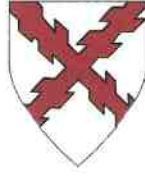


St Austell Town Council



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 **Tuesday 26th July 2022** at **6.05pm**.

Please note that there will be an opportunity for **prayers at 6pm** in the Chamber for those Members who wish to take part.

S. Williams

PP

David Pooley
Town Clerk

19th July 2022

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

AGENDA

1. Apologies for absence

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

2. Declarations of interest and gifts or hospitality received.

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

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

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

3. Dispensations

(Purpose: To consider requests for dispensations).

4. Minutes of Meeting held on 9th May 2022

**Pages
1 - 8**

(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. St Austell Town Centre Revitalisation Project

(Purpose: To receive a presentation from Mr Mike Hawes of Mei Loci on the progress to date).

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|------------|--|--------------------------|
| 10. | Friends of Truro Road Park | Pages
9 - 14 |
| | (Purpose: To consider a grant application for the Truro Road Park Fun Day). (Grant form attached). | |
| 11. | Members' Allowances | Pages
15 - 28 |
| | (Purpose: To receive a recommendation from the Members Allowances Working Group). (Report attached). | |
| 12. | Penwinnick Road Planning Statement | |
| | (Purpose: To approve a draft letter to Cornwall Council with regard to the Penwinnick Road Planning Statement). (To follow). | |
| 13. | Grounds Maintenance Service | Pages
29 - 32 |
| | (Purpose: To receive an update on the Grounds Maintenance service). (Report attached). | |
| 14. | Members appointed to outside bodies update reports | |
| | (Purpose: To receive reports of any relevant information from Members appointed to outside bodies). (Report attached). | |
| 15. | Cornwall Councillor update reports | |
| | (Purpose: To receive reports of any relevant information from local Cornwall Councillors). | |
| 16. | Planning and Regeneration Committee | Pages
33 - 44 |
| | (Purpose: To note the minutes of the Planning and Regeneration Committee held on 16 th May 2022 (attached), 20 th June 2022 (attached) and 18 th July 2022 (to follow). | |

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|------------|--|--------------------------|
| 17. | Finance and General Purposes Committee

(Purpose: To note the minutes of the Finance and General Purposes Committee held on 27 th June 2022 and approve the RECOMMENDATIONS contained therein). (Minutes attached). | Pages
45 - 50 |
| 18. | Community Committee

(Purpose: To note the minutes of the Community Committee on 6 th June 2022). (Minutes attached). | Pages
51 - 54 |
| 19. | Climate and Environment Committee

(Purpose: To note the minutes of the Climate and Environment Committee on 4 th July 2022 and approve the RECOMMENDATION contained therein). (Minutes attached). | Pages
55 - 58 |
| 20. | Schedule of Payments

(Purpose: To receive a schedule of payments from 30 th April 2022 to 12 th July 2022) (Report attached). | Pages
59 - 66 |
| 21. | Dates of Meetings

(Purpose: To note dates of future Town Council Meetings: 5 th September 2022). | |

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.

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MINUTES of the ANNUAL MEETING of ST AUSTELL TOWN COUNCIL held on MONDAY 9th MAY 2022 in the Council Chamber, 39 Penwinnick Road, St Austell, Cornwall, PL25 5DR at 6pm.

Present: Councillors: Brown, Clemo, Cohen, Fox, French, George, Hamilton, Lanxon, McDonagh, Nott, Pearce, Pears, Rowse and Stephens.

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

The Mayor, Councillor Richard Pears invited Members to stand for a minute's silence to reflect on the recent passing of former Mayor, Mr Derek Collins and Mr Harry Billinge OBE.

C/22/01) Election of Mayor

The Mayor, Councillor Richard Pears invited nominations for Mayor for the 2022/23 civic year.

It was **RESOLVED** that Councillor Lanxon be elected Mayor of St Austell for the 2022/23 civic year.

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

Councillor Lanxon advised that she was honoured to be elected Mayor and thanked Councillor Pears for his encouragement and support during her term as Deputy Mayor. She outlined the key priorities for the year ahead and announced St John's Ambulance as her chosen charity.

C/22/02) Election of Deputy Mayor

The Mayor, Councillor Andrea Lanxon invited nominations for Deputy Mayor for the 2022/23 civic year.

It was **RESOLVED** that Councillor Pearce be elected Deputy Mayor of St Austell for the 2022/23 civic year.

C/22/03) Apologies for Absence

Apologies for absence were received from Councillors: Bull, Double, Guest, Styles, Thompson and Young.

C/22/04) Declarations of interests and gifts or hospitality received

The Town Clerk declared an interest for himself and the Deputy Town Clerk in Agenda Item 22 (Staffing Committee Minutes) and advised that if required to do so, they would leave the meeting at the appropriate time.

C/22/05) Dispensations

There were no requests for a dispensation.

C/22/06) Minutes of Meeting held on 21st March 2022

It was **RESOLVED** that the minutes of the meeting held on the 21st March 2022 be approved and signed as a correct record.

C/22/07) Matters to Note

The Clerk advised that he had nothing to add.

C/22/08) Mayor's/Retiring Mayor's announcements

The retiring Mayor, Councillor Richard Pears advised that he had attended a production of Mary Poppins at Penrice Academy, a concert for Ukraine at St John's Church, a production of Shrek at the Keay Theatre and Harry Billinge's funeral. Councillor Pears advised that it had been an honour and privilege to be Mayor of St Austell and thanked the Council for placing their trust in him to showcase the good work of the Town Council to other Councils and the public. He thanked his Deputy for the year, Councillor Lanxon, and expressed his gratitude to the Town Council's staff. He advised that a year had not been enough to get everything done but that he was proud that he had helped to start off many projects and looked forward to seeing them come to fruition over the next few months/years.

The Mayor of St Austell, Councillor Lanxon, outlined a list of events celebrating the jubilee that she will be attending including the unveiling of a jubilee tree in the library garden, a jubilee parade in Truro and events at the football club, Carclaze chapel and Lostwood gardens.

C/22/09) Public Participation

None.

C/22/10) Members' questions

There were no questions from Members.

In order to allow Mr Bill McCardle, Regeneration Officer, to leave the meeting in a timely manner, the Mayor agreed that agenda item 17 could be brought forward to the next item.

C/22/11) St Austell Town Centre Revitalisation Partnership

Mr McCardle updated Members on the work of the Partnership and the 7 outputs. He explained the need to have a thriving, sustainable events programme for the town centre and outlined the proposal from the BID and its Events and Engagement Partnership Group. Mr McCardle added that he attends the Partnership meetings and had contributed to the proposal.

The Town Clerk advised that the draft proposal needed refining and recommended that the Town Council enters into a trial contract with the BID for a period of four months in the sum of £15,000 and if successful, enters into a second contract for subsequent months. He advised that the events proposed would hopefully increase the footfall in the town centre as well as providing a forum for the appointed consultants to carry out public consultation.

He explained that utilising the Partnership Group would offer a forum which hopefully continues after the Town Revitalisation Fund scheme ends and asked the Council to approve the waiving of the Town Council's Financial Regulations to allow him to negotiate a contract with the St Austell BID for events management without seeking competitive tenders.

Councillor Brown advised that he is on the panel overseeing the recruitment of the consultants to undertake the masterplanning work and that 7 very good applications had been received. Councillor French, as Town Council BID representative expressed his support for the BID's proposal.

It was **RESOLVED** to:

1. Note the report;
2. Waive the Town Council's Financial Regulations to allow the Town Clerk to negotiate a contract with St Austell BID for events management without seeking competitive tenders;
3. Authorise the Town Clerk to enter into a contract with St Austell BID for up to £15,000 for the delivery of events over the next 4-5 months.

Mr McCardle left the meeting
Councillor Rowse left the meeting

C/22/12) Internal Audit Report for year ending 31st March 2022

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 2021/22 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 due to the cash and investments held being likely to exceed £1M from time to time. The Clerk advised that the Town Council is unable to obtain this level of Fidelity Guarantee Insurance at the moment and reassured Members that the Town Council's controls are robust and that he was comfortable with the £1M cover presently in place.

The Clerk explained that the library income referred to in the report is relatively small but on the recommendation of the Internal Auditor, spot checks would be carried out from time to time to ensure that the income corresponded with the till or card receipts obtained.

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

C/22/13) 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 1st July 2022

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:

1. the Mayor and the Clerk should be authorised to sign the Annual Governance Statement in the Annual Return on behalf of the Town Council;
2. The Town Clerk should advertise the electors' rights after the accounting statements have been approved in accordance with the External Audit guidance;
3. The annual meetings of the trustees for Truro Road and Poltair Parks should be held prior to the next Council meeting in July.

C/22/14) Annual Return and Accounting Statements 2021/22

The Clerk advised that it had been a difficult year, but the car park income and grant income had both returned better than budgeted. He advised that the accounts include a £140,000 grant from Cornwall Council for the Town Centre Revitalisation Project and £25,000 to assist with the employment of the Regeneration Officer. In summary he advised that overall it had been a good year with better income than anticipated and a cautious approach to expenditure which had resulted in a £10,000 surplus after transfer to reserves.

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 2021/22; and
- iii. Authorise the Clerk and Mayor to sign the Accounting Statement on the Annual Return on behalf of the Town Council.

C/22/15) 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 2022/23 civic year.

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:
 - o Councillor Pears being deleted from the Planning and Regeneration Committee, Finance and General Purposes Committee, Climate and Environment Committee and Staffing Committee;

- Councillor Pearce being deleted from the Staffing Committee;
- Councillor Brown being added to the Staffing Committee.

C/22/16) Election of Representatives to outside bodies

It was **RESOLVED** that the following appointments to outside bodies be made for the 2022/23 civic year:

St Austell Carnival Committee

(Councillor A Cohen)

St Austell Bay Chamber of Commerce

(Deferred)

Climate Action St Austell (CASA)

(Councillor C Hamilton)

CALC - Larger Councils Liaison Group

(Councillor M Brown)

Cornwall and Isles of Scilly Flood Forum

(Councillor A Cohen)

Rural Services Network

(Councillor M Thompson)

Rural Services Network – Young Person’s Panel

(Councillor E Stephens)

Rural Services Network – Older Person’s Panel

(Councillor P Guest)

St Austell Bay Economic Forum (SABEF)

(Councillor M Brown)

St Austell Business Improvement District (BID)

(Councillor T French)

South East Cornwall Local Action Group (SELAG)

(Councillor M Thompson)

The House Steering Committee

(Councillors J Fox and A Double)

Safer St Austell

(Councillor M Thompson)

Townscape Heritage Scheme

(Councillor McDonagh)

St Austell Revitalisation Partnership

(Councillor George, Councillor Pearce and the Chair of the Planning and Regeneration Committee)

St Austell & Mevagissey Community Network Panel

(Councillors Lanxon and Young)

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

C/22/17) Community Infrastructure Levy (CIL)

The Clerk advised that the Community Infrastructure Levy (CIL) is paid to Cornwall Council by developers and is used to mitigate the cumulative impact of development on communities and from time to time, Town and Parish Councils are invited to bid to the "CIL Fund" which is what remains after administrative fees and neighbourhood portions have been paid to Town and Parish Councils. He advised that Town and Parish Councils have been offered the opportunity to put in an expression of interest for CIL funding which has a deadline of 23rd June. The criteria set to be eligible for funding is to deliver infrastructure and a benefit to young people and the Clerk advised that an improvement scheme for Bethel Park should meet this criteria. He advised that a draft improvement scheme for Bethel Park was submitted to the National Lottery but unfortunately the Town Council could not satisfy their requirement to demonstrate consultation with non-white ethnic minorities.

The Deputy Town Clerk read out a statement from Councillor Rowse tendering his apologies for having to leave the meeting urgently but expressed his support for an improvement scheme at Bethel Park.

During discussion, Members expressed their concern with regard to the lack of flexibility by the National Lottery with regard to consultation and disappointment that the Cornish are not accepted as a minority group and felt that pressure needed to be placed onto the Lottery and Cornwall Council to ensure that the national rules are changed.

It was **RESOLVED** that the Clerk should:

1. submit an expression of interest for CIL funding for an improvement scheme at Bethel Park;
2. Make representations with Cornwall Council and the National Lottery with regard to the inflexibility of the consultation required in Cornwall with regard to minority groups and the non-recognition of the Cornish as a minority group.

C/22/18) Schedule of Payments

It was **RESOLVED** that the Schedule of Payments for the period 12th March 2022 to 29th April 2022 totalling £227,203.01 be approved.

C/22/19) Planning and Regeneration Committee

It was **RESOLVED** to note the minutes of the Planning and Regeneration Committee meeting held on the 11th April 2022.

C/22/20) Community Committee

It was **RESOLVED** to note the minutes of the Community Committee meeting held on the 28th March 2022.

C/22/21) Finance and General Purposes Committee

The Clerk drew Members' attention to minute number F/21/78 recommending approval of the Town Council's Strategic Risk Register and minute number F/21/84 recommending that the Town Council formally declines the proposal from Cornwall Council to transfer St Austell library to the town centre and enter into negotiations with Cornwall Council for a further five year lease to manage St Austell Library.

During discussions, Members stressed the need to discuss with Cornwall Council at the earliest opportunity the strategy with regard to their land holdings.

It was **RESOLVED** to note the minutes of the Finance and General Purposes Committee meeting held on 4th April 2022 and approve the **RECOMMENDATIONS** contained therein.

It was **FURTHER RESOLVED** that the Town Clerk should at the earliest opportunity set up an informal meeting with Cornwall Council and/or Treveth with the Town Clerk and Chair and Vice-Chair of the Finance and General Purposes Committee to discuss the Penwinnick Road Planning Strategy.

