ideological



- One bad experience can turn a library user into a non-user
- *“Fines are a form of ‘eat your peas’ librarianship where we are trying to force people into doing what we think is best instead of serving them in the way they need most. In other words, fines are an old-fashioned technique that gives off a Victorian punishing message, out of step with more modern open access and welcoming libraries.”* Ian Anstice

## Financial Reasons

- Health and safety issues – cash-handling, banking
- Overdue charges are falling year on year and are likely to continue to do so. Renewing online and through new app.
- Total amounts of charges represent relatively small pots of money
- It can cost more to collect the fees than the amount of fees themselves.



COST	ANNUAL COST
<b>Branch staff time cashing up kiosk/banking</b>	8 hours per month £1344 pa
<b>Branch staff time dealing with issues stemming from charges</b>	4 hours per month £672 pa
<b>TOTAL</b>	<b>£2016</b>

## Costs of handling/processing charges for CC run libraries



## What next?

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- Some partner sites wish to stop charging overdues.
- CC libraries have also now had sign-off to remove overdues.
- Aspiration is for consistency to enable effective 're-branding' and marketing of the service.
- We have an opportunity to adopt early.

## ‘Tapering fund’

- Branches agreeing to abolish overdues would receive a tapering fund to assist financially while they source alternative income streams.
- 2019/20 charges = £1000
- Year 1 = 50% = £500
- Year 2 = 25% = £250
- **Total £750**



## Questions for you

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1. Are you in favour of abolishing overdue charges?
2. If 'yes', are you in favour of the 1<sup>st</sup> of January 2022 as the date to make this change?

## Sara Gwilliams

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**Subject:** FW: Library overdue charging

**From:** Julie Zessimedes  
**Sent:** 27 September 2021 16:57  
**To:** Paul Evered  
**Subject:** RE: Library overdue charging

Yes Paul happy to support and approve,  
Kind regards Julie

Julie Zessimedes | Head of Library and Information Service



**From:** Paul Evered <  
**Sent:** 27 September 2021 16:43  
**To:** Julie Zessimedes <  
**Subject:** Library overdue charging

Information Classification: CONTROLLED

Dear Julie,

This e-mail serves to record and ratify the Cornwall Library Service recommendation to abolish overdue fines in Cornwall Council run Library sites. I am sending to you for approval.

Overdue fines are being abolished in libraries across the world (including all libraries in Ireland, and many across Scotland, Wales and England) with increasing regularity. This is being done for the same basic reasons, the main ones being:

- It is the role of the library to provide free access to books and information to all regardless of an individual's means. Fines provide a barrier to the service which disproportionately hurt low-income borrowers. For many the cost, or even just the threat, of overdue fines becomes a big enough barrier to stop them engaging with the service at all.
- There are no overdues on e-book lending. This creates an inconsistent service and an uneven playing field for those who cannot access digital services.
- They create a stressful work environment for staff and damage the library brand.
- Rather than encouraging timely returns, late fees can stop borrowers returning books at all, choosing instead to keep hold of the books and never return to the library.

- Overdue fees represent relatively small pots of money. With the majority of branches, it costs more to collect than the fees the total of the fees themselves. Collectively, for the five Cornwall Council sites, it costs approx. £12,500 to collect £10,000 of charges

These reasons led me to the recommendation that we stop charging library overdues. I have written a report outlining more fully this recommendation. It was endorsed by The Senior Leadership Team on Tuesday 14<sup>th</sup> of September. On this date the recommendation was also supported by our portfolio holder, Carol Mould.

Some of our Partner libraries have also expressed a wish to abolish charges and the aspiration has to be a full sign up, and consistency of service across the board. This would provide a fantastic platform for positive publicity and a 'relaunch' of libraries across the County. I will wait to hear back from all of our partners before looking at a timeline to implement these changes.

Kind Regards

Paul



**Paul Evered | Library Resources Team Leader  
Communities and Public Protection  
Neighbourhoods | Cornwall Council**

Library Headquarters, Unit 17, Threemilestone Industrial Estate, Truro, TR4 9LD

## Sara Gwilliams

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**Subject:** FW: HOUSING RESOLUTIONS - Bude Stratton town Council

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**From:** On Behalf Of CornwallALC Enquiries  
**Sent:** 25 August 2021 10:20  
**To:** CornwallALC Enquiries **Cc:** Bude Stratton  
**Subject:** HOUSING RESOLUTIONS - Bude Stratton town Council

Dear All,

We have received the following email from Bude Stratton Town Council.

*"Housing was the number one issue that our Cllrs came across when door knocking for May's election, so they are keen to try and make a positive difference. Although this is difficult within the remit of a Town Council, hence the calls for policy changes at a government level and for Cornwall Council as the Housing Authority to take action. The Council has resolved to lobby government to:*

- 1. End the 'Right to Buy' scheme*
- 2. Scrutinise the principles of Affordable Housing with a view to creating links to local earnings*
- 3. New homes must be prioritised for local need and occupancy*
- 4. Second Homes:
  - a. To allow a multiplier of council tax which is passed to local communities*
  - b. Scrutiny of the principle of registering houses as businesses**
- 5. Additions to our housing stock should be delivered to high sustainable living standards and offered with secure and humane tenancy agreements*

*If this situation remains unchecked, we fear fracturing of our communities leading to long term social identity issues, workforce problems, loss of family support networks and empty homes bringing a loss of economic vitality and sustainability of our community. Bude-Stratton Town Council urges Cornwall Council to declare a housing emergency based on the BSTC statement.*

*The Council is sending this statement to Scott Mann MP and is also passing it to CALC and NALC for circulation to all Town and Parish Councils for support.*

*We would welcome other Councils passing a similar resolution and adding to the call for action."*

If you have any questions about the proposals please contact the Clerk direct ([KCornwell@bude-stratton.gov.uk](mailto:KCornwell@bude-stratton.gov.uk)) and I am sure he would also welcome feedback on the views of your members. Please remember to copy the CALC into your response as the CALC Executive is keen to understand your council's views.

Kind regards,

Sarah Mason  
County Executive Officer  
Cornwall Association of Local Councils

[www.cornwallalc.org.uk](http://www.cornwallalc.org.uk)

Think of the Environment - Do You Need To Print This?

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## **AGENDA NO: 20**

### **ST AUSTELL TOWN COUNCIL**

### **COUNCIL MEETING – 18<sup>th</sup> OCTOBER 2021**

### **SCHEDULE OF PAYMENTS**

**28<sup>th</sup> AUGUST 2021 to 10<sup>th</sup> OCTOBER 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 £139,567.60.

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DAVID POOLEY - TOWN CLERK



**Detailed Account Transaction Report**  
**St Austell Town Council**  
**From 28 August 2021 to 10 October 2021**

<b>Payee</b>	<b>Payment Method</b>	<b>Reference</b>	<b>Amount</b>	<b>Cost Centre</b>	<b>Account Name</b>
HMRC - August Salaries	BACS		£6,886.58	General Administration	Salaries / Wages
Cornwall Council - August Salaries	BACS		£8,146.40	General Administration	Salaries / Wages
September Salaries including oncosts	BACS	EPP	£42,291.91	General Administration	Salaries / Wages
Payment: Corserv Ltd	BACS	IG002551	£300.00	Other Parks and Open Spaces	Training
Payment: Kenow Training Ltd	BACS	KTL004157	£800.00	Other Parks and Open Spaces	Repairs / Maintenance Premises
Payment: Glendale Countryside Ltd	BACS	GC421-3325	£1,456.87	Other Parks and Open Spaces	Repairs / Maintenance Premises
Payment: Glendale Countryside Ltd	BACS	GC421-3326	£111.60	Other Parks and Open Spaces	Repairs / Maintenance Premises
Payment: Glendale Countryside Ltd	BACS	18416	£1,315.00	Library	Repairs / Maintenance Premises
Payment: APS Construction Services Limited	BACS	GC422-1384	£1,814.40	Public Rights of Way	Repairs / Maintenance Premises
Payment: Flowbird Smart City UK Limited	BACS	24622	£557.24	Priory Toilets	Repairs / Maintenance Premises
Payment: Flowbird Smart City UK Limited	BACS	UK142061	£354.00	Priory Car Park	Repairs / Maintenance Premises
Payment: Flowbird Smart City UK Limited	BACS	UK142998	£732.00	Priory Car Park	Repairs / Maintenance Premises
Payment: SBR Electrical	BACS	2122178	£198.00	The House/Youth Services	Repairs / Maintenance Premises
Payment: Lone Stewart	BACS	111819	£780.00	Library	Repairs / Maintenance Premises
Payment: Flowbird Smart City UK Limited	BACS	UK143018	£109.20	Priory Car Park	Repairs / Maintenance Premises
8-10-2021	Direct Debit	8100176392	£863.33	Stable Block/Pondhu House	Rent / Room Hire
8-10-2021	Direct Debit	802628607/6	£55.00	Tregonissey Lane End	Rates
8-10-2021	Direct Debit	802635724/6	£1,164.00	Library	Rates
8-10-2021	Direct Debit	80262013X/6	£1,948.00	Priory Car Park	Rates
8-10-2021	Direct Debit	H1A3C5ACB6	£267.96	Other Parks and Open Spaces	Electricity
8-10-2021	Direct Debit	BACS	£101.35	Library	Gas
15-09-2021	Payment: Cornwall Council	BACS	£55.34	Poltair Park	Water
15-09-2021	Payment: Cornwall Council	BACS	£30.20	Library	Water
15-09-2021	Payment: Cornwall Council	BACS	£38.41	Library	Water
17-09-2021	Payment: E.ON	BACS	£30.59	Library	Cleaning & Domestic Supplies
17-09-2021	Payment: Kent County Council	BACS	£16.99	Library	Cleaning & Domestic Supplies
1-10-2021	Payment: Source for Business	BACS	£68.00	Library	Cleaning & Domestic Supplies
1-10-2021	Payment: Source for Business	BACS	£82.00	Stable Block/Pondhu House	Cleaning & Domestic Supplies
1-10-2021	Payment: Click Cleaning	BACS	£588.98	Stable Block/Pondhu House	Cleaning & Domestic Supplies
16-09-2021	Payment: Amazon EU S.a.r.l.	BACS	£84.72	Library	Cleaning & Domestic Supplies
1-10-2021	Payment: Ellictt Window Cleaning Services	BACS	£19.94	Other Parks and Open Spaces	Grounds Maintenance Supplies
1-10-2021	Payment: Spot-On Supplies Ltd	BACS	£120.00	Other Parks and Open Spaces	Grounds Maintenance Supplies
1-10-2021	Payment: Logical Cleaning Solutions	BACS	£21.92	Other Parks and Open Spaces	Grounds Maintenance Supplies
1-10-2021	Payment: Spot-On Supplies Ltd	BACS	£40.28	Other Parks and Open Spaces	Grounds Maintenance Supplies
1-09-2021	Payment: Amazon EU S.a.r.l.	BACS	£13.20	Other Parks and Open Spaces	Grounds Maintenance Supplies
1-09-2021	Payment: Masters Skips Ltd	BACS	£10.44	Other Parks and Open Spaces	Grounds Maintenance Supplies
3-09-2021	Payment: Masters Skips Ltd	BACS	£52.90	Other Parks and Open Spaces	Grounds Maintenance Supplies
10-09-2021	Payment: D May & Son Ltd	BACS	£113.24	Other Parks and Open Spaces	Grounds Maintenance Supplies
10-09-2021	Payment: M A Grigg Ltd	BACS	£47.99	Other Parks and Open Spaces	Grounds Maintenance Supplies
10-09-2021	Payment: M A Grigg Ltd	BACS	£58.00	Other Parks and Open Spaces	Grounds Maintenance Supplies
10-09-2021	Payment: M A Grigg Ltd	BACS	£49.68	Priory Car Park	Grounds Maintenance Supplies
17-09-2021	Payment: Euro Tool Hire and Sales South West Ltd	BACS	£65.99	Other Parks and Open Spaces	Grounds Maintenance Supplies
23-09-2021	Payment: Meadow Mania	BACS	£33.75	Other Parks and Open Spaces	Grounds Maintenance Supplies
30-09-2021	K A Gay - Key cutting	BACS	£170.88	Other Parks and Open Spaces	Grounds Maintenance Supplies
1-10-2021	Payment: GB Sport and Leisure UK Ltd	BACS			