C/22/22) Staffing Committee

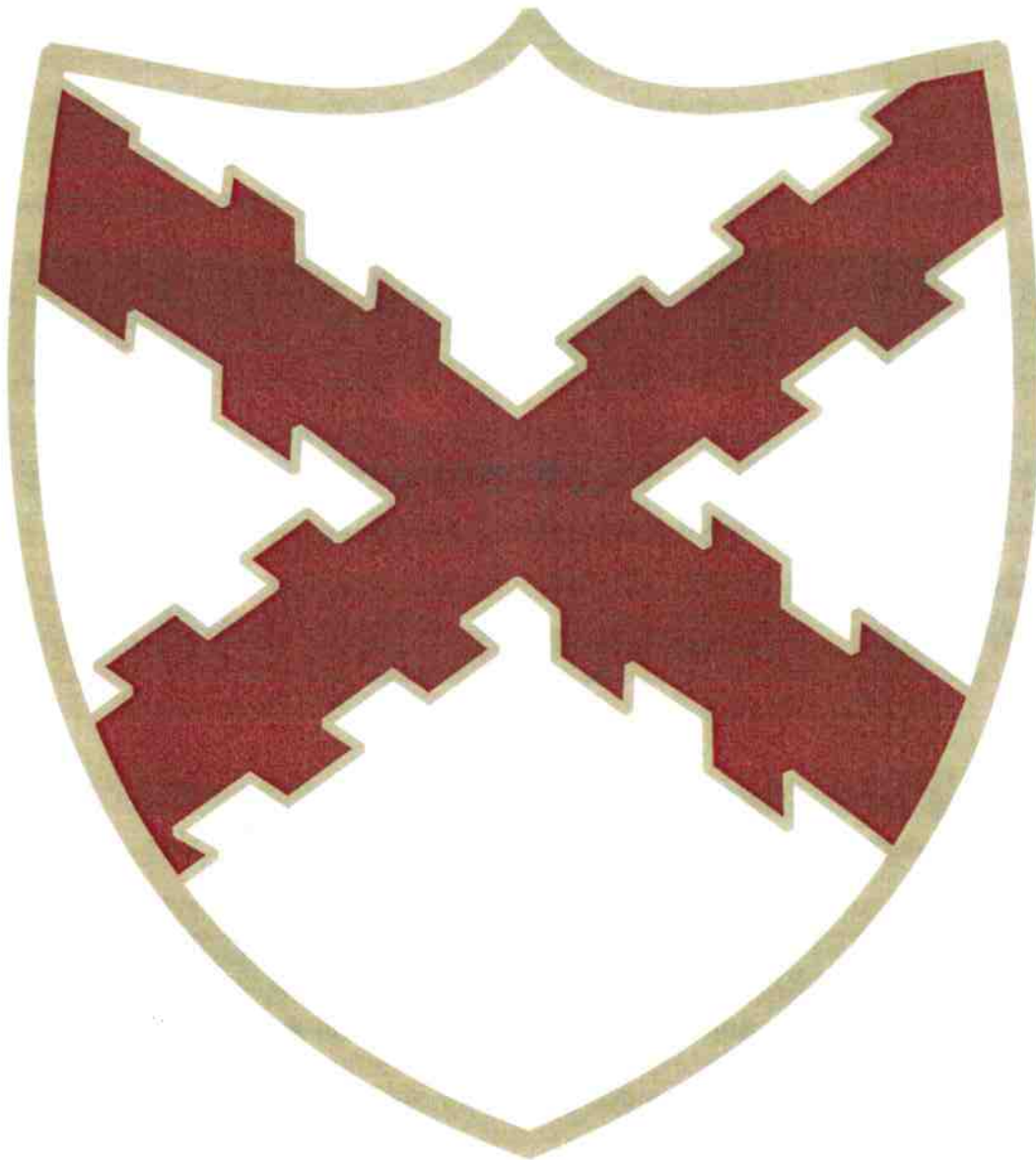
It was **RESOLVED** to note the minutes of the Staffing Committee meetings held on 19th April 2022 and approve the **RECOMMENDATIONS** contained therein.

C/22/23) Dates of Meetings

It was noted that the next Town Council meetings were due to take place on the 11th July 2022 and 5th September 2022.

The meeting closed at 7.28pm.

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St Austell Town Council



Small Grants Scheme

Application Form

PART B

1. Your organisation

Name of Organisation	Gover Community (The Friends of Truro Road Park)
Charity/company number (if applicable)	Charity No:N/A Company No:N/A
Are there any Members of St Austell Town Council on your Committee? (if so, please list them)	no
What are the aims and objectives of your organisation?	We are a group of like minded people who have got together from the Gover Community to take pride in our park and to instil pride in all who use it. The objective of this application to encourage residents to enjoy themselves on the day and to want to become involved.

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

We have a commitment to equal opportunities, to encourage all whatever ethnicity, religion or race to become involved.

2. Purpose for which the grant is sought

Project title:	The Friends of Truro Road Park Fun Day
Description of project (please continue on a separate sheet if necessary):	The project is to hold a fun day in the park, with lots of entertainment, etc all free. The first to be held for over 2 years. A day of entertainment and fun
How would this grant be of benefit to the community in St Austell? (please continue on a separate sheet if necessary):	The grant would enable us to provide items such as bouncy castles, face painting, and other services that may have to be bought in to ensure that the day is free for all. (excepting food and drink) There would be a huge benefit to the community, enabling them to come enjoy and relax without them worrying about how to afford the rides and entertainment To give them something to look forward to.
What arrangements do you have in place to ensure safeguarding of children and young people (applicable only if your project involves working with this client group).	The Volunteers will all be briefed, if they see something they are concerned about, they will know the appropriate adult to approach. All risk assessments will be in place, Insurance in place. First aid cover Fire brigade and Police in attendance throughout the event

3. Finance

What is the total cost of the project?	£650
Amount of grant applied for (Up to £250) *	£500
Have you previously received a grant from St Austell Town Council?	Yes
If "Yes" please indicate: a) When	2019

b) Amount received c) For what purpose	Approx. £700 The town council managed this for us. A Fun day in the Park
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* Should you wish to apply for a grant over £250, the Council may consider a larger grant in exceptional circumstances, but you may be asked to provide a presentation to the Town Council.

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

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

4. Further information enclosed

Information	Enclosed (please tick)
A copy of your organisation's most recent bank statement(s) (mandatory)	X
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)	

5. Publicity

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

The banners and posters will all have funded by the St Austell Town Council printed on them. There will also be appreciation of the Town Councils involvement with finance on our facebook page.

Please return your completed form to:

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

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

ST AUSTELL TOWN COUNCIL
COUNCIL MEETING - 26th JULY 2022
SCHEME OF MEMBERS' ALLOWANCES

1. PURPOSE OF REPORT

To approve a Scheme of Members' Allowances for St Austell Town Council.

2. LEGAL AND RISK MANAGEMENT ISSUES

If the Town Council is to pay any allowances to Members, it is required to approve a Scheme of Members' Allowances under powers contained in Section 100 of the Local Government Act 2000 and the Local Authorities (Members Allowances) (England) Regulations 2003.

3. RESOURCE ISSUES

The Town Council has within its budget a sum of £750 for the expenses of the Mayor and £150 to cover approved travel expenses of other Members. In addition, there is a budget of £2,500 for translation services and £400 for general Member training. Any allowances paid to a Member, unless a direct reimbursement of expenses, are likely to be subject to income tax. There is a separate budget of £5,575 for civic occasions.

The Working Group proposals outlined in this report are difficult to quantify and the cost will depend on the take-up by Councillors. The worst case costs would be as follows:

- General allowances – (£240 x 20 Councillors) £4,800 per annum.
- Travel expenses within the parish – (£75 x 20 Councillors) £1500 per annum.
- Mayor's allowance - £900 per annum.
- Computers – (£500 x 20 Councillors) £10,000 (assuming 4 year life).

The budget implications can be discussed in more detail at the meeting.

4. EQUALITIES ISSUES

None.

5. ENVIRONMENTAL ISSUES

The provision of portable IT equipment might result in a reduction of paper issued to Members.

6. RECOMMENDATIONS

It is recommended that Members consider the attached Scheme of Allowances, comparisons with other authorities and the recommendations of the Members Allowances Working Group to determine any amendments required.

Background

In order to pay Councillors any allowances, including an allowance to the Mayor, it is necessary for the Council to adopt a Scheme of Allowances. Parish Councils are permitted to pay allowances to their Members but this is entirely discretionary. The permitted allowances include a basic allowance to recognise Parish Councillors' time and effort and allowances for travel and subsistence, inside and outside the Parish.

The key types of allowances which may be paid are:

- A basic allowance to all Councillors.
- A higher allowance to the Mayor/Chairman of the Council.
- A travel allowance.
- Subsistence allowance to cover expenses incurred in performing approved duties outside the Parish.

Unlike for principal authorities, there is no provision within the regulations to pay a higher allowance to a deputy Mayor or chair of a Committee.

Statutory guidance provides that in considering this issue, Parish Councils must have regard to the recommendations of the local Parish Remuneration Panel. The County Council's independent remuneration panel in 2004 agreed a recommended Scheme of Allowances for Parish Councils in Cornwall.

The Remuneration Panel in 2004 resolved that the thresholds for allowances should be indexed linked. The current rates are:

Members £216.38
Chairman £319.60

Parish Councils must publicise their agreed Scheme of Allowances and details of all allowances paid will be in the public domain. A Member may elect not to receive their Allowance (or to forego part of it).

Allowances in Practice

Practice varies considerably in this area. Many Parish Councils pay no allowance, some pay a Mayor's/Chairman's allowance as a lump sum for the Mayor/Chairman to manage while others hold a budget and permit the Mayor/Chairman to reclaim reasonable expenses including entertaining, raffles, donations etc.

Some Parish Councils pay travel and subsistence only. Some provide computer equipment. Only very few pay a basic allowance to all of their Councillors. A survey of Town Councils is summarised in the attached table (Appendix 1).

Although the Town Council has to be cognisant of the remuneration panel report, it does not have to follow it.

Taxation

The basic Parish allowance is treated as income from an office and is taxable.

A Mayor's allowance, if paid as a fixed sum is also taxable. The alternative to paying the Mayor an allowance is to hold a budget and to reimburse receipted expenses from that budget. This has the advantage of reducing any tax liabilities but is slightly more onerous in terms of administration. This is the method of payment for Mayor's expenses currently adopted by the Town Council.

Travel payments only become taxable when higher than the HMRC approved level. The 45p rate adopted by the Council is equivalent to the HMRC level and would not be taxable.

Town Council's current position

The Town Council has adopted a Scheme of Allowances (Appendix 2) which includes provision for:

- An allowance of 45p per mile for approved travel outside of the Parish
- A small subsistence allowance for meals purchased for approved duties/training
- Priory Car Park permit for the Mayor and Deputy Mayor for use on Council business

There is currently no provision for:

- Mayor's allowance
- Members' allowance
- IT equipment
- Priory Car Park permit for all Councillors

The budget approved by the Town Council is £750 for the Mayor's expenses and £150 for members' travel expenses. Based on experience to date these budget provisions appear adequate. The Mayor's expenses are only paid for receipted items of expenditure incurred on official engagements and this practice appears to be working well.

Civic Events

There is a separate budget of £5,575 which covers civic events such as the Mayor Making Ceremony, Remembrance Day Service and ad hoc civic events hosted by the Town Council.

Working Group Recommendations

The Finance and General Purposes Committee at its meeting on the 26th June 2022 formed a Working Group to consider Members' Allowances. This Group, consisting of Councillors French, George, Lanxon, Nott and Pearce, recommended the following:

General Member's Allowance

Either:

- £240 per annum lump sum plus travel expenses within the Parish to Council, Committee, Sub-Committee and Working Group meetings; or
- £280 per annum lump sum with no travel expenses within the parish.

Travel Expenses

- 45 pence per mile as at present for approved duties.

Car Park Permits

- A free car park permit for Priory Car Park for all Councillors for use when on Council business.

Council computers

The free loan of a mid-range laptop for those Councillors who require a computer and have access to WiFi. The computer would be for Council business and returned to the Council upon the cessation of being a Councillor.

Mayor's Allowance

Rather than require the Mayor to submit claims for expenses other than travel expenses the Group recommend an annual lump sum allowance of £900 based upon evidence of the costs incurred by the current Mayor to date. The Mayor would still be entitled to claim mileage allowances for civic events in other parishes.

Conclusion

Members are asked to consider the recommendations of the Working Group and approve a scheme of allowances for the current civic year.

DAVID POOLEY
TOWN CLERK

MEMBERS' ALLOWANCES SUMMARY

Mayor's Allowance

Do you pay a Mayor's Allowance

Lump sum allowance (taxable)

Expenses only reimbursed

St Austell	Newquay	Falmouth	St Ives	Truro	Bude-Stratton	Camborne	Hayle	Redruth	Saltash	Helston	Bodmin	Launceston
Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
No	£5,000	No	£3,000	£7,915	No	No	£2,000	£2,000	£4,959	£2,000	£2,000	£1,000
Yes	No	£6,500	No	No	Yes	Yes	No	Sometimes	No	No	No	£1,500 expenses

Members Allowances

Do you pay an allowance

No	No	No	No	No	£15 per month	No	No	No	£220	No	£100	£185.73
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Other benefits

Other benefits

Parking passes for Mayor/Deputy	Laptop or iPad	Tablet	Parking for meetings and ipads	Parking pass for Council business	Parking pass	Ipads plus car park pass	Laptops	Tablet	Laptop or iPad	No	Laptop	Parking pass for Council business
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Travel allowances

Travel allowance within Parish

No	No	Yes	No	No	Yes	No	No	No	No	No	No	No
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Travel allowance journeys outside Parish

Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes
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ST AUSTELL TOWN COUNCIL

MEMBERS' ALLOWANCES SCHEME

~~2021~~2022/2022~~2023~~

ST AUSTELL TOWN COUNCIL**REMUNERATION SCHEME**

The St Austell Town Council, in exercise of the powers contained in the Local Authorities (Members' Allowances) (England) Regulations 2003 and having considered the report of the Cornwall County Council Independent Remuneration Panel dated June 2004, hereby makes the following scheme:

1. Citation and Operation

St Austell Town Council Members Remuneration Scheme and shall come into operation on 1 April ~~2009~~2022.