1-10-2021	Payment: Spot-On Supplies Ltd			Grounds Maintenance Supplies
1-10-2021	Payment: Screwfix Direct Ltd			Grounds Maintenance Supplies
1-10-2021	Payment: Screwfix Direct Ltd			Grounds Maintenance Supplies
1-10-2021	Payment: Screwfix Direct Ltd			Grounds Maintenance Supplies
10-09-2021	Payment: Richard Pears			Travel and Subsistence
17-09-2021	Payment: Steve Skinner			Travel and Subsistence
31-08-2021	Payment: Siemens Financial Services Limited			Contract Hire and Operating Leases
1-10-2021	Payment: Cormac Solutions			Contract Hire and Operating Leases
8-10-2021	Payment: Cormac Solutions			Contract Hire and Operating Leases
1-09-2021	Payment: Alistar Business Solutions			Fuel
8-09-2021	Payment: Alistar Business Solutions			Fuel
15-09-2021	Payment: Alistar Business Solutions			Fuel
22-09-2021	Payment: Alistar Business Solutions			Fuel
29-09-2021	Payment: Alistar Business Solutions			Fuel
6-10-2021	Payment: Alistar Business Solutions			Fuel
10-09-2021	Payment: Steve Andrews Tyres Ltd			Repairs / Maintenance-Vehicles/Plant
10-09-2021	Payment: National Windscreens			Repairs / Maintenance-Vehicles/Plant
8-10-2021	Payment: Steve Andrews Tyres Ltd			Repairs / Maintenance-Vehicles/Plant
8-10-2021	Payment: Vincent Tractors Ltd			Repairs / Maintenance-Vehicles/Plant
8-10-2021	Payment: Steve Andrews Tyres Ltd			Repairs / Maintenance-Vehicles/Plant
8-10-2021	Payment: Cormac Solutions			Road Fund / Taxes
17-09-2021	Payment: WPS Ltd			Transport Insurance
8-09-2021	Payment: Royal Mail			Office Supplies
8-09-2021	Payment: Royal Mail			Office Supplies
10-09-2021	Payment: Lyreco UK Limited			Office Supplies
8-10-2021	Payment: Lyreco UK Limited			Office Supplies
8-10-2021	Payment: Lyreco UK Limited			IT / Communications
28-08-2021	Payment: Adobe Systems Software Ireland Ltd			IT / Communications
1-09-2021	Payment: BT			IT / Communications
1-09-2021	Payment: BT			IT / Communications
3-09-2021	Payment: ObjectiveITServices			IT / Communications
4-09-2021	Payment: Xero (UK) Ltd			IT / Communications
10-09-2021	Payment: Interpreter			IT / Communications
13-09-2021	Payment: EE Limited			IT / Communications
13-09-2021	Payment: EE Limited			IT / Communications
17-09-2021	Payment: Vision ICT			IT / Communications
17-09-2021	Payment: Interpreter			IT / Communications
17-09-2021	Payment: ITEC			IT / Communications
1-10-2021	Payment: Interpreter			IT / Communications
4-10-2021	Payment: Vision ICT			IT / Communications
4-10-2021	Payment: Xero (UK) Ltd			IT / Communications
4-10-2021	Payment: BT			IT / Communications
4-10-2021	Payment: BT			IT / Communications
8-10-2021	Payment: ITEC			IT / Communications
8-10-2021	Payment: ObjectiveITServices			IT / Communications
4-10-2021	Payment: Vision ICT			IT / Communications
8-10-2021	Payment: ITEC			IT / Communications
17-09-2021	Payment: St Austell BID			Miscellaneous Grants
1-10-2021	Payment: Young People Cornwall			Miscellaneous Grants
17-09-2021	Payment: Cornwall Pride			Small Grants Scheme
1-10-2021	Payment: St Austell Old Cornwall Society			Small Grants Scheme
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3-09-2021	Payment: Glendale Countryside Ltd	BACS	£1,130.45	Other Parks and Open Spaces	Contract Payments
3-09-2021	Payment: Glendale Countryside Ltd	BACS	£563.08	Other Parks and Open Spaces	Contract Payments
3-09-2021	Payment: PJL Security Ltd	BACS	£180.00	Stable Block/Pondhu House	Contract Payments
3-09-2021	Payment: Glendale Countryside Ltd	BACS	£563.08	Other Parks and Open Spaces	Contract Payments
3-09-2021	Payment: Cornwall Council	BACS	£273.57	Priory Car Park	Contract Payments
10-09-2021	Payment: APS Construction Services Limited	BACS	£5,964.00	Priory Toilets	Contract Payments
10-09-2021	Payment: In2Play	BACS	£800.00	Other Parks and Open Spaces	Contract Payments
20-09-2021	Payment: Biffa Waste Services Ltd	Direct Debit	£604.46	Other Parks and Open Spaces	Contract Payments
1-10-2021	Payment: Glendale Countryside Ltd	BACS	£563.08	Other Parks and Open Spaces	Contract Payments
1-10-2021	Payment: Newquay Town Council	BACS	£12,200.68	CCTV	Contract Payments
1-10-2021	Payment: Glendale Countryside Ltd	BACS	£1,130.45	Other Parks and Open Spaces	Contract Payments
1-10-2021	Payment: Glendale Countryside Ltd	BACS	£563.08	Other Parks and Open Spaces	Contract Payments
8-10-2021	Payment: SSE Contracting Ltd	REPA210636	£3,001.01	CCTV	Contract Payments
8-10-2021	Payment: PJL Security Ltd	28767	£180.00	Library	Contract Payments
8-10-2021	Payment: Cornwall Council	BACS	£304.26	Priory Car Park	Contract Payments
1-10-2021	Payment: Ellis Whittam	BACS	£3,339.60	General Administration	Subscriptions
10-09-2021	Payment: D May & Son Ltd	BACS	£50.00	Other Parks and Open Spaces	Protective Clothing
10-09-2021	Payment: M A Grigg Ltd	BACS	£42.89	Other Parks and Open Spaces	Protective Clothing
10-09-2021	Payment: M A Grigg Ltd	BACS	£11.76	Other Parks and Open Spaces	Protective Clothing
10-09-2021	Payment: M A Grigg Ltd	BACS	£51.91	Other Parks and Open Spaces	Protective Clothing
14-09-2021	Payment: The Safety Supply Company	BACS	£201.48	Other Parks and Open Spaces	Protective Clothing
1-10-2021	Payment: Spot-On Supplies Ltd	BACS	£18.88	Other Parks and Open Spaces	Protective Clothing
1-10-2021	Payment: Screwfix Direct Ltd	Direct Debit	£21.97	Other Parks and Open Spaces	Protective Clothing
8-10-2021	Payment: GB Tool Hire Ltd	BACS	£137.70	Other Parks and Open Spaces	Protective Clothing
3-09-2021	Payment: Eden Springs UK Ltd	BACS	£264.56	Library	Miscellaneous Expenses
3-09-2021	Payment: Cornwall Tree Consultancy	BACS	£221.28	Other Parks and Open Spaces	Miscellaneous Expenses
10-09-2021	Payment: The Gover Community Group	201CTC0821	£305.00	Misc. Projects/Grants	Miscellaneous Expenses
10-09-2021	Payment: ZN Design	BACS	£513.00	Misc. Projects/Grants	Miscellaneous Expenses
10-09-2021	Payment: Cornwall Council	8100167238	£270.00	Library	Miscellaneous Expenses
10-09-2021	Payment: Cornwall Catering Company	BACS	£320.00	Library	Miscellaneous Expenses
15-09-2021	Payment: NatWest - Bankline charges	BACS	£46.40	General Administration	Miscellaneous Expenses
17-09-2021	Payment: Euro Tool Hire and Sales South West Ltd	BACS	£127.20	Misc. Projects/Grants	Miscellaneous Expenses
17-09-2021	Payment: 4FS Youth Dance	BACS	£41.00	Misc. Projects/Grants	Miscellaneous Expenses
17-09-2021	Payment: Stepping Stones Childcare Cornwall	INV1	£204.00	Misc. Projects/Grants	Miscellaneous Expenses
17-09-2021	Payment: 4FS Youth Dance	BACS	£56.39	Misc. Projects/Grants	Miscellaneous Expenses
18-09-2021	Payment: Amazon EU S.a.r.l.	CC18.9.21	£15.93	General Administration	Miscellaneous Expenses
21-09-2021	Payment: Worlipay (UK) Ltd	168480568	£6.11	Library	Miscellaneous Expenses
21-09-2021	Payment: Worlipay (UK) Ltd	168480568	£21.00	Library	Miscellaneous Expenses
21-09-2021	Payment: Worlipay (UK) Ltd	168467397	£3.22	General Administration	Miscellaneous Expenses
21-09-2021	Payment: Worlipay (UK) Ltd	168467397	£21.00	General Administration	Miscellaneous Expenses
29-09-2021	Priory Car Park refund	PC7	£3.00	Priory Car Park	Miscellaneous Expenses
1-10-2021	Priory Car Park refund	INV1	£1.80	Priory Car Park	Miscellaneous Expenses
1-10-2021	Payment: Thomas Fattorini Ltd	1259373	£352.19	Civic Ceremonial	Miscellaneous Expenses
8-10-2021	Payment: Cornwall Council	8100177282	£270.00	Library	Miscellaneous Expenses
			<b>£139,567.60</b>		



**MINUTES of ST AUSTELL TOWN COUNCIL COMMUNITY COMMITTEE held on MONDAY 13<sup>th</sup> SEPTEMBER 2021 in the Council Chamber, Cornwall Council Information Centre, 39 Penwinnick Road, St Austell, Cornwall, PL25 5DR.**

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

**Also Present:** Councillor Brown. Annie Etheridge, Communication Support Services (accompanying Councillor Nott).

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

**CC/21/17) Apologies for absence**

Apologies for absence were received from Councillors Double and Guest.

**CC/21/18) Declarations of Interest**

None.

**CC/21/19) Dispensations**

There were no requests for dispensations received.

**CC/21/20) Minutes of the Meeting held on the 7<sup>th</sup> June 2021**

It was **RESOLVED** that the minutes of the meeting held on the 7<sup>th</sup> June 2021 be approved and signed as a correct record.

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

The Clerk advised that St Blazey Amateur Operatic Society have decided not to put on their 2022 production due to Covid concerns and have returned the £750 grant agreed at the last Community Committee. They are hoping that their Cinderella production will take place in 2023 and will contact the Town Council again once the details are known.

**CC/21/22) Public Participation**

Mrs Earl expressed her disappointment that only 1 Member has responded to her invitation to join CASA and referred Members to the Community Benefit Company GIKI (Getting Informed Knowing your Impact) website which can assess an individual's personal effect on the climate.

**CC/21/23) 20 is plenty**

The Clerk advised that Cornwall Council is reviewing the 20 mph speed limits and have asked for areas that could benefit from a 20mph limit. Arising from a question, the Clerk advised that as far as he was aware, the criteria for 20mph speed limits has not been set. During discussion, Slades Road and Mount Charles Road were identified as areas that could benefit from the implementation of a 20mph speed limit.

It was **RESOLVED** to suggest to the Community Link Officer that Slades Road, St Austell and Mount Charles Road, St Austell could both benefit from the implementation of a 20mph speed limit.

#### **CC/21/24) Small Grants Scheme**

The Chair advised that the AFC St Austell grant application would be submitted to a future committee as they had not been able to gather all the required information in time for the meeting.

#### *St Austell Old Cornwall Society*

It was **RESOLVED** to award St Austell Old Cornwall Society £250 towards a poster display unit for the St Austell Museum located in the Market House.

#### **CC/21/25) St John's Church**

The Deputy Clerk advised that St John's Methodist Church are hoping to install a defibrillator on the wall outside of the church and are looking for "in principle" support from the Town Council. Funding is currently being sought for the costs involved and the ownership of the wall, where it is hoped to install the defibrillator, is unclear at the present time.

During discussion, Members noted the current location of defibrillators around St Austell and felt that an additional one at St John's would be very welcome.

It was **RESOLVED** to support St John's Methodists Church in their efforts to install a defibrillator at St John's Church and provide a grant in the sum of £250 towards the costs involved.

It was **FURTHER RESOLVED** that if St John's Methodist Church have a shortfall in the required funding, they should be invited back to the Town Council to discuss the shortfall and request a further grant from the Town Council to enable the installation of the defibrillator to go ahead.

#### **CC/21/26) Projects Update**

##### *CCTV*

The Clerk advised that 19 out of the 20 cameras are working across the town, with one camera out of operation at the current time due to negotiations with the new owners of the building where the camera is located. The monitoring is still on summer hours (almost 24/7) with winter hours starting on the 1<sup>st</sup> October.