2. Meaning of Councillor

"Councillor" means an elected (not co-opted) member of St Austell Town Council.

3. Parish Basic Allowance

A Parish Basic Allowance shall be paid to each councillor. This sum in the year ending 31 March ~~2022-2023~~ will be £9240 or 280.

4. Mayor's Allowance

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An annual Mayor's Allowance of £900 shall be paid to the Mayor.

4.5. Forgoing Allowances

A councillor may by notice in writing to the Town Clerk elect to forgo all or any part of their entitlement to an allowance under this scheme. This right must be exercised prior to 1 April in any year and will apply for the whole of the ensuing year ending 31 March.

5.6 Part-Year Entitlements and Withdrawal of Allowances

(1) Where the term of office begins or ends otherwise than at the beginning or end of a year (which, for the purposes of this scheme, is the period commencing on 1 April in any year and ending on 31 March in the following year) the entitlement of that councillor to a Parish Basic Allowance shall be an entitlement to the payment of such proportion of the Parish Basic Allowance accrued on the basis of whole days completed or remaining in the year.

(2) Where a councillor is suspended or partially suspended from his or her responsibilities or duties as a councillor in accordance with Part III of the Local Government Act 2000 or regulations made under that Part or any subsequent re-enactment of it the proportion of the Parish Basic Allowance payable may be withheld by the Council.

(3) Where payment of the Parish Basic Allowance has been made in respect of any period during which the councillor is:

- (a) suspended or partially suspended from their responsibilities or duties as a member of the Council under Part III of the Local Government Act 2000 or any subsequent re-enactment of it;
- (b) ceases to be a councillor; or

SATC Members' Allowances
July ~~2021~~2022

- (c) is in any other way not entitled to receive the Parish Basic Allowance in respect of that period the Council may require that such part of the Allowance as relates to the period concerned be repaid to the Council.

6.7 Parish Travelling and Subsistence Allowance

(1) Where it is necessary for Councillors to travel either inside or outside of the Parish area, the Council will pay to councillors allowances in respect of travelling and subsistence undertaken or incurred in connection with the performance of any duty within one or more of the following categories:

- (a) attendance at a meeting of the Council or of any committee, sub-committee, working group or panel of it or of any other body to which the Council makes appointments or nominations or of any committee, sub-committee, working group or panel of such a body;
- (b) attendance at a meeting of any association of authorities of which the Council is a member;
- (c) the performance of any duty in pursuance of any standing order made by the Council under Section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened;
- (d) the performance of any duty in connection with the discharge of any function of the Council conferred by or under any enactment and empowering or requiring the Council to inspect or authorise the inspection of premises; and
- (e) the carrying out of any other duty approved in advance by the Council, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the Council or of any of its committees, sub-committees, working groups or panels.
- (f) attendance on behalf of the Town Council at Planning Committees of Cornwall Council and Planning Appeals Inquiries to represent the views of the Town Council shall be deemed an approved duty.
- (g) attendance at civic events by the Mayor and/or the Deputy Mayor organised by other Councils in Cornwall.

(2) Where a councillor is suspended or partially suspended from his or her responsibilities or duties as a councillor in accordance with Part III of the Local Government Act 2000 or regulations made under that Part or any subsequent re-enactment of it any Parish Travelling and Subsistence Allowance payable to him or her in respect of the responsibilities or duties from which he or she is suspended may be withheld by the Council.

(3) Where payment of Parish Travelling and Subsistence Allowance has already been made in respect of any period during which the councillor is:

- (a) suspended or partially suspended from their responsibilities or duties as a member of the Council under Part III of the Local Government Act 2000 or any subsequent re-enactment of it;
- (b) ceases to be a councillor; or

- (c) is in any other way not entitled to receive the Parish Basic Allowance in respect of that period the Council may require that such part of the Allowance as relates to the period concerned be repaid to the Council;

such part of the Allowance as relates to any such period shall be repaid to the Council.

- (4) The rates for Parish Travelling and Subsistence Allowance are as set out in the Appendix to this Scheme.

78. Claims and Payments

- (1) Payments of the Parish Basic Allowance shall be made through the ~~monthly payroll process, payable on the last day of the month following the month to which the Allowance relates annually in advance.~~ Income Tax at the basic rate and employees National Insurance contributions will be deducted at source.

- (2) Claims for payments of Parish Travelling and Subsistence Allowance shall be submitted monthly and paid through the payroll system.

- (3) A councillor who is also a member of another council may not claim or receive payments from more than one council in respect of the same duties.

89. Review

- (1) The Parish Basic Allowance will be reviewed in February or March each year and may be increased in line with changes to the Retail Price Index.

- (2) The Parish Travelling and Subsistence Allowance will be reviewed annually.

- (3) This Scheme shall be reviewed in its entirety at least quadrennially by the Finance and General Purposes Committee.

910. Amendment and Revocation of Scheme

- (1) This Scheme may be amended at any time by a simple majority of those present and voting at a meeting of the full Council. For the avoidance of doubt the annual review of the amounts payable under the scheme in accordance with Clause 8 above shall not be construed as amendments for the purpose of this Clause.

- (2) The Scheme may only be revoked in its entirety with effect from the beginning of a Council Year.

1011. Records of Allowances

- (1) In accordance with Regulation 31 of the Local Authorities (Members' Allowances) (England) Regulations 2003 the Council will maintain records of the payments made by it to each councillor of the amounts paid to him or her in respect of Parish Basic Allowance and Parish Travelling and Subsistence Allowance.

- (2) These records will be available for inspection by any local government elector for St Austell who will be provided with a copy of such record or records as they request.

- (3) By 30 April of each year the Council will publish a notice stating the sums paid to each councillor in respect of Parish Basic Allowance and Parish Travelling and Subsistence Allowance.

12. Other benefits

SATC Members' Allowances

July ~~2021~~2022

PARISH TRAVELLING AND SUBSISTENCE ALLOWANCE

Application

Notwithstanding anything within the Regulations the Parish Travelling and Subsistence Allowance shall only be payable in respect of attendances at approved duties ~~outside the town boundary~~.

Travelling Allowances

- (1) The rate for travel by a councillor's own private motor vehicle, or one belonging to a member of his or her family or otherwise provided for his or her use shall be paid at the rate of:

(a) for the use of a motor car of all cylinder capacities	45.0p per mile
(b) for the use of a motor cycle of all cylinder capacities	24.0p per mile
- (2) The rate for travel by taxi shall not exceed the actual fare paid and must be supported by a receipt.
- (3) Bus fares, rail fares (Standard Class only), ferry fares, tolls and parking fees will be reimbursed at actual cost and should be supported by a receipt.

Subsistence Allowances

Meals

- (1) Subsistence allowances for meals will only be paid when a councillor is required to undertake an approved duty more than five miles from St Austell. Breakfast can only be claimed for if a councillor needs to leave St Austell prior to 7.00am; thereafter up to three meals per day can be claimed at intervals of five hours or more if meals are not otherwise provided. Receipts must be provided to support any claim.
- (2) The amount which may be claimed for a particular meal is the lower of the actual cost and the following maximum allowances:

Breakfast	£5.00
Lunch	£5.00
Dinner	£10.00
Dinner (in London)	£10.00

Accommodation

- (1) A councillor who necessarily stays overnight in a hotel will, on production of a receipt, be able to claim the reasonable cost of bed and breakfast accommodation. If the cost exceeds £100.00 per night written justification of the costs involved will be required. Such justification might include personal safety if cheaper hotels are located in areas regarded as less safe than town centres or proximity to a meeting location.

Appendix 32

(1) The Council may issue Councillors with one parking permit for Priory Car Park for use when on Council business.

(2) The Council may loan computers to Councillors who have access to WiFi for use on Council business only. Such computers to be returned if the Councillor should cease to be a Councillor or if the computer is used for a purpose which is deemed unacceptable.

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**ST AUSTELL TOWN COUNCIL
COUNCIL MEETING - 26th JULY 2022
GROUNDS MAINTENANCE SERVICE**

1. PURPOSE OF REPORT

To update members on the Grounds Maintenance Service.

2. LEGAL AND RISK MANAGEMENT ISSUES

The work to replace the old safety surfacing in the play areas at Poltair Park was completed in April by the chosen contractor, TK Play. In total, 882m² of new safety surfacing has been laid to a minimum depth of 40mm to ensure the surface complies with the BS EN 1176 Standard for Children's Playgrounds. The Operations Manager has identified further surface defects at Truro Road Park and The Meadows which will need similar action to be taken in due course.

Work to progress the demolition of the old toilet block/pavilion at Poltair Park is ongoing, a further 2 bat surveys are required, which will be carried out in the coming months.

Parks, play parks and trees are regularly inspected.

3. RESOURCE ISSUES

2 new members of staff have joined the grounds maintenance team recently, which has had a very positive effect on the efficiency of the team. The 2 Apprentices are expected to pass their apprenticeships with distinction and have been made full time members of staff. The team now consists of 8 members of staff (7.57 FTE).

The Operations Manager has purchased 2 new strimmer's to replace machines which were frequently breaking down. Most of the strimmers used by the grounds maintenance team are over 5 years old, so a phased program of replacement will begin over the next 12 months or so.

4. EQUALITIES ISSUES

None.

5. ENVIRONMENTAL CONSIDERATIONS

Within the Grounds Maintenance service, the protection and enhancement of the environment is at the heart of all activities. To date over 500 trees have been planted, 14 medium-standard size (6-7ft in height) are currently in the nursery and 6 wildflower areas have been created. Plants are re-cycled and, where possible, re-cycled park furniture is purchased.

Our grass cutting round is in accordance with the Town Council's Parks and Open Spaces Strategy and Grass Cutting Policy. These documents are due to be reviewed at the end of the year.

6. RECOMMENDATIONS

It is recommended that members note the contents of this report.

Horticultural activity

The grounds team are now on the 5th cut of the grass cutting season, the recent addition of the 2 new members of staff has allowed the team to get back up to speed very quickly after grass cutting slowed down in early June due to the planting of the summer bedding plants around the town. This extra resource has not only provided the capacity to keep the grass cutting on a much more frequent cycle but has also allowed for staff to stay on top of other vital summer maintenance, such as weeding, watering and reactive works such as vandalism and graffiti in the parks. It has also allowed all waste management including bins and litter picking to be absorbed in house.

Of the 4,000 plants planted for summer this year, 400 have been grown from seed in the town council's polytunnel. It is hoped that by harvesting the seed from this year's "in-house" plants, that we will be able to significantly increase the amount of plants we produce ourselves for next year's displays. By adopting a much more sustainable way of planting like this, it will also help to reduce the amount of wastage at the end of each planting season.

The Town Council has approximately 500 mature trees within its ownership/management which are safety surveyed on an annual basis. The next tree survey is due on the week commencing 1st August. The Town Council recognises the importance of trees and will not cut down a tree unless there is a health and safety or a valid tree management reason to do so.

If successful with a grant application to the Tree Production Capital Grant Scheme, the Operations Manager is hoping to expand the tree nursery.

Poltair Park Cafe

During April and May, the Operations Manager oversaw the remodelling of the interior at Poltair Park Café by our building contractor, APS Construction. The original layout of the space did not lend itself to being a walk-in café, so the kitchen and toilet areas were completely changed and the café is now fit-for-purpose.

The new tenants opened the café in early June and are doing well so far. It is being promoted on social media with an official launch planned for October. The appearance of the modular building has been softened with a sustainable planting scheme and outdoor seating.

Apprentices

The Town Council's 2 apprentices have their final practical exams in late July, both have excelled with their college course and day to day roles with the grounds team and are expected to pass with a Distinction. They are now both permanent full time members of staff.

Garden Festival

It was agreed at the Climate and Environment Committee that the Town Council should have a presence at the Garden Festival in September. Councillor Hamilton and the Operations Manager are hoping to meet shortly to discuss the best way to showcase the Grounds Maintenance activities.

Parks and Open Spaces Strategy

The grass cutting activities are carried out in accordance with the Town Council's Parks and Open Spaces Strategy and Grass Cutting Policy. It was suggested at the last Climate and Environment Committee that these should be reviewed to ensure that they are still fit for purpose.

It is hoped to gain the views of the public on the strategy and policy at the Garden Festival in September with a view to updating the documents for Members to review in the autumn.

The Town Council is regularly praised for its horticultural efforts across the town and your officers feel that the current balance of cutting the grass short in residential areas and leaving it semi wild in other areas is working well. The colourful bedding plants are also well received, and it is hoped that Members will feel able to support the continuance of this horticultural activity in future years.

STEVE SKINNER
OPERATIONS MANAGER

MINUTES of a MEETING of ST AUSTELL TOWN COUNCIL PLANNING AND REGENERATION COMMITTEE held on MONDAY 16th MAY 2022 in the Council Chamber, 39 Penwinnick Road, St Austell, Cornwall PL25 5DR at 6pm.

Present: Councillors: Brown, Bull, Cohen, Fox, French, Hamilton, Lanxon, Stephens, Styles and Thompson.

Also in attendance: Councillor Anne Double.

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

P/22/01) Election of Chair

David Pooley, Town Clerk 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 2022-23 civic year.

P/22/02) 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 2022-23 civic year.

P/22/03) Apologies for absence

Apologies for absence were received from Councillor Pearce.

P/22/04) Declarations of Interest

There were no declarations of interest.

P/22/05) Dispensations

None.

P/22/06) Minutes from the Meeting dated 11th April 2022

It was **RESOLVED** that the minutes of the meeting held on the 11th April 2022 be approved and signed as a correct record.