##### *Grounds Maintenance*

The Operations Manager advised that the 2 Apprentice Grounds Maintenance personnel are working well and are now both Chapter 8 qualified. The 7<sup>th</sup> cut of the grass cutting has started and the new Polytunnel has been erected. The Rotary Club have painted finger post signs on the cycling trails and a bench at the library and are acquiring trees and crocuses for Town Council land. The Gover Residents Association are hoping to form a Friends Group for Truro Road Park.

### *Woodland Road Park – Mount Charles School*

The Clerk advised that Mount Charles School has re-erected the fencing after the school holidays without permission from the Town Council and Mr John Keast, Governor of Mount Charles School has apologised for the oversight. The Clerk has agreed with Mr Keast that the fence can remain in situ until October half term at which time the scale of issue of Covid in schools will be assessed along with the need for the fence to remain in situ. It is likely that a formal proposal from the school to purchase a strip of land will be forthcoming shortly.

### *Bethel Park/Woodland Road Park*

The Operations Manager advised that new goal posts have been purchased for Bethel Park and Woodland Road Park and that he is in discussions with the National Lottery about the criteria for the funding of a refurbishment project at Bethel Park.

### *Weed Treatment*

A foam weed treatment is now used in all of the parks but the operator is not yet set up for road spraying.

### *Poltair Park/Café*

The toilet block is due to be demolished shortly once the results of the asbestos and bat surveys are known. The current tenants of the café have decided not to continue so, depending on Members' views, it is likely that a tender exercise will need to be carried out later in the year with a view to opening up again in the spring with new tenants and outside furniture in situ to make it more attractive. The lease of the Bowling Club is in the process of being reviewed/negotiated and like Bethel Park and Woodland Road Park, new goal posts are on order.

### *Allotments*

All the useable allotments are let at Alexandra Road and Edible St Austell is still running a successful community garden at the Landrew Road site.

### *Public conveniences*

The new cleaning contract is working very well with no issues.

### *Priory Car Park*

The Clerk advised that G4S are not performing in accordance with the contract and other operators are being explored. The car park income is slightly better than budgeted, but still significantly below the 2019/20 levels. Western Power has asked for permission to dig up a section of the car park to lay cabling to a property nearby and Wetherspoons have requested exclusive access to 5 car parking spaces whilst they have building works going on. Negotiations are taking place with both organisations to ensure the least disruption to the car park.

## *Youth Services*

The Deputy Town Clerk advised that Young People Cornwall are providing good outreach work and have been extremely helpful over recent weeks with a few issues in Poltair Park involving young people.

## *Anti Social Behaviour*

The Deputy Town Clerk advised that the Security Guards are working now jointly funded by the Town Council and BID. The first meeting with Police and Security Guards have taken place and a report of activities and issues will be submitted to the next Council meeting. Cornwall Council are recruiting an ASB caseworker for St Austell as Helen Toms has taken on the Community Safety Officer role following the departure of Zoe Wonnacott and Mr Jon Lloyd-Owen has reiterated his intention to reduce the number of complex needs people in temporary/emergency accommodation in St Austell within the next six months. There is also a commitment to close Eastbourne Road hostel by early next year at the latest.

## *Cornwall Council Safe Stream*

The Clerk advised that this group is still meeting, focussing mainly on Covid 19 communication to the public.

## *Townscape Heritage Initiative*

Significant progress has been made recently which might require the Town Council to administer a forthcoming tender process.

## *Civic Events*

The Deputy Town Clerk advised that the Mayor Making Ceremony is on Thursday 21<sup>st</sup> October and the Remembrance Day Parade and Church Service is on Sunday 14<sup>th</sup> November 2021.

## *Miscellaneous*

The Deputy Town Clerk advised that the Tour of Britain events in the Town Council's parks were a great success and potential funding to put on Jubilee Celebrations in 2022 will be discussed at the next budget setting round. CASA and Rotary have both carried out litter picks in the town which have been most welcome.

## **CC/21/27) 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 nature of the business to be transacted.

## **CC/21/28) Mobile CCTV (At the request of Councillor Brown)**

It was **RESOLVED** that the re-deployable CCTV camera should be re-instated at Chapel Field with a target date of 30<sup>th</sup> September 2021, subject to the required permissions being in place.

### **CC/21/29) Renewal of Combined Enabling Agreement**

It was **RESOLVED** that the Clerk be authorised to negotiate with Cornwall Council the renewal of the Combined Enabling Agreement to take effect from April 2022 to ensure that it is operationally viable for the Town Council within the resources available to it, paying particular attention to the future maintenance of the Churchyards and Cemeteries.

### **CC/21/30) Dates of Meetings**

It was noted that the next meeting of the Community Committee is scheduled for Monday 29<sup>th</sup> November 2021.

The meeting closed at 7.17pm



**MINUTES of a MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE held on MONDAY 20<sup>th</sup> SEPTEMBER 2021 in the Council Chamber, 39 Penwinnick Road, St Austell, PL25 5DR (Cornwall Council Offices) at 6pm.**

**Present:** Councillors: Brown, Bull, French (Chair), Lanxon, Nott, Pearce and Young.

**In attendance:** David Pooley (Town Clerk), Sara Gwilliams (Deputy Town Clerk), Terry Shaw (Senior Library Assistant).

Also present: Councillor Clemo.

**F/21/20) Apologies for absence**

Apologies of absence were received from Councillors George, Pears and Rowse.

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

None.

**F/21/22) Dispensations**

None.

**F/21/23) Minutes of meeting held on 28<sup>th</sup> June 2021**

It was **RESOLVED** that the minutes of the meeting held on the 28<sup>th</sup> June 2021 be approved and signed as a correct record.

**F/21/24) Matters to Note**

The Clerk advised that the first meeting with the BID, Police and security guards had taken place and that another meeting is scheduled for early next month. He added that he was very impressed with the two security guards who attended the meeting in that they appear to have a good balance of customer care, tact and sympathy but apply pressure on individuals causing ASB when required. PC Chesterfield who was also present at the meeting expressed his gratitude for the presence of the security guards in the town and confirmed that he is looking into the process needed to provide the security guards with additional powers.

Further to minute number **F/21/18** the new telephone system has been installed and following a day or so of teething problems, is now working satisfactorily.

**F/21/25) Public participation**

There were no members of the public present.