P/22/07) Matters to note

The Clerk thanked Councillors for their input into the drafting of the Penwinnick Road Planning Statement report and to Councillor Brown for co-ordinating the response. He added that the document was sent to Louise Wood, Mark Ellis and Rachel Galbraith on the 12th May 2022 and an acknowledgement was received

from Mrs Wood on the 13th May 2022. Councillor Brown added his thanks to those Councillors who had contributed.

To assist the members of the public present, the Chair agreed that Planning Application Number PA20/00534 would be considered first and PA22/03419 second.

P/22/08) Public participation

The Chair advised that the members of the public present could speak when their applications were considered.

P/22/09) Planning Applications

- i. **PA20/00534:** Land At Higher Trehiddle Farm, OS Grid Ref 200422, 51913 Truro Road St Austell. 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).

The Clerk advised that this application relates to an amendment following an adverse noise assessment of the service yard for unit 6 which now includes a covered service yard to protect the neighbouring properties from noise disturbance. This has been approved by Cornwall Council's Public Protection Team. A condition has also been added to restrict deliveries to daytime hours between 7am and 10.30pm Monday to Saturday and 8am to 4pm on Sundays and Bank Holidays.

The Chair invited Mr Abe Simpson to update the Committee on progress to date.

Mr Simpson advised that they have been working on reserved matters for 2.5 years and that during Covid, interest from retailers had declined but it had now picked up with a number of retailers expressing interest in the commercial units. He explained that some of the retailers have specific access requirements and noise reports are carried out as a matter of course to assess the impact on the neighbouring properties.

Arising from questions, Mr Simpson advised that although the retail market is difficult to understand, there is no desire to delete the commercial element of the development in favour of residential and that the Planning Officer is content with the design of the hotel. He also reassured Members that EV charging points are being installed at the site as required by building regulations, the buildings are designed to withstand adverse weather conditions and that there are 2 food retail outlets interested in the site.

Despite reassurance from Mr Simpson, Members felt that the Planning Officer should re-visit the design of the hotel as part of the final approval process.

A proposal to support the revised application subject to the Planning Officer being advised that there are still concerns with regard to the design of the hotel was carried 5 votes to 4 with the casting vote from the Chair.

It was **RESOLVED** to make no objection to this application subject to the Planning Officer being advised that the Town Council still has concerns about the design of the hotel.

v. **PA22/03419:** 4 Brockstone Road St Austell Cornwall PL25 3DW. Proposed residential development of three dormer bungalows plus associated works.

The Clerk suggested, in the absence of comments from the Planning Officer that Members should consider the access arrangements and the available space for three properties and the associated amenity space.

During discussion Members had mixed views, particularly with regard to the space available and the impact on the street scene. A question was also raised about the green credentials of the proposal. It was noted that houses further up the street are of similar design and that all three properties will be 2 or 3 bedroomed of which there is a shortage in St Austell.

The applicant advised that he lives at 6 Brockstone Road and the proposal is to use half of his garden which at the present time is unused. He advised that all three gardens will be larger than the regulations required for amenity space and in answer to a question, he advised that the owner of 2 Brockstone Road is content with the proposal. He added that the properties will have EV charging points, solar panels and possibly air source heat pumps.

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

- ii. **PA22/02935:** 16 Truro Road St Austell Cornwall PL25 5JB. The conversion of the existing ground floor shop units (Use Class E), to form two single bed residential studio units (Use Class C3).

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

- iii. **PA22/03142:** Poltair Community School & Sports College Trevarthian Road St Austell Cornwall. Refurbishment of the existing Design Technology buildings, involving removal of existing curtain walling & fenestration, replacement with new infill wall construction, new windows and re-location of existing dust extract plant.

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

- iv. **PA22/03161:** Street Record Charlestown Road Charlestown St Austell. Works to trees subject to a TPO: G1= fell marked stems fell x2 groups of paint marked (pink) ash trees at western end either side of beech T29 T29= mature beech with included union and Ganoderma fungal fruiting bodies. Associated - crown reduce over property by 3.00 m reduce leader overhanging.

Neighbouring property by approximately 3m (paint marked with an "r").

It was **RESOLVED** to support this application subject to the Tree Officer being happy with the proposal.

- vi. PA22/03534:** 3 Porthmeor Road St Austell Cornwall PL25 3LT. Construction of single storey extension, loft conversion, raised patio area & alterations to existing dwelling.

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

- vii. PA22/03910:** 53 Victoria Road St Austell Cornwall PL25 4QH. Retention and completion of the conversion of former Bank to create 4no. residential units.

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

- viii. PA22/04004:** 5 Sharaman Close St Austell PL25 3DH. Certificate of lawfulness for an existing single storey rear extension.

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

- ix. PA22/04136:** West Pharmaceutical Services Bucklers Lane St Austell Cornwall. External car park lighting.

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

- x. PA22/04197:** 10 Church Street St Austell Cornwall PL25 4AS. The intention externally is to: - Existing 300mm individual letters signage removed and make good. Existing brand nameplate removed and make good. Existing 770mm heritage projecting sign removed and make good. Existing 300mm individual letters signage removed and make good. Existing external ATM removed and existing glazing to be replaced with new. Existing night safe to be removed. Existing aperture to be infilled by stonework to match existing.

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

P/22/10) Premises Licence Applications

None.

P/22/11) Planning Decisions

The Clerk advised that a 5 day protocol had been received in respect of Planning Application Number: PA21/10248 (98 Tregonissey Road) and that under delegated procedures, the Chair and Vice Chair in consultation with the Clerk had

“agreed to disagree” with the Planning Officer’s recommendation of approval and not pursue it to Committee.

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

P/22/12) Cornwall Council – Urgent Delegated Planning Decisions

The Clerk advised that a 5 day protocol had been received in respect of Planning Application Number: PA22/01232 (4 Trevone Crescent) and that under delegated procedures, the Chair and Vice-Chair in consultation with the Clerk had agreed to accept the Planning Officer’s recommendation of approval.

Councillor Double advised that Planning Application Number: PA22/11820 (20 Clarence Road) will be determined by Cornwall Council’s Central Sub Committee in due course.

Councillor Double left during the next item

P/22/13) St Austell Town Centre Revitalisation Partnership

The Town Clerk advised that a panel of the Partnership, which included Councillors Brown and French, shortlisted 3 potential consultants from 7 tenders received and on Thursday 12th May 2022 appointed Mei Loci to carry out the Masterplanning work for St Austell. He advised that he is due to meet the Director of Mei Loci with Mr McCardle the following day to agree the contracting arrangements and progress the project.

The Clerk added that Cornwall Council has recently made an announcement that St Austell is one of the town’s identified for a bid to the levelling up fund and that he was awaiting contact from Cornwall Council for more details. Cornwall Council has commissioned Sustrans to provide a Local Walking and Cycling Infrastructure Plan (LCWIP) and a series of consultations/workshops are being set up for Councillors and stakeholders to have their input.

During discussion, Members felt strongly that the consultants should engage with them at an early stage so that they have a clear understanding of what the Town Council expects and provide early approval of the projects being worked on.

The Clerk reminded Members of the list of projects already identified and approved by the Town Council and Partnership and reassured Members that the consultants will consult the Town Council very early on in the process to ensure that councillors are comfortable with the direction of travel. The Clerk added that the timescales are very tight and that it was important to allow the consultants to progress the project without undue delay and that the Planning and Regeneration Committee would continue to have a large input to the project on behalf of the Council.

P/22/14) Dates of Meetings

It was noted that the dates of the next meetings of the Planning and Regeneration Committee are Monday 20th June 2022 and Monday 18th July 2022.

The meeting closed at 7.34pm.

MINUTES of a MEETING of ST AUSTELL TOWN COUNCIL PLANNING AND REGENERATION COMMITTEE held on MONDAY 20th JUNE 2022 in the Council Chamber, 39 Penwinnick Road, St Austell, Cornwall PL25 5DR at 6pm.

Present: Councillors: Brown, Bull, Cohen, Fox, French, Hamilton, Lanxon, Pearce, Stephens and Thompson.

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

P/22/15) Apologies for absence

Apologies for absence were received from Councillors, Double, Stephens and Styles.

The Clerk advised that due to work commitments, Councillor Stephens would arrive late to the meeting

P/22/16) Declarations of Interest

Councillor Cohen declared an interest in Agenda Item (i) PA21/12311.

P/22/17) Dispensations

None.

P/22/18) Minutes from the Meeting dated 16th May 2022

It was **RESOLVED** that the minutes of the meeting held on the 16th May 2022 be approved and signed as a correct record.

P/22/19) Matters to note

The Clerk advised that a response from Cornwall Council on the Town Council's comments on the Penwinnick Road site should be received shortly.

The Chair advised that he had visited the neighbour at 2 Brockstone Road who had confirmed that the applicant had spoken to him about the proposal at 4 Brockstone Road.

P/22/20) Public participation

The members of the public present confirmed that they were interested in planning applications (ii) PA22/01998 and (iv) PA22/04295 and the Chair advised that item (ii) would be considered first.

P/22/21) Planning Applications

Councillor Stephens arrived during the next item

- (ii) **PA22/01998:** Land North Side Of Gover Road Gover Valley St Austell Cornwall. Installation of vehicle bridge and construction of log cabin for residential use together with associated works.

The Clerk advised that there were three public objections on Cornwall Council's Planning system expressing concern with regard to the site being on a flood plain, the narrow access, poor visibility, the impact on mature trees, loss of biodiversity and the proposal not being in keeping with the area. He added that the Highways Officer had no objection to the proposal.

Mrs Boardman advised that she lives above the site and confirmed that planning permission had been refused a few years ago due to the floodplain and the presence of Japanese Knotweed. She expressed concern about noise from car horns and the potential for the remaining field in the area to be allocated for housing. She also highlighted the narrow access, the adverse effect on wildlife and the impact the development would have on the neighbouring properties.

Mrs Heyward added that most of the plot is in flood zone 3 and that the changing climate would increase the likelihood of flooding in future years. She also expressed concern with regard to the Japanese knotweed on the site, the narrow road access and being outside of the development area.

During discussion Members raised the following issues/concerns:

- The site being on a flood plain
- Concern with regard to stilts being placed into wet ground
- The material proposed not being in keeping with the area
- The design of the proposal out of keeping with the area
- Potential sewerage issues
- The presence of Japanese knotweed
- The site being outside of the development area

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

Access and highways concerns

Flooding and drainage on the site

The precedent that this application would set in relation to the field north of the river

Out of keeping with the character of the area

No continuity with the existing build form

Concern was also expressed about Japanese Knotweed on the site.

- (iv) **PA22/04295:** Land Adj To 69 Roslyn Close St Austell Cornwall. Proposed detached house with parking.

The Clerk explained that the Town Council considered this application approximately 12 months ago, but it was subsequently withdrawn. Members at the time objected to the application on the grounds of over development, loss of amenity space and impact on the neighbouring properties.

He advised that improvements had been made to the application including glazed windows but that there were 5 public objections to the proposal on Cornwall Council's website.

The applicants advised that they had made improvements following the withdrawal of the previous application which included shifting the proposal from the right side of the plot to the left side of the plot, and the addition of a bin store and privacy glass to lessen the impact on the neighbouring properties. They explained the topography of the land and the available amenity space. They emphasised that it is an in fill site and would create a new house to help with the current housing shortage.

Councillor Brown read out a letter of objection from a member of the public who was unable to attend the meeting.

During discussion, Members had mixed views on the application but overall, they felt that the mitigating measures put forward were acceptable and that the proposal fitted reasonably well onto the site with adequate amenity space.

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

Councillor Cohen reiterated her interest and left the meeting

- (i) **PA21/12311:** Buena Vista Gribben Road St Austell PL25 4ED.
Outline Planning Permission with all matters reserved for the construction of a three-bedroom house.

The Clerk advised that Members had considered and objected to a proposal on this site in January.

Despite the slightly reduced design, Members expressed concern with regard to the impact on the street scene and the loss of amenity space.

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

Out of character with the street scene
High density development in a low density environment
Access concerns
Loss of amenity space
Over development of the site

Councillor Cohen returned to the meeting

- (iii) **PA22/03691:** 56 Bodmin Road St Austell Cornwall PL25 5AF.
Construction of off street parking bay, drop kerb and associated works.

It was **RESOLVED** to make no objection to this application subject to the planning officer being content that the proposed visibility splay is adequate.

- (v) **PA22/04460:** Watersedge Road From Gover Road To Carne Stents Gover Valley St Austell. Works to a tree subject to a Tree Preservation Order (TPO), works are to x1 Sycamore tree - branches to be cut back by 4-6ft to reduce the overall size and maintain the shape and some lower branches removed to lift the crown (renewal of application PA20/00407).

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

- (vi) **PA22/04801:** 7 Whieldon Road St Austell Cornwall PL25 3JB. Detached single block garage with pitched roof to rear of property.

It was **RESOLVED** to make no objection subject to the planning officer being content with the flood risk assessment.

Councillor Fox voted against this application

- (vii) **PA22/04905:** 1 Boscoppa Road St Austell Cornwall PL25 3DR. Reserved Matters application for access, appearance, landscaping, layout and scale following outline consent PA21/11567 dated 04/03/2022.

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

- (viii) **PA22/05122:** 66 Flat 1 Truro Road St Austell Cornwall PL25 5JS. Works to trees in a conservation area (CA), works include fell 4 x trees - T1 cedar/juniper, T2 cherry, T3 palm and T4 palm.

It was **RESOLVED** to support this application subject to a replacement tree being planted for each tree felled.

- (ix) **PA22/05127:** Land North Of 55 Tremayne Road St Austell Cornwall PL25 4NE. Technical Matters Approval for construction of a new dwelling following the grant of Permission in Principle for PA19/10073 dated 31.12.2019.

The Clerk explained that the principle of development had been approved in December 2019 and that following the Town Council's objection, the Chair and Vice Chair had "agreed to disagree" following a 5 day protocol letter.

During discussion, Members expressed concern with regard to the lack of parking in the area, particularly for members of the public visiting the scout hut and WI building nearby.

It was **RESOLVED** to make no objection to this application providing that the parking provision for both properties accords with Cornwall Council's parking standards.

- (x) **PA22/05369:** St Austell Bus And Railway Station High Cross Street St Austell Cornwall. Works to trees in a conservation area (CA), works include reduce height by 1.5m reshape cherry tree.

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

- (xi) **PA22/05393:** 65 Tregonissey Road St Austell Cornwall PL25 4DH. Demolition of single storey rear extension and formation of proposed single storey rear extension and proposed loft conversion, including front and rear dormer extensions.

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

P/22/22) Premises Licence Applications

None.

P/22/23) Planning Decisions

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

P/22/24) Cornwall Council – Urgent Delegated Planning Decisions

None.

P/22/25) Town and Country Planning (Tree Preservation) (England) Regulations 2012 - 15 Hill Park Crescent, St Austell

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

P/22/26) Town and Country Planning (Appeals) (Written Representations Procedure) (England) Regulations 2009 - Land Off Mill Lane, Charlestown Road, Charlestown, Cornwall

It was **RESOLVED** that the Clerk should write to the Planning Inspector to express the Town Council's support for Cornwall Council's reasons for refusal.

Councillor Bull abstained from taking part in the discussion on this item by virtue of being a Member of St Austell Bay Parish Council

P/22/27) Cornwall Council Central Sub Planning Committee - 20 Clarence Road, St Austell

The Clerk advised that Councillor Double had called this Planning Application to Committee and that it would be determined by Cornwall Council's Central Sub Planning Committee in due course. He added that in order to support Councillor Double's objection, it would be helpful if a member of the Town Council's Planning and Regeneration Committee could attend the meeting to outline the Town Council's objection to this application.

It was **RESOLVED** that:

- (i) Attendance at the meeting be made an approved duty;
- (ii) The Town Clerk liaise with the Chair and Vice-Chair to determine which Member of the Planning and Regeneration Committee attends the Central Sub Committee meeting once the date is known.

P/22/28) St Austell Town Centre Revitalisation Partnership

The Clerk advised that Mr Hawes from Mei Loci is currently looking at various town centre issues/potential improvements including highways and access points, one-way systems around the church and the options for the General Wolfe building and the narrow road around it. Mr Hawes is also looking at the layout of Priory car park and the access from the car park to the town centre. Members will be given an opportunity to comment on architect impressions of the various options in due course.

P/22/29) Dates of Meetings

It was noted that the dates of the next meetings of the Planning and Regeneration Committee are Monday 18th July 2022 and Monday 22nd August 2022.

The meeting closed at 8.15pm.

MINUTES of a MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE held on MONDAY 27th JUNE 2022 in the Council Chamber, 39 Penwinnick Road, St Austell, PL25 5DR (Cornwall Council Offices) at 6pm.

Present: Councillors: Brown, Clemo, French, George, Lanxon, Nott, Pearce, Pears, and Rowse.

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

F/22/01) Election of Chair

It was **RESOLVED** that Councillor French be elected as Chair of the Finance and General Purposes Committee for the 2022/23 civic year.

F/22/02) Election of Vice-Chair

It was **RESOLVED** that Councillor Pearce be elected as Vice-Chair of the Finance and General Purposes Committee for the 2022/23 civic year.

F/22/03) Apologies for absence

Apologies of absence were received from Councillors: Bull and Young.

F/22/04) Declarations of Interest

Councillor French declared an interest in agenda item 9 (security personnel) by virtue of being a BID director.

F/22/05) Dispensations

None.

Councillor Brown arrived at the meeting

F/22/06) Minutes of meeting held on 4th April 2022

It was **RESOLVED** that the minutes of the meeting held on the 4th April 2022 be approved and signed as a correct record.

F/22/07) Matters to Note

The Deputy Town Clerk advised that she would chase Simon Mould about attending a Council meeting to update Members on the Localism Service. An expression of interest for CIL funding for Bethel Park has been submitted to Cornwall Council and a grant request will be submitted to Cornwall Council over the coming weeks for a bus shelter on Holmbush Road.

F/22/08) Public participation

Mr Dale Lovatt and Inspector Ian Joliffe advised that they were present to speak under agenda item 9 (Security Personnel).

F/22/09) Security Personnel

Councillor French expressed his support for the request, reiterated his interest and left the meeting

Councillor Pearce, Deputy Chair assumed the Chair

Mr Lovatt advised that he is Chair of St Austell BID and provided some background information on the work of the security guards. He advised that the BID and St Austell Town Council currently pay for 2 security guards (25 hours per week each) and that their patrolling hours vary from week to week and include one day at the weekend. Mr Lovatt advised that their presence in the town has been very well received and as well as tackling town centre ASB issues they provide a welfare and advice service for the public. He stressed that they are a proactive service and try to engage with the vulnerable at an early stage to prevent complex needs escalating into serious issues or bad behaviour. He advised that the BID have committed £17,000 towards the costs of continuing the security guards and asked Members if they would consider match funding that amount.

Inspector Joliffe expressed his appreciation for the work of the security guards and praised their visibility in the town centre, their work and knowledge of people with complex needs and the support available to them and the intelligence that they provide to the Police. He stressed that if the security guards were not there, an extra strain would be put on the Police and Ambulance Services. Inspector Joliffe advised that ASB is down 31% on the previous 12 months which he felt is due to a combination of proactive policing, Covid constraints in 2021, the difficulties in reporting and the support that the security staff provide. He concluded with his support for the security staff and the additional benefits that they bring.

During discussion, Members raised the following:

- The excellent CCTV monitoring in the town centre compared to many other Cornish towns;
- The need to continue to have security patrols in other areas of the town;
- The value for money that the security patrols provide;
- The impressive figures on reduction of ASB across the town;
- The positive image that the security guards provide for the town.

The Deputy Clerk advised that the Town Council currently has £10,000 built into the budget and that the additional £7,000 requested can be found from contingencies. She added that the security guards currently patrol other areas of the town and that they would continue to do so.

It was **RESOLVED** that an additional grant of £7,000 be provided to St Austell BID for the 2022/23 financial year on the condition that security patrols are still carried out regularly in other parts of the town.

Councillor French returned to the meeting and re-assumed the Chair

F/22/10) Landrew Road Community Garden

The Deputy Clerk advised that approximately 2 years ago the Town Council agreed that the Landrew Road allotments could be turned into a community garden.

Edible St Austell undertook to do this work and the project has been extremely successful with a core team of approximately 10 members of the community helping with the garden. Edible St Austell has recently become a CIC and they have asked if they can lease the site from the Town Council and the Town Clerk has drafted a Heads of Terms to guide a formal lease being drawn up in consultation with Duana Pearson. She added that in order for the community garden to remain sustainable, grants will need to be obtained to help continue with the improvements and having CIC status will enable Edible St Austell to bid for grant funding. The Deputy Town Clerk advised that it would be reasonable for the Town Council to bear the cost of drafting the lease.

It was **RESOLVED** that the Town Council should enter into a lease with Edible St Austell CIC for the Landrew Road Community Garden on the terms outlined in the Heads of Terms.

F/22/11) CCTV – upgrade of recording unit

The Deputy Town Clerk advised that Newquay Town Council has been approached by the maintenance contractor about the need to upgrade the recording units for Newquay and St Austell as they are coming to the end of their life. She added that the cameras were upgraded from analogue to digital a few years ago and that it would be prudent to ensure that the recording software remains fit for purpose. A price of replacing the St Austell recording unit has been quoted in the sum of £5,605.90 which could be found from within budget and a small sum from contingency.

During discussion concern was expressed with regard to the price quoted but Members felt that the upgrade should be authorised to enable the excellent CCTV service to continue.

It was **RESOLVED** that the St Austell CCTV recording unit should be upgraded to the standard recommended by the maintenance contractor.

Councillor Rowse left the meeting during the next item

F/22/12) Scheme of Members' Allowances

The Deputy Town Clerk advised that the Town Clerk has been approached by a few Members and the Staffing Committee to review the Scheme of Members' Allowances particularly with regard to the feasibility of making provision for a Mayor's allowance, a Members' allowance, IT equipment and a car park pass for Priory Car Park for all Members. She advised that there is no provision within the regulations to pay a higher allowance to a Deputy Mayor or Chair of a Committee and that the Town Council does not have to follow the recommendations of the remuneration panel. She added that any allowance paid to a Member, unless a direct reimbursement of expenses, is likely to be subject to Tax and National Insurance.

Councillor French circulated a paper which suggested an inflationary increase on the independent remuneration panel summary recommendations in 2004.

During discussion Members raised the following issues/concerns:

- The need to keep the cost of processing any expenses or allowances to Members to a minimum;

- The expenses incurred in being a Mayor/Councillor to carry out duties;
- The need to attract younger Councillors;
- The potential for all Councillors to have a car park pass for Priory Car Park for use when on Council business;
- The rate of payment of Council business mileage to staff;
- The custom and practice of the Mayor paying for alcohol at civic events
- The need for suitable budget provision for interpretation.

A variety of views were expressed with regard to the payment of an annual allowance for Members and the Deputy Clerk suggested that a Working Group should be set up to produce a formal recommendation to a future Council meeting. There was general agreement that all Members should be issued with a car parking pass for Priory Car Park and be provided with IT equipment if they wished.

It was **RECOMMENDED** that:

- i. All Members be offered a Car Parking Pass for Priory Car Park for use when on Town Council business;
- ii. All Members be offered IT equipment subject to further research on the standard of equipment to be provided and the costs involved to the Town Council in doing so.

It was **RESOLVED** that:

- i. A Members' Allowances Working Group be formed consisting of Councillors French, Pearce, George, Nott, Lanxon and Pears to formulate a realistic and affordable recommendation to full Council with regard to Members' Allowances.

F/22/13) Budget Monitoring Report

The Deputy Clerk outlined the reasons for the variances shown relating to car park income, grant income, salaries and wages, repairs/maintenance, insurances and subscriptions. She advised that there are no concerns at the present time, but that spending will be carefully monitored throughout the year as inflationary costs increase.

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

F/22/14) St Austell Library

The Deputy Town Clerk advised that the lease for the library expires in September 2022 and that at a recent meeting with Cornwall Council officers it was proposed that the library building is devolved to St Austell Town Council in line with a service contract to deliver the library service for a term of 25 years. It was further suggested that if this proposal is not acceptable to the Town Council, they would agree to a further 5 year lease and service agreement as per the current arrangement.

The Deputy Clerk advised that if Members were mindful to accept the devolution of the building, it would be prudent to ask Cornwall Council to bring the building up to a good standard of repair prior to transfer to lessen the burden of maintenance costs to the Town Council in the future.

During discussion, Members felt that they would be mindful to accept the devolution offer on the proviso that the backlog of maintenance works are carried out to lessen the burden on the Town Council.

It was **RESOLVED** that the Clerk should:

- (i) Obtain a professional assessment of the backlog of maintenance works at the library;
- (ii) Advise Cornwall Council that the Town Council would only consider taking on the freehold of the library building if the required maintenance works are carried out prior to the transfer of the building to the Town Council;
- (iii) Obtain the annual costs for maintaining the building after the maintenance works have been carried out;
- (iv) Report back to the Town Council on the outcome of discussions.

F/22/15) Dates of next meeting

It was noted that the next meeting of the Finance and General Purposes Committee is due to take place on 19th September 2022.

The meeting closed at 7.48pm.

MINUTES of ST AUSTELL TOWN COUNCIL COMMUNITY COMMITTEE held on MONDAY 6th JUNE 2022 in the Council Chamber, Cornwall Council Information Centre, 39 Penwinnick Road, St Austell, Cornwall, PL25 5DR.

Present: Councillors: Clemo, Cohen, Fox, George, Guest, Pearce, Stephens, Thompson and Young.

Also Present: Councillor Styles

In attendance: David Pooley (Town Clerk), Steve Skinner (Operations Manager).

CC/22/01) Election of Chair

It was **RESOLVED** that Councillor Thompson be elected Chair of the Community Committee for the 2022/23 Civic Year.

CC/22/02) Election of Vice-Chair

It was **RESOLVED** that Councillor Cohen be elected Vice-Chair of the Community Committee for the 2022/23 Civic Year.

CC/22/03) Apologies for absence

Apologies for absence were received from Councillors Double, Lanxon, Nott, Pears and Rowse. Councillor Guest advised that he had to leave shortly.

CC/22/04) Declarations of Interest

None.

CC/22/05) Dispensations

There were no requests for dispensations received.

Councillor Guest left the meeting

CC/22/06) Minutes of the Meeting held on the 28th March 2022

It was **RESOLVED** that the minutes of the meeting held on the 28th March 2022 be approved and signed as a correct record.

CC/22/07) Matters to note

The Clerk advised that he had nothing to add.

CC/22/08) Public Participation

The Chairman advised that he would allow the members of the public present to speak when the Committee considered their items.

CC/22/09) St John's Methodist Church - Defibrillator

Mr Keast introduced his report and reminded Members that the Council had agreed a grant of £250 towards the cost of provision of a defibrillator in Priory Car Park.

He asked that the Town Council consider funding the annual maintenance costs of £190 per annum.

It was **RESOLVED** to authorise the Town Clerk to enter into an agreement for the maintenance of the defibrillator for up to 5 years and then review.

CC/22/10) Daisy Dukes CIC

Mr Delara spoke about the role of the Daisy Dukes CIC and the assistance given to local people in need. He explained that he wanted to open a furniture store in the unit next to his shop to allow furniture to be donated and sold to help people struggling to furnish their homes. He explained that he had had furniture donated from a number of sources and if managed carefully the furniture store would complement the existing shop. Members praised the valuable work undertaken by Daisy Dukes

It was **RESOLVED** to award a grant of £3,000 to Daisy Dukes CIC to reconfigure the existing shop in Victoria Place and create a furniture store next to it to recycle furniture to support those in need.