*\*\*Councillor Lanxon arrived during the next item\*\**

**F/21/26) St Austell Library**

The Deputy Town Clerk advised that with effect from Monday 27<sup>th</sup> September 2021 the library will resume most of its normal services. There will be no restriction on numbers in the library, but the staff may ask people to wait at the door until

numbers ease if it becomes abnormally busy. Five public access computers will be available on a bookable basis, although walk ins will be accepted if there is space available. The public will be asked to remain "Covid courteous" by wearing a face mask, use hand sanitiser and keeping 2m distant from other people where possible. All being well the group activities will be reintroduced with effect from the end of October.

Mrs Shaw, Senior Library Assistant explained that the number of customers browsing are steadily increasing with just over 9,000 items issued in August. The Summer Reading Challenge has recently finished which resulted in 437 children signing up to the challenge and 286 finishing giving the library a 68% finish rate. The target was 260 finishers for a 60% finish rate.

Mrs Shaw explained a number of activities that the library has recently either undertaken, supported or co-ordinated which include:

- The return of the Royal Voluntary Service (RVS) volunteers to the library who co-ordinate the hospital car service;
- Co-ordination of the Home Library Service which selects and delivers books for housebound customers;
- Selecting books for the reading groups who are meeting either on Zoom or in the library garden;
- Administrative support for the Library Support Association (SALSA);
- Funding obtained to provide respite breaks in the form of treats (spa vouchers, visit to the cinema etc) for unpaid carers, working closely with the St Austell Health group and memory cafes;
- A funding source obtained to set up a Veterans Gardening Club, working with Par and St Austell Veteran's Breakfast Clubs. The garden will be used by the veterans to socialise with like minded people and have the opportunity to take part in workshops. A new shed has been purchased for the club and the Town Council's grounds maintenance staff have carried out some maintenance works, including anti-social planting on the library garden boundary to deter trespassers;
- SALSA hosted a cream tea event on the library front garden for the Tour of Britain and was joined by Halfords who offered a quick fix check for passing cyclists and issued hi vis wrist bands to the children.
- Funding obtained to work with The Cornwall Bicycle Project (Bikeability) to allow them to offer cycling workshops for up to 10 young people at a time in Charlestown. There was enough funding for The Cornwall Bicycle Project to bus children into Charlestown from other areas to attend the workshops;
- Family bicycle maintenance sessions at Treverbyn Community Hall;
- Bicycle hire funded on the Pentewan Trail for children who do not own their own bikes;
- Two ceramics workshops at Mevagissey and Treverbyn for attendees to make tiles depicting Cornwall and the Tour of Britain through our county.

Mrs Shaw concluded that although the library has had to keep customers at arm's length over the last 12 months or so, they have still been able to facilitate opportunities for the community and paid tribute to the staff for their hard work during difficult times. She also reminded Members that the library now sells seagull proof bags which are proving very popular with around 330 sold since the middle of April.

## **F/21/27) Community Governance Review**

The Clerk advised that in 2020 Cornwall Council approved a few changes to parish boundaries under the community governance review but a decision on some proposals were deferred, mainly where there was a disagreement between the parishes involved. It was agreed at the time that the deferred proposals should be reviewed once the new Council was in situ after the May 2021 elections.

The Clerk suggested that the process at the time favoured more rural areas and the voting on the proposals reflected this. In St Austell the two proposals deferred were:

- Trewhiddle (currently in Pentewan Valley Parish Council)
- Boscoppa/Carclaze (currently in Treverbyn Parish Council)

Cornwall Council has written to all Town and Parish Councils who had decisions deferred asking whether or not they wish their proposals to be re-considered in phase 2 of the review and have a set a deadline of 8<sup>th</sup> October for a reply.

During discussion, Members raised the following:

- The need to expand the Town Council's boundaries
- The need for the Cornwall Councillors to support a phase 2 review of the Town Council's proposals before any further work is undertaken
- The need for campaign material if a future review is supported
- The need for a working group if a future review is supported
- The resource implications in undertaking a review

The Clerk stressed that there is no capacity at the present time to dedicate significant officer time to a second review particularly if Members want to set up a targeted campaign. Arising from a question, the Clerk advised that funding could be found for campaign material if that was the wish of Members.

It was **RESOLVED** that:

- i. The Chair of the Committee should ascertain whether or not the three Cornwall Councillors will support a second review of the St Austell Town Council deferred proposals and, if their support is received, Cornwall Council be advised that St Austell Town Council wish the deferred proposals to be part of the phase 2 review and that a working group be formed at the next Council meeting to provide future direction for a phase 2 review of the two St Austell Town Council deferred proposals.

## **F/21/28) Car Park Payments**

The Clerk advised that since Covid, many people have moved away from cash payments and to adapt to this trend, there is an opportunity to upgrade the car park machines to accept payments by credit/debit cards. He explained that the costs involved would be between £2,000 and £2,500 for installing the facility on the machine and then transaction charges of in the region of £6,000 to £10,000 per annum depending on volumes.

Arising from a question, the Clerk outlined the legal constraints of running the car park under the Road Traffic Regulations which does not allow Number Plate Recognition payment systems.

It was **RESOLVED** that the Clerk be authorised to:

- i. Convert two car park machines to accept credit/debit cards in addition to cash;
- ii. Enter into a suitable contract(s) for the processing of debit and credit card transactions.

#### **F/21/29) Priory Car Park – Cash Collection Contract**

The Clerk outlined the current difficulties and the recent purchase of cash collection boxes as a backup if the contractor fails to collect the cash. He advised that since July, the current contractor has missed 7 collections and has started to explore cash collection arrangements with other operators.

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

#### **F/21/30) Car Park Working Group**

The Clerk advised that the Town Council normally sets up a Working Group each year to review the car parking charges and discuss the proposals with the Chamber of Commerce and St Austell BID.

During discussion, Members felt that now is not the right time to make changes to the car park charges and there was no need for a Car Park Working Group to be set up at this time.

It was **RESOLVED** to keep the car parking charges as they are for the time being but review them again in April 2022.

#### **F/21/31) Budget Timetable**

The Clerk advised that there are a number of pressures on the Town Council's budget and that he would like to discuss with Members the impact of the various demands over a series of meetings between October and December.

It was **RESOLVED** to approve the budget timetable as set out.

#### **F/21/32) Financial Controls**

##### *Bank Signatories*

The Clerk advised that there is a requirement to alter the Bank mandate detailing the list of approved signatories for the Town Council to bring it up to date following the May elections. He explained that the Bank requires a certain format of words approving the changes which need to be reflected in the resolution.