Councillor Stephens arrived during the above item

CC/22/11) Small Grants Scheme

St John Ambulance

It was **RESOLVED** to award a grant in the sum of £250 towards the cost of the new defibrillator to be located at Stennack Road.

Friends of St Austell Station

Members considered correspondence about the various possibilities for achieving a planting scheme at St Austell Station. It was suggested that an option costing £408 with a little support in kind from the Town Council's staff was the preferred solution.

It was **RESOLVED** to award a grant in the sum of £408 towards the cost of planting at St Austell Station in accordance with option 1 in the correspondence attached to the report.

Stepping Stones

It was **RESOLVED** to award a grant in the sum of £250 towards the cost of new kitchen equipment.

CC/22/12) SABEF Artwork

The Town Clerk introduced correspondence received from St Austell Bay Economic Forum (SABEF) requesting that the Town Council assumes responsibility for the artwork known as "Earthly Delights" which is located on a private wall close to East Hill Gardens. Members were sympathetic to the request.

It was **RESOLVED** to authorise the Town Clerk to undertake further research and if practicable to negotiate and enter into an agreement for the on-going maintenance of the artwork.

CC/22/13 Harry Billinge MBE

Members considered correspondence from Steve Double MP requesting that the Town Council considers naming a street after Harry Billinge MBE.

It was **RESOLVED** that a letter should be sent to Cornwall Council requesting that a new street be named after Harry Billinge MBE.

CC/22/14) Projects Update

Town Centre Revitalisation Project

The Town Clerk advised that this project was taking up a lot of officer time and that following a comprehensive tender exercise consultants had been appointed and work has commenced. An informal Council meeting was planned for the 13th June to consider this project in more detail and the future of the Penwinnick Road site.

CCTV

The Town Clerk advised that all 20 cameras in the town centre and the mobile camera in Chapel Field are working. He explained that monitoring hours had increased for the summer.

Poltair Park

The bat surveys required before demolishing the old toilet block are being arranged. Trees near the play areas have been lifted making visibility better and a new sign for the front of the park is being explored. The café has been revamped and it is hoped that it will open next week.

Woodland Road Park

The Town Clerk provided an update on the meetings of the Working Group tasked with considering the joint use arrangements at Woodland Roads Park. He explained that Councillors and the School were unable as yet to reach an agreement.

Car Park

Car Park income is partially recovering but there have been some sporadic issues with the G4S cash collection service which would be escalated this week.

Youth Services

Young People Cornwall are operating back at The House, radon testing has delivered acceptable results and outreach work is taking place at a number of the Council's parks.

Anti-social behaviour

There are early signs of an increase in street drinking and gatherings in the town centre which have been reported to the Police and Cornwall Council's ASB Caseworker. It is hoped that patrols will be increased to manage this upsurge.

Library

The Library continues to perform well and is still the second busiest in Cornwall. Recent Platinum Jubilee events at the Library were well received and included the unveiling of a commemorative Red Windsor apple tree.

Bethel Park

An expression of interest form has been submitted to Cornwall Council's Community Infrastructure Levy Fund seeking funding for improvements to Bethel Park. If first stage approval is received then a more detailed scheme will be drawn up. Members will be consulted on any proposals developed.

Grounds Maintenance

The Clerk advised that the fourth grass cut of the year had started, summer bedding plants were received today, one new recruit started today and the two apprentices have passed their exams leaving just a few practical tests to be completed.

CC/22/15) Dates of Meetings

It was noted that the next meeting of the Community Committee is scheduled for Monday 12th September 2022.

The meeting closed at 7.29pm.

MINUTES of ST AUSTELL TOWN COUNCIL CLIMATE AND ENVIRONMENT COMMITTEE held on MONDAY 4th JULY 2022 at the Council Chamber, St Austell Information Centre, 39 Penwinnick Road, St Austell, PL25 5DR at 6pm.

Present: Councillors: Cohen, George, Lanxon, Nott, Styles and Thompson

In attendance: David Pooley (Town Clerk).

CE/22/01) Election of Chair

The Town Clerk asked for nominations for Chair. He advised that Councillor Hamilton was isolating due to Covid and had given his apologies but had confirmed that he was willing to continue as Chair if members so wished. A nomination was received for Councillor Hamilton.

It was **RESOLVED** that Councillor Hamilton be elected Chair of the Climate and Environment Committee for the 2022/23 civic year.

CE/22/02) Election of Vice-Chair

The Clerk asked for nominations for Vice-Chair. A nomination was received for Councillor Lanxon.

It was **RESOLVED** that Councillor Lanxon be elected Vice-Chair of the Climate and Environment Committee for the 2022/23 civic year.

*** Councillor Lanxon assumed the Chair ***

CE/22/03) Apologies for absence

Apologies for absence were received from Councillors Double, Guest, Hamilton, Pears and Young.

CE/22/04) Declarations of Interest

None.

CE/22/05) Dispensations

The Clerk advised that no requests for dispensations had been received.

CE/22/06) Public Participation

Mrs Earl advised that CASA were very pleased with the support of Councillor Hamilton and his reports back to the Town Council. She advised that she was impressed with the actions completed by the Town Council and urged the Council to support the Garden Festival planned for the 3rd September 2022. She outlined a project which CASA hoped to undertake with Treverbyn CIC to distribute up to 1000 small trees to individuals for planting in gardens.

CE/22/07) Minutes of Meeting held on 25th October 2021

It was **RESOLVED** that the minutes of the meeting held on the 25th October 2021 be approved and signed as a correct record subject to noting that 27th December on page 1 should read 27th November.

CE/22/08) Matters to note

The Clerk advised that the Town Council had been well represented at the Climate Change Festival at Cornwall College on the 27th November 2021 and thanked all of the councillors who supported the event.

He advised that Priory Car Park was still identified as a preferred site for Electrical Vehicle Charging Points and that WPD were undertaking surveys of potential locations. An update on progress and timescales is expected shortly.

The Clerk advised that preparations for the e-bike trial were progressing. A contract has been awarded and approximately 50 bikes per town were anticipated with effect from September 2022.

CE/22/09) Local Cycling and Walking Infrastructure Plan (LCWIP)

The Clerk advised that stakeholder engagement workshops had been undertaken and an online mapping tool had elicited 180 responses. Sustrans were now moving into the next phase and following two days of on-site auditing would soon be recommending improvements and places for future investment. A further round of engagement will be held once these ideas have been formulated to amend, refine and shape the prioritisation of schemes.

Members welcomed this work and identified the importance of good walking and cycling routes.

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

CE/22/10) Climate Action St Austell (CASA)

Mrs Earl provided an update on CASA. She explained that an application for charitable status had been refused so the group were adapting the constitution of a similar group in Helston to become a CIC. She highlighted the monthly litter picks undertaken by the group and asked councillors to support these if possible. Members thanked Mrs Earl for the update.

CE/22/11) Climate Emergency Work Plan

The Clerk introduced the action plan which had been updated by the Deputy Town Clerk and explained how impressed and pleased he was with the achievements of the Town Council since declaring a climate emergency. He highlighted the potential funding bids being prepared to improve Bethel Park and create a tree nursery.

In response to a question the Clerk explained that Edible St Austell were now a properly constituted CIC and that terms for a lease had been agreed. It was hoped to draft a lease shortly.

Members noted the importance of ensuring the action plan was a working document and constantly updated and added to.

It was **RESOLVED** to thank the Deputy Town Clerk for her hard work and to note the action plan.

CE/22/12) Climate and Environmental Policy

Members reviewed the Council's Climate and Environmental Policy and considered a recommendation for a minor change suggested by Councillor Hamilton.

A discussion took place concerning the Council's grass cutting and parks and open spaces policies and the merits of various types of plants and grass cutting strategies. The Clerk confirmed that opportunities would be provided to revisit the approved policies in due course.

It was **RECOMMENDED** that the Policy be reconfirmed subject to the addition of the words "energy saving features and" in the second bullet point under the heading Development on page 6 of the policy.

CE/22/13) St Austell Garden Festival

Members discussed the Town Council's potential involvement in a Garden Festival planned for the Town Centre on the 3rd September 2022. It was suggested that this might be an opportunity to discuss grass cutting and planting strategies with members of the public.

It was **RESOLVED** to authorise the Operations Manager and the Committee Chair to determine the content and form of stand taken by the Town Council and arrange the Town Council's attendance at the Garden Festival.

CE/22/14) Dates of Meetings

It was noted that the dates of the next meetings of the Climate and Environment Committee are Monday 24th October 2022 and Monday 23rd January 2023.

The meeting closed at 6.53pm.

ST AUSTELL TOWN COUNCIL
COUNCIL MEETING – 26th JULY 2022
SCHEDULE OF PAYMENTS
30th APRIL 2022 to 12th JULY 2022

1. PURPOSE OF REPORT

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

2. LEGAL AND RISK MANAGEMENT ISSUES

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

3. RESOURCE ISSUES

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

4. EQUALITY ISSUES

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

5. ENVIRONMENTAL ISSUES

All items procured are delivered to the office by van or lorry. 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 £216,335.53.

DAVID POOLEY - TOWN CLERK

Payment Schedule
St Austell Town Council
From 30 April 2022 to 12 July 2022

Cash Basis				Amount		Cost Centre		Account Name	
Date	Payee	Payment Method	Reference	Amount	Cost Centre	Account Name			
27/05/2022	Payment: Season Ticket holder	BACS	Ticket 208 Refund	£200.00	Prory Car Park	Car Park Income			
7/06/2022	Payment: FindParkPay Ltd	Off set	SA-0320	£154.22	Prory Car Park	Car Park Income			
5/07/2022	Payment: FindParkPay Ltd	Off set	SA-0329	£197.98	Prory Car Park	Car Park Income			
25/05/2022	Salaries and wages including oncosts - May 2022	BACS	EBP	£44,285.40	General Administration	Salaries / Wages			
24/06/2022	Salaries and wages including oncosts - June 2022	BACS	EBP	£48,423.96	General Administration	Salaries / Wages			
17/06/2022	Payment: Kernow Training Ltd	BACS	5336	£400.00	Other Parks and Open Spaces	Training			
16/06/2022	Sara Gwilliams - Refreshments - Grounds maintenance Interviews	Petty Cash	PC13	£24.60	General Administration	Recruitment			
13/05/2022	Payment: APS Construction Services Limited	BACS	2896	£5,988.00	Poltair Park	Repairs / Maintenance Premises			
13/05/2022	Payment: APS Construction Services Limited	BACS	2899	£2,202.36	Poltair Park	Repairs / Maintenance Premises			
23/05/2022	Payment: City Plumbing	Credit Card	CC23.5.22	£22.38	Stable Block/Pondhu House	Repairs / Maintenance Premises			
6/06/2022	Payment: SBR Electrical	BACS	2223038	£804.00	Library	Repairs / Maintenance Premises			
10/06/2022	Payment: RS Components Ltd	Credit Card	CC10.06.22	£61.22	Prory Car Park	Repairs / Maintenance Premises			
17/06/2022	Payment: Glasdon UK Limited	BACS	SI840852	£479.38	Poltair Park	Repairs / Maintenance Premises			
17/06/2022	Payment: APS Construction Services Limited	BACS	2905	£2,857.98	Other Parks and Open Spaces	Repairs / Maintenance Premises			
8/07/2022	Payment: Enervco	BACS	900001522	£540.00	CCTV	Repairs / Maintenance Premises			
8/07/2022	Payment: Flowbird Smart City UK Limited	BACS	UK152048	£117.60	Prory Car Park	Repairs / Maintenance Premises			
27/05/2022	Payment: Cornwall Council	BACS	8100258598	£1,385.00	Stable Block/Pondhu House	Rent / Room Hire			
16/05/2022	Payment: Cornwall Council	Direct Debit	802635724-2022/23-2	£1,164.00	Library	Rates			
16/05/2022	Payment: Cornwall Council	Direct Debit	80262013X-2022/23-2	£4,693.00	Prory Car Park	Rates			
16/05/2022	Payment: Cornwall Council	Direct Debit	802628607-2022/23-2	£55.00	Tregonissey Lane End	Rates			
15/06/2022	Payment: Cornwall Council	Direct Debit	802635724-2022/23-3	£1,164.00	Library	Rates			
15/06/2022	Payment: Cornwall Council	Direct Debit	80262013X-2022/23-3	£4,693.00	Prory Car Park	Rates			
15/06/2022	Payment: Cornwall Council	Direct Debit	802628607-2022/23-3	£55.00	Tregonissey Lane End	Rates			
4/05/2022	EDF Energy - Fore Street Pillar	Direct Debit		£7.00	Other Parks and Open Spaces	Electricity			
7/06/2022	EDF Energy - Fore Street Pillar	Direct Debit		£7.00	Other Parks and Open Spaces	Electricity			
4/07/2022	EDF Energy - Fore Street Pillar	Direct Debit		£7.00	Other Parks and Open Spaces	Electricity			
20/05/2022	Payment: Kent County Council	Direct Debit		£316.55	Library	Gas			
1/07/2022	Payment: Kent County Council	BACS	G8211845	£182.56	Library	Gas			
20/05/2022	Payment: Source for Business	BACS	G8253447	£33.13	Poltair Park	Water			
6/06/2022	Payment: Source for Business	BACS	3077997665	£22.50	Library	Water			
6/06/2022	Payment: Source for Business	BACS	3078149463	£27.78	Library	Water			
17/06/2022	Payment: Source for Business	BACS	3078300123	£48.56	Poltair Park	Water			
17/06/2022	Payment: Source for Business	BACS	3078299956	£12.88	Library	Water			
17/06/2022	Payment: Source for Business	BACS	3078299956	£15.23	Library	Water			
1/07/2022	Payment: Source for Business	BACS	3078488200	£247.72	Prory Toilets	Water			
20/05/2022	Payment: Elliott Window Cleaning Services	BACS	1734	£30.00	Stable Block/Pondhu House	Cleaning & Domestic Supplies			
27/05/2022	Payment: Logical Cleaning Solutions	BACS	INV-4721	£635.22	Stable Block/Pondhu House	Cleaning & Domestic Supplies			
27/05/2022	Payment: Rentokill Initial UK Limited	BACS	60286661	£406.40	Library	Cleaning & Domestic Supplies			
7/06/2022	Payment: Amazon EU S a r.l.	Credit Card	CC7.6.22	£17.98	Library	Cleaning & Domestic Supplies			
8/06/2022	Payment: Amazon EU S a r.l.	Credit Card	CC8.6.22	£10.28	Library	Cleaning & Domestic Supplies			
1/07/2022	Payment: Spot-On Supplies Ltd	BACS	21543566	£127.66	Library	Cleaning & Domestic Supplies			
8/07/2022	Payment: Logical Cleaning Solutions	BACS	INV-4814	£615.06	Stable Block/Pondhu House	Cleaning & Domestic Supplies			
11/07/2022	Payment: Rentokill Initial UK Limited	Direct Debit	60308390	£91.61	Stable Block/Pondhu House	Cleaning & Domestic Supplies			
3/05/2022	Payment: Screwfix Direct Ltd	Direct Debit	1247413438	£117.80	Other Parks and Open Spaces	Grounds Maintenance Supplies			

3/05/2022	Payment: Screwfix Direct Ltd	Direct Debit	1249059925	£20.76	Other Parks and Open Spaces	Grounds Maintenance Supplies
3/05/2022	Payment: Screwfix Direct Ltd	Direct Debit	1243786663	£97.32	Other Parks and Open Spaces	Grounds Maintenance Supplies
3/05/2022	Payment: Screwfix Direct Ltd	Direct Debit	1244755656	£119.77	Other Parks and Open Spaces	Grounds Maintenance Supplies
3/05/2022	Payment: Screwfix Direct Ltd	Direct Debit	1249059933	£112.08	Other Parks and Open Spaces	Grounds Maintenance Supplies
3/05/2022	Payment: Screwfix Direct Ltd	Direct Debit	1250903416	£45.10	Other Parks and Open Spaces	Grounds Maintenance Supplies
3/05/2022	Payment: Screwfix Direct Ltd	Direct Debit	1251744133	£94.01	Other Parks and Open Spaces	Grounds Maintenance Supplies
3/05/2022	Payment: Ornamental Trees Ltd	Credit Card	CC3.5.22	£383.99	Other Parks and Open Spaces	Grounds Maintenance Supplies
5/05/2022	K A Gay - Key cutting	Petty Cash	PC2	£25.00	Other Parks and Open Spaces	Grounds Maintenance Supplies
5/05/2022	Payment: Amazon EU S.a.r.l.	Credit Card	CC5.5.22	£3.98	Other Parks and Open Spaces	Grounds Maintenance Supplies
6/05/2022	Payment: D May & Son Ltd	BACS	2/000041543	£549.00	Other Parks and Open Spaces	Grounds Maintenance Supplies
13/05/2022	Payment: Spot-On Supplies Ltd	BACS	2/1540578	£194.40	Other Parks and Open Spaces	Grounds Maintenance Supplies
13/05/2022	Payment: M A Grigg Ltd	BACS	S95671	£21.82	Other Parks and Open Spaces	Grounds Maintenance Supplies
13/05/2022	Payment: M A Grigg Ltd	BACS	S87124	£58.68	Other Parks and Open Spaces	Grounds Maintenance Supplies
13/05/2022	Payment: M A Grigg Ltd	BACS	S83470	£88.84	Other Parks and Open Spaces	Grounds Maintenance Supplies
13/05/2022	Payment: M A Grigg Ltd	BACS	S84842	£197.58	Other Parks and Open Spaces	Grounds Maintenance Supplies
13/05/2022	Payment: M A Grigg Ltd	BACS	S99400	£22.02	Other Parks and Open Spaces	Grounds Maintenance Supplies
20/05/2022	Payment: D May & Son Ltd	BACS	1/000021921	£153.23	Other Parks and Open Spaces	Grounds Maintenance Supplies
20/05/2022	Payment: Contec South West Limited	BACS	95468	£101.94	Other Parks and Open Spaces	Grounds Maintenance Supplies
24/05/2022	Sara Gwilliams - Key cutting	Petty Cash	PC8	£9.00	Other Parks and Open Spaces	Grounds Maintenance Supplies
26/05/2022	Payment: L & S Engineers Ltd	Credit Card	CC26.5.22	£46.86	Other Parks and Open Spaces	Grounds Maintenance Supplies
27/05/2022	Payment: D May & Son Ltd	BACS	2/000043211	£47.48	Other Parks and Open Spaces	Grounds Maintenance Supplies
27/05/2022	Payment: D May & Son Ltd	BACS	2/000043211	£16.00	Other Parks and Open Spaces	Grounds Maintenance Supplies
1/06/2022	Payment: Screwfix Direct Ltd	Direct Debit	1259064476	£45.41	Other Parks and Open Spaces	Grounds Maintenance Supplies
1/06/2022	Payment: Screwfix Direct Ltd	Direct Debit	1259786536	£13.00	Other Parks and Open Spaces	Grounds Maintenance Supplies
1/06/2022	Payment: Screwfix Direct Ltd	Direct Debit	1254690123	£14.99	Other Parks and Open Spaces	Grounds Maintenance Supplies
6/06/2022	Payment: D May & Son Ltd	BACS	1/000024197	£235.20	Other Parks and Open Spaces	Grounds Maintenance Supplies
6/06/2022	Payment: Glasdon UK Limited	BACS	S1840124	£2,542.00	Misc. Projects/Grants	Grounds Maintenance Supplies
6/06/2022	Payment: D May & Son Ltd	BACS	1/000024287	£78.72	Other Parks and Open Spaces	Grounds Maintenance Supplies
6/06/2022	Payment: Hay Nurseries (Cornwall) Ltd	BACS	156518	£207.86	Other Parks and Open Spaces	Grounds Maintenance Supplies
10/06/2022	Payment: St Austell BID	BACS	Pots1/2022	£660.00	Other Parks and Open Spaces	Grounds Maintenance Supplies
10/06/2022	Payment: Hay Nurseries (Cornwall) Ltd	BACS	156574	£3,463.61	Other Parks and Open Spaces	Grounds Maintenance Supplies
10/06/2022	Payment: D May & Son Ltd	BACS	2/000044079	£18.00	Other Parks and Open Spaces	Grounds Maintenance Supplies
10/06/2022	Payment: D May & Son Ltd	BACS	1/000023737	£42.12	Other Parks and Open Spaces	Grounds Maintenance Supplies
15/06/2022	Payment: F R Jones & Son Ltd	Credit Card	CC15.6.22	£203.95	Other Parks and Open Spaces	Grounds Maintenance Supplies
16/06/2022	K A Gay - Key cutting	Petty Cash	PC10	£54.00	Other Parks and Open Spaces	Grounds Maintenance Supplies
16/06/2022	K A Gay - Key cutting	Petty Cash	PC12	£13.50	Other Parks and Open Spaces	Grounds Maintenance Supplies
17/06/2022	Payment: D May & Son Ltd	BACS	3/000013731	£23.99	Other Parks and Open Spaces	Grounds Maintenance Supplies
17/06/2022	Payment: Hay Nurseries (Cornwall) Ltd	BACS	156582	£144.86	Other Parks and Open Spaces	Grounds Maintenance Supplies
17/06/2022	Payment: M A Grigg Ltd	BACS	S28092	£36.56	Other Parks and Open Spaces	Grounds Maintenance Supplies
17/06/2022	Payment: M A Grigg Ltd	BACS	S17912	£129.96	Other Parks and Open Spaces	Grounds Maintenance Supplies
17/06/2022	Payment: M A Grigg Ltd	BACS	S07832	£16.92	Other Parks and Open Spaces	Grounds Maintenance Supplies
17/06/2022	Payment: M A Grigg Ltd	BACS	S24232	£91.54	Other Parks and Open Spaces	Grounds Maintenance Supplies
24/06/2022	Payment: D May & Son Ltd	BACS	2/000045583	£15.58	Other Parks and Open Spaces	Grounds Maintenance Supplies
24/06/2022	Payment: Hay Nurseries (Cornwall) Ltd	BACS	156596	£489.60	Misc. Projects/Grants	Grounds Maintenance Supplies
24/06/2022	Payment: Nomix Enviro Ltd	BACS	S/04424106	£180.60	Other Parks and Open Spaces	Grounds Maintenance Supplies
1/07/2022	Payment: D May & Son Ltd	BACS	1/000026171	£13.20	Other Parks and Open Spaces	Grounds Maintenance Supplies
1/07/2022	Payment: D May & Son Ltd	BACS	2/000046150	£24.00	Other Parks and Open Spaces	Grounds Maintenance Supplies
1/07/2022	Payment: D May & Son Ltd	BACS	2/000046087	£72.60	Other Parks and Open Spaces	Grounds Maintenance Supplies
1/07/2022	Payment: Screwfix Direct Ltd	Direct Debit	1268128929	£40.97	Other Parks and Open Spaces	Grounds Maintenance Supplies

1/07/2022	Payment: Screwfix Direct Ltd	Direct Debit	1261728432	£15.00 Other Parks and Open Spaces	Grounds Maintenance Supplies
8/07/2022	Payment: D May & Son Ltd	BACS	2/000047067	£89.52 Other Parks and Open Spaces	Grounds Maintenance Supplies
13/05/2022	Payment: Steve Skinner	BACS		£22.90 General Administration	Travel and Subsistence
27/05/2022	Payment: Andrea Lanxon	BACS		£75.35 Civic Ceremonial	Travel and Subsistence
10/06/2022	Payment: Steve Skinner	BACS	CINV-001488	£41.58 General Administration	Travel and Subsistence
13/05/2022	Payment: Cormac Solutions	BACS	CINV-001200	£1,112.99 Transport and Plant	Contract Hire and Operating Leases
13/05/2022	Payment: Cormac Solutions	BACS	CINV-001234	£1,112.99 Transport and Plant	Contract Hire and Operating Leases
13/05/2022	Payment: Cormac Solutions	BACS	A866089-2 2022	£282.96 Library	Contract Hire and Operating Leases
1/06/2022	Payment: Siemens Financial Services Limited	Direct Debit	CINV-002577	£1,112.99 Transport and Plant	Contract Hire and Operating Leases
10/06/2022	Payment: Cormac Solutions	BACS	E2015324987	£103.26 Transport and Plant	Fuel
4/05/2022	Payment: Alistar Business Solutions	Direct Debit	E2015371563	£25.13 Transport and Plant	Fuel
11/05/2022	Payment: Alistar Business Solutions	Direct Debit	E2015398077	£278.58 Transport and Plant	Fuel
18/05/2022	Payment: Alistar Business Solutions	Direct Debit	E2015414405	£304.43 Transport and Plant	Fuel
25/05/2022	Payment: Alistar Business Solutions	Direct Debit	E2015439345	£247.08 Transport and Plant	Fuel
1/06/2022	Payment: Alistar Business Solutions	Direct Debit	E2015497325	£46.80 Transport and Plant	Fuel
8/06/2022	Payment: Alistar Business Solutions	Direct Debit	E2015512302	£192.11 Transport and Plant	Fuel
15/06/2022	Payment: Alistar Business Solutions	Direct Debit	E2015548743	£332.84 Transport and Plant	Fuel
22/06/2022	Payment: Alistar Business Solutions	Direct Debit	E2015576089	£201.34 Transport and Plant	Fuel
29/06/2022	Payment: Alistar Business Solutions	Direct Debit	E2015590531	£307.10 Transport and Plant	Fuel
6/07/2022	Payment: Alistar Business Solutions	BACS	SAI-10088	£14.40 Transport and Plant	Repairs/ Maintenance-Vehicles/Plant
6/05/2022	Payment: Steve Andrews Tyres Ltd	Credit Card	CC11.5.22	£126.24 Transport and Plant	Repairs/ Maintenance-Vehicles/Plant
11/05/2022	Payment: Radmore & Tucker	Credit Card	CC11.5.22	£97.56 Transport and Plant	Repairs/ Maintenance-Vehicles/Plant
23/05/2022	Payment: L & S Engineers Ltd	Credit Card	CC23.5.22	£26.74 Transport and Plant	Repairs/ Maintenance-Vehicles/Plant
27/05/2022	Payment: Vincent Tractors Ltd	BACS	142862	£127.20 Transport and Plant	Repairs/ Maintenance-Vehicles/Plant
27/05/2022	Payment: Vincent Tractors Ltd	BACS	142863	£117.50 Transport and Plant	Repairs/ Maintenance-Vehicles/Plant
10/06/2022	Payment: Steve Andrews Tyres Ltd	BACS	SAI-10355	£37.80 Transport and Plant	Repairs/ Maintenance-Vehicles/Plant
8/07/2022	Payment: Steve Andrews Tyres Ltd	BACS	SAI-11845	£39.26 Transport and Plant	Repairs/ Maintenance-Vehicles/Plant
26/05/2022	Payment: Radmore & Tucker	Credit Card	CC26.5.22	£856.01 Transport and Plant	Other Transport/plant expenses
3/05/2022	Payment: Avansas Ltd	Credit Card	CC3.5.22	£10.67 Library	Office Supplies
6/05/2022	Payment: Lyreco UK Limited	BACS	6723213749	£33.14 Library	Office Supplies
6/05/2022	Payment: Lyreco UK Limited	BACS	6723213748	£49.68 General Administration	Office Supplies
6/05/2022	Payment: Lyreco UK Limited	BACS	6723213748	£49.68 Library	Office Supplies
16/05/2022	Payment: Royal Mail	Credit Card	CC16.5.22	£67.50 General Administration	Office Supplies
17/05/2022	Payment: Amazon EU S a r.l.	Credit Card	CC17.5.22	£11.96 General Administration	Office Supplies
17/05/2022	Payment: Currys PC World	Credit Card	CC17.5.22	£72.98 General Administration	Office Supplies
25/05/2022	Payment: Amazon EU S a r.l.	Credit Card	CC25.5.22	£24.98 General Administration	Office Supplies
7/06/2022	Payment: Amazon EU S a r.l.	Credit Card	CC7.6.22	£14.98 Library	Office Supplies
8/06/2022	Payment: Amazon EU S a r.l.	Credit Card	CC8.6.22	£2.10 Library	Office Supplies
10/06/2022	Payment: Lyreco UK Limited	BACS	6723235406	£67.94 Library	Office Supplies
8/07/2022	Payment: Lyreco UK Limited	BACS	6723257200	£18.82 General Administration	Office Supplies
8/07/2022	Payment: Lyreco UK Limited	BACS	6723257198	£139.64 Library	Office Supplies
8/07/2022	Payment: Lyreco UK Limited	BACS	6723257199	£23.86 Library	Office Supplies
4/05/2022	Payment: Xero (UK) Ltd	Credit Card	CC4.5.22	£31.20 General Administration	IT / Communications
5/05/2022	Payment: BT	Direct Debit	M072 2Q	£504.00 General Administration	IT / Communications
6/05/2022	Payment: Objective/IT Services	BACS	3176	£334.26 General Administration	IT / Communications
12/05/2022	Payment: EE Limited	Direct Debit	V01987560635	£84.10 General Administration	IT / Communications
12/05/2022	Payment: EE Limited	Direct Debit	V01987560635	£18.00 General Administration	IT / Communications
13/05/2022	Payment: ITEC	BACS	CW1129692	£46.20 General Administration	IT / Communications