##### *Fidelity Guarantee Insurance*

The Clerk advised that the Council's Internal Auditor recommended in his last report that the Fidelity Insurance cover should be increased as the cash and short term investments held by the Town Council occasionally exceed the current £1M cover. However, having discussed the matter with the Council's insurers the advice is to wait until the year end renewal as the premium at this time does not represent good value for the low risk that it is covering.

Members **RESOLVED** that:

1. If we add or remove Authorised Signatures in the "Add or remove individuals" section of this form, the Bank will update our mandate accordingly for the amounts we specify in this form's "About your business" section;
2. If we change the Signing Rules in the "Account Signing Rules" section of this form, the Bank will update our mandate accordingly for the account we specify in this form's "About your Business" section;
3. The Bank can phone the individuals we have identified as "Call Back Contacts" to confirm or correct any instructions or information we have given the Bank;
4. And the current mandate will continue as amended;
5. Councillors Styles and Pearce be added to the list of approve signatories, and Councillor Palmer be deleted from the list of approved signatories;

It was **FURTHER RESOLVED** that:

The Council's Fidelity Guarantee insurance should remain at the current level for the remainder of this current financial year but be re-visited at renewal, with a view to increasing the cover to at least £1.25m.

#### **F/21/33) Budget Monitoring Report**

The Clerk advised that generally expenditure is comfortably within budget and that he had no concerns with any of the variances reported at this stage.

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

#### **F/21/34) External Audit Report**

The Clerk drew Members' attention to the notice of conclusion of audit and confirmed that the Town Council has received a clean bill of health for the year ending 31<sup>st</sup> March 2021.

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

#### **F/21/35) Chair and Vice-Chair – Internal Audit Checks**

The Clerk explained that as well as external audit checks, it is good practice for internal checks to be carried out by Members from time to time and drew Members' attention to the checks carried out by the Chair and Vice Chair earlier in the week. The Chair advised that he and the Vice Chair had concentrated on cash checks and at the next review they intended looking at "receipts and payments".

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

#### **F/19/36) Direct Debits**

It was **RESOLVED** to approve the list of Direct Debits.

## **F/19/37) Tregarne Sunday School**

The Clerk explained that the Townscape Heritage Project is progressing well and that the Historic Environment Strategy Manager is almost ready to go out to tender for work to Tregarne Sunday School. There is however a complication with Cornwall Council's procurement rules and the Historic Environment Strategy Manager has asked if the Town Council can facilitate the tender exercise instead.

It was **RESOLVED** that the Clerk, in consultation with the Chair and Vice Chair of the committee, should facilitate a suitable tender exercise for the restoration of Tregarne Sunday School.

*\*\*Councillor French declared an interest in the next item and took no part in the ensuing discussion or voting thereon\*\**

## **F/19/38) St Austell BID – Christmas Entertainment**

The Clerk advised that instead of the traditional late night shopping on a Tuesday, the BID has this year decided to put entertainment on the five Saturdays leading up to Christmas and has asked if the Town Council would be prepared to consider free parking after 4pm on each of the five Saturdays.

During discussion, Members felt that free parking after 4pm is not much of an incentive and agreed that it would be more helpful to shoppers and businesses if free parking was after 1pm on each of the five Saturdays leading up to Christmas.

It was **RESOLVED** that Priory Car Park should be free from 1pm on Saturday 20<sup>th</sup> November 2021, Saturday 27<sup>th</sup> November 2021, Saturday 4<sup>th</sup> December 2021, Saturday 11<sup>th</sup> December 2021 and Saturday 18<sup>th</sup> December 2021 to coincide with the St Austell BID Christmas entertainment.

## **F/19/39) Bethel Crossroads – Highways Consultation**

Members considered the proposed improvements and arising from a question, the Clerk confirmed that the scheme has been revised slightly and now includes a new entrance to Bethel Park.

It was **RESOLVED** to support the proposals.

## **F/19/40) Dates of Next Meeting**

It was noted that the next meetings of the Finance and General Purposes Committee are due to take place on the 8<sup>th</sup> November 2021 and 21<sup>st</sup> February 2022.

The meeting closed at 7.39pm.

**MINUTES of a MEETING of ST AUSTELL TOWN COUNCIL PLANNING AND REGENERATION COMMITTEE held on MONDAY 4<sup>th</sup> OCTOBER 2021 in the Council Chamber, 39 Penwinnick Road, St Austell, Cornwall PL25 5DR at 6pm.**

**Present:** Councillors: Brown, Cohen, Double, Fox, French, Hamilton, Lanxon, Styles, Thompson and Young.

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

**Also in attendance:** Councillor: Double

**P/21/53) Apologies for absence**

Apologies for absence were received from Councillors: Bull and Pearce.

**P/21/54) Declarations of Interest**

There were no declarations of interest.

**P/21/55) Dispensations**

None.

**P/21/56) Minutes from the Meeting dated 23<sup>rd</sup> August 2021**

It was **RESOLVED** that the minutes of the meeting held on the 23<sup>rd</sup> August 2021 be approved and signed as a correct record.

**P/21/57) Matters to Note**

The Clerk advised that with regard to Planning Application Number: **PA21/03528** (20 Clarence Road), the Planning Officer is negotiating with the applicants to develop a smaller scheme for the site as she does not feel able to approve the application as it stands.

**P/21/58) Public participation**

There were no members of the public present.

**P/21/59) Planning Applications**

- i. **PA21/06742:** Former Post Office High Cross Street St Austell Cornwall. Demolition of existing B8 warehouse to provide erection of 24 (C3) apartments over four floors with parking.

The Clerk outlined the Planning Officer's comments which included concerns and considerations in respect of the design, a heritage impact assessment, noise impact assessment and affordable housing provision.

Councillor Double advised that she had met with the Planning Officer and that there is now a possibility that the application will be withdrawn. She confirmed that she has not been approached by any residents about the proposals.

Members during discussion expressed the following views:

- No objection in principle to the site being developed
- Concern about the well being of residents living next door to the night club
- Concern with regard to the design of the proposal
- Lack of infrastructure to cope with extra housing
- A need to ensure there is suitable Section 106 provision for health services.

It was **RESOLVED** that although not opposed to development on the site an **OBJECTION** should be submitted to Cornwall Council on this proposal on the following grounds:

Design and massing of the proposal

Impact of the proposal on the neighbouring Conservation Area

Noise impact from the neighbouring nightclub

The wellbeing of residents in the light of well documented anti-social behaviour in the area

Lack of a commitment for a Section 106 agreement for health services

A lack of a proposal for affordable housing on the site

A lack of renewable energy or electric vehicle charging points in the proposal

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

*\*\*Councillor Double left the meeting\*\**

ii. **PA21/06968:** 52 Gover Road St Austell PL25 5NF. Construction of a single storey conservatory to the front elevation of the bungalow.

It was **RESOLVED** to support this application subject to the neighbour concerns being reviewed and addressed as far as possible.

iii. **PA21/06985:** 26 Beech Road, St Austell, PL25 4TS. Alterations of existing garage workshop/showroom to industrial building.

It was **RESOLVED** to make no objection to this application subject to agreeing the materials to be used on the boundary wall with Cemetery Park with the Historic Environment Planning Officer.

iv. **PA21/07162:** 5 Daniels Lane St Austell PL25 3HW. Internal alteration and single story extension to property.

It was **RESOLVED** to support this application subject to the neighbour's planning issues being addressed satisfactorily.

v. **PA21/07323:** Plumbing Trade Services, Manfield Way, St Austell, PL25 3HQ. The proposal is for the existing fire exit door to be removed from the front elevation. New double entrance doors and glazing are to be installed together with a security shutter. A new DDA accessible ramp will be provided for access through this entrance, along with white lining to the car park for DDA and able bodied car parking spaces. Removable bollards will be installed in front of the existing entrance.

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

vi. **PA21/07471:** 15 Edgcumbe Road, St Austell, Cornwall, PL25 5DU. Replacement terrace, steps and railings.

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

vii. **PA21/07652:** 16 Growan Road, St Austell, PL25 3JP. Proposed 2 storey extension with Juliet balcony.

During discussions, concerns were expressed with regard to the size of the proposed extension and the impact on the street scene.

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

Overlooking and over-bearing on the neighbouring property.  
Mass, scale and layout inappropriate to the local area.

*\*\*Councillors Hamilton and Styles abstained from voting on this application\*\**

viii. **PA21/07717:** Plumbing Trade Services Manfield Way St Austell PL25 3HQ. Advertisement Consent for 11 No. fascia signs and 1 No. freestanding gantry signs.

It was **RESOLVED** to support this application subject to any illuminated signs being switched off overnight.

ix. **PA21/07928:** 1 Palace Gardens Trevarthian Road St Austell PL25 4GG. Replacement of dormer windows.

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

x. **PA21/07963:** 8 Poltair Road St Austell PL25 4LS. Alterations to turn Juliet balcony granted under PA20/02570 into balcony, to replace existing rear dormer window with door and balcony and construction of flat roof to existing rear extension.

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

xi. **PA21/07973:** 30 Growan Road St Austell PL25 3JP. Conversion of existing garage roof to accommodate a home office.

It was **RESOLVED** to support this application subject to consideration of the roof lights being placed on the opposite side of the garage roof.

xii. **PA21/08271:** 6 Tregarne Terrace St Austell PL25 4BE. Change of office to dwellinghouse with no external alterations required.

It was **RESOLVED** to support this application subject to a suitable condition to remove permitted development rights relating to changing windows, doors and roof coverings normally permitted under Part 1 Class A as recommended by the Historic Environment Officer.

xiii. **PA21/08316:** 15 Porthpean Road St Austell Cornwall PL25 4PJ. Remove front garden wall, add hard-standing for off road parking. Drop kerb for easier vehicular access.

It was **RESOLVED** to make no objection subject to the new surface being permeable.

xiv. **PA21/08367:** 7 Trevarrick Road St Austell PL25 5JN. Proposed two storey extension to north of existing dwelling and construction of a new garage to front (west) elevation. Extension and new entrance to rear (east) elevation is covered under permitted development certificate ref: PA21/06672.

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

*\*\*Councillors Fox and Lanxon abstained from voting on this application\*\**

xv. **PA21/08464:** 45 Jubilee Meadow St Austell Cornwall PL25 3EX. Proposed dining room extension.

It was **RESOLVED** to make no objection to this application subject to a condition to ensure that an adequate drainage solution is put in place.

xvi. **PA21/08876:** 34 Victoria Road St Austell Cornwall PL25 4QD. Extensions/alterations to existing annexe.

It was **RESOLVED** to make no objection to this application subject to a condition to ensure that an adequate surface water run off solution is put in place.

*\*\*Councillor Styles declared an interest by virtue of knowing the applicant of the next planning application and left the room\*\**

xvii. **PA21/09332:** 56 Bodmin Road St Austell PL25 5AF. Notification of proposed works to trees in a conservation area - Felling of a Chamaecyparis Pisifera (T1) and a Chamaecyparis Lawsoniana (T2).

During discussion, Members felt that the felling of the two mature trees in such a prominent position would change the character of the area and that a Tree Preservation Order should be placed upon both trees.

It was **RESOLVED** to object to this application and ask that a Tree Preservation Order be approved to protect the two trees.

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

xviii. **PA21/09521:** Cornwall House 33 South Street St Austell Cornwall. Application for tree works within a Conservation Area: Felling of Ash tree with dieback.

It was **RESOLVED** to support this application subject to the Tree Officer confirming that there is ash die back present and that a replacement tree is planted.

## **P/21/60) Premises Licence Applications**

None.

## **P/21/61) Planning Decisions**

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

## **P/21/62) Cornwall Council – Urgent Delegated Planning Decisions**

The Clerk advised that although no urgent delegated planning decisions had been considered since the last meeting, urgent tree works had been carried out by Cornwall Council on Holmbush Road, near Acorn Drive due to safety concerns.

### **P/21/63) St Austell Revitalisation Partnership**

The Clerk advised that two grant offer letters and legal documentation have been received from Cornwall Council for consideration and approval by the Town Council at the Council meeting on Monday 18<sup>th</sup> October 2021. He added that the deliverables are slightly different to the original application form submitted by the Town Council and that the correspondence received will be circulated confidentially to all Councillors later in the week.

### **P/21/64) Dates of Meetings**

It was noted that the dates of the next meetings of the Planning and Regeneration Committee are Monday 1<sup>st</sup> November 2021 and Monday 6<sup>th</sup> December 2021.

The meeting closed at 7.43pm.