63

18/05/2022	BT		Direct Debit	N070 H0	£69.30 General Administration	IT / Communications
18/05/2022	BT		Direct Debit	M073 ME	-£69.30 General Administration	IT / Communications
28/05/2022	Payment: Adobe Systems Software Ireland Ltd		Credit Card	CC28 5 22	£12.64 General Administration	IT / Communications
4/06/2022	Payment: Xero (UK) Ltd		Credit Card	CC4 6 22	£31.20 General Administration	IT / Communications
6/06/2022	Payment: Interpreter 1		BACS	003	£45.00 Civic Ceremonial	IT / Communications
6/06/2022	Payment: BT		Direct Debit	M073 6C	£504.00 General Administration	IT / Communications
6/06/2022	Payment: Interpreter 2		BACS	000059	£90.00 Civic Ceremonial	IT / Communications
6/06/2022	Payment: ObjectiveITServices		BACS	3189	£334.26 General Administration	IT / Communications
6/06/2022	Hutchison 3G UK Limited - WIFI Cafe		Direct Debit		£15.13 Poltair Park	IT / Communications
13/06/2022	Payment: EE Limited		Direct Debit	VO1997251885	£18.00 General Administration	IT / Communications
13/06/2022	Payment: EE Limited		Direct Debit	VO1997251885	£84.10 General Administration	IT / Communications
18/06/2022	BT		Direct Debit	N070 H0	£69.30 General Administration	IT / Communications
18/06/2022	BT		Direct Debit	M074 QP	-£69.30 General Administration	IT / Communications
1/07/2022	Payment: Interpreter 1		BACS	004	£52.50 Civic Ceremonial	IT / Communications
1/07/2022	Payment: ObjectiveITServices		BACS	3202	£334.26 General Administration	IT / Communications
5/07/2022	Payment: BT		Direct Debit	M074 AZ	£504.00 General Administration	IT / Communications
7/07/2022	Hutchison 3G UK Limited - WIFI Poltair Cafe		Direct Debit		£13.00 Poltair Park	IT / Communications
8/07/2022	Payment: ITEC		BACS	CW1131431	£46.20 General Administration	IT / Communications
12/07/2022	Payment: EE Limited		Direct Debit	V02006781641	£84.10 General Administration	IT / Communications
12/07/2022	Payment: EE Limited		Direct Debit	V02006781641	£18.00 General Administration	IT / Communications
6/05/2022	Payment: ITEC		BACS	714858	£127.18 General Administration	Printing and Stationery
20/05/2022	Payment: Bemrose Booth Paragon Ltd		BACS	503794	£543.60 Priory Car Park	Printing and Stationery
6/06/2022	Payment: ITEC		BACS	724586	£190.75 General Administration	Printing and Stationery
17/06/2022	Payment: Nationwide Print		BACS	75732	£40.80 General Administration	Printing and Stationery
17/06/2022	Payment: Nationwide Print		BACS	75732	£40.80 Library	Printing and Stationery
24/06/2022	Payment: ITEC		BACS	735342	£117.22 General Administration	Printing and Stationery
13/05/2022	Payment: Local resident		BACS	Jubilee Grant	£150.00 Misc. Projects/Grants	Miscellaneous Grants
20/05/2022	Payment: Local resident		BACS	Jubilee Grant	£175.00 Misc. Projects/Grants	Miscellaneous Grants
20/05/2022	Payment: Local resident		BACS	Jubilee Grant	£175.00 Misc. Projects/Grants	Miscellaneous Grants
27/05/2022	Payment: St Austell Sea Cadets		BACS	Jubilee Grant	£175.00 Misc. Projects/Grants	Miscellaneous Grants
27/05/2022	Payment: Local resident		BACS	Jubilee Grant	£158.53 Misc. Projects/Grants	Miscellaneous Grants
1/07/2022	Payment: Young People Cornwall		BACS	2124	£5,000.00 The House/Youth Services	Miscellaneous Grants
1/07/2022	Payment: Daisy Dukes C.I.C		BACS	Grant2	£3,000.00 Misc. Projects/Grants	Miscellaneous Grants
17/06/2022	Payment: St John Ambulance		BACS	Grant1	£250.00 Misc. Projects/Grants	Small Grants Scheme
17/06/2022	Payment: Stepping Stones Childcare Cornwall		BACS	Grant2	£250.00 Misc. Projects/Grants	Small Grants Scheme
6/05/2022	Payment: Glendale Countryside Ltd		BACS	GC089-01-4545	£889.77 Other Parks and Open Spaces	Contract Payments
6/05/2022	Payment: Glendale Countryside Ltd		BACS	GC089-01-4546	£889.77 Other Parks and Open Spaces	Contract Payments
6/05/2022	Payment: ChapmanGain Accountants		BACS	4425/S176	£600.00 General Administration	Contract Payments
13/05/2022	Payment: In2Play		BACS	00874	£800.00 Other Parks and Open Spaces	Contract Payments
13/05/2022	Payment: G4S		BACS	2022043300	£553.14 Priory Car Park	Contract Payments
13/05/2022	Payment: G4S		BACS	2022043300	£15.84 Library	Contract Payments
13/05/2022	Payment: Cornwall Council		BACS	8100257169	£371.20 Priory Car Park	Contract Payments
23/05/2022	Payment: Biffa Waste Services Ltd		Direct Debit	522C23959	£870.64 Other Parks and Open Spaces	Contract Payments
23/05/2022	Payment: Biffa Waste Services Ltd		Direct Debit	522C24002	£94.51 Other Parks and Open Spaces	Contract Payments
23/05/2022	Payment: Biffa Waste Services Ltd		Direct Debit	522C23963	£494.40 Library	Contract Payments
6/06/2022	Payment: Glendale Countryside Ltd		BACS	GC089-01-4573	£889.77 Other Parks and Open Spaces	Contract Payments
6/06/2022	Payment: Glendale Countryside Ltd		BACS	GC089-01-4574	£889.77 Other Parks and Open Spaces	Contract Payments
6/06/2022	Payment: Complete Weed Control (SW)		BACS	SW3306	£4,560.00 Other Parks and Open Spaces	Contract Payments
6/06/2022	Payment: APS Construction Services Limited		BACS	2911	£5,964.00 Priory Toilets	Contract Payments

6/06/2022	Payment: TClarke Contracting Ltd	BACS	SL-22050393	£93.59 Poltair Park	Contract Payments
6/06/2022	Payment: Complete Weed Control (SW)	BACS	SW3307	£72.00 Priory Car Park	Contract Payments
10/06/2022	Payment: G4S	BACS	2022053314	£553.14 Priory Car Park	Contract Payments
10/06/2022	Payment: G4S	BACS	2022053314	£15.84 Library	Contract Payments
10/06/2022	Payment: In2Play	BACS	00893	£800.00 Other Parks and Open Spaces	Contract Payments
10/06/2022	Payment: In2Play	BACS	00893	£167.00 Turo Road Park	Contract Payments
10/06/2022	Payment: Glendale Countryside Ltd	BACS	GC421-3497	£584.86 Other Parks and Open Spaces	Contract Payments
10/06/2022	Payment: Lorne Stewart	BACS	113450	£360.00 Library	Contract Payments
10/06/2022	Payment: Lorne Stewart	BACS	113450	£90.00 Priory Toilets	Contract Payments
17/06/2022	Payment: TClarke Contracting Ltd	BACS	SL-22060043	£84.00 Poltair Park	Contract Payments
17/06/2022	Payment: Cornwall Council	BACS	8100266964	£399.24 Priory Car Park	Contract Payments
20/06/2022	Payment: Biffa Waste Services Ltd	Direct Debit	522C32540	£799.81 Other Parks and Open Spaces	Contract Payments
24/06/2022	Payment: Newquay Town Council	BACS	TC-437	£6,788.21 CCTV	Contract Payments
8/07/2022	Payment: In2Play	BACS	00914	£800.00 Other Parks and Open Spaces	Contract Payments
8/07/2022	Payment: Glendale Countryside Ltd	BACS	GC089-01-4625	£689.77 Other Parks and Open Spaces	Contract Payments
8/07/2022	Payment: Enverco	BACS	900001523	£3,001.01 CCTV	Contract Payments
20/05/2022	Payment: Rural Services Partnership Ltd	BACS	RMTG/22/100	£156.00 General Administration	Subscriptions
5/05/2022	Payment: Elite Hivis	Credit Card	CC5.5.22	£46.55 Other Parks and Open Spaces	Protective Clothing
12/05/2022	Payment: H T Hughes Ltd	Credit Card	CC12.5.22	£76.34 Other Parks and Open Spaces	Protective Clothing
12/05/2022	Payment: H T Hughes Ltd	Credit Card	CC12.5.22	£30.05 Other Parks and Open Spaces	Protective Clothing
12/05/2022	Payment: The Safety Supply Company	Credit Card	CC12.5.22	£105.36 Other Parks and Open Spaces	Protective Clothing
12/05/2022	Payment: The Safety Supply Company	Credit Card	CC12.5.22	£383.64 Other Parks and Open Spaces	Protective Clothing
12/05/2022	Payment: Safetec Direct Ltd	Credit Card	CC12.5.22	£66.06 Other Parks and Open Spaces	Protective Clothing
13/05/2022	Payment: D May & Son Ltd	BACS	2000042143	£50.40 Other Parks and Open Spaces	Protective Clothing
13/05/2022	Payment: D May & Son Ltd	BACS	2000042143	£47.25 Other Parks and Open Spaces	Protective Clothing
10/06/2022	Payment: D May & Son Ltd	BACS	2000044079	£56.00 Other Parks and Open Spaces	Protective Clothing
17/06/2022	Payment: GB Tool Hire Ltd	BACS	74084	£28.62 Other Parks and Open Spaces	Protective Clothing
17/06/2022	Payment: GB Tool Hire Ltd	BACS	74337	£555.60 Other Parks and Open Spaces	Protective Clothing
6/05/2022	Payment: Cornico Coffee Company Ltd	BACS	0736	£2,760.00 Poltair Park	Miscellaneous Expenses
6/05/2022	Payment: M-R-S Communications Ltd	BACS	1229313	£78.00 CCTV	Miscellaneous Expenses
12/05/2022	K A Gay - Milk & biscuits	Petty Cash	PC3	£6.17 General Administration	Miscellaneous Expenses
12/05/2022	Sara Gwilliams - Biscuits	Petty Cash	PC4	£12.50 General Administration	Miscellaneous Expenses
12/05/2022	K A Gay - Milk	Petty Cash	PC5	£3.00 General Administration	Miscellaneous Expenses
12/05/2022	K A Gay - Key cutting - Poltair Cafe	Petty Cash	PC6	£12.00 Poltair Park	Miscellaneous Expenses
13/05/2022	Payment: South West in Bloom	BACS	Pride in Parks1	£20.00 Poltair Park	Miscellaneous Expenses
13/05/2022	Payment: The Cafe Academy Ltd	BACS	4.5.22	£54.00 Town Centre Revitalisation Project	Miscellaneous Expenses
16/05/2022	NatWest - Bankline charges	BACS		£52.40 General Administration	Miscellaneous Expenses
19/05/2022	Payment: Worldpay (UK) Ltd	Direct Debit	204137997	£3.48 Library	Miscellaneous Expenses
19/05/2022	Payment: Worldpay (UK) Ltd	Direct Debit	204137997	£21.00 Library	Miscellaneous Expenses
19/05/2022	Payment: Worldpay (UK) Ltd	Direct Debit	203913145	£21.20 General Administration	Miscellaneous Expenses
19/05/2022	Payment: Worldpay (UK) Ltd	Direct Debit	203913145	£21.00 General Administration	Miscellaneous Expenses
19/05/2022	Payment: Displaypro Ltd	Credit Card	CC19.5.22	£170.58 Poltair Park	Miscellaneous Expenses
20/05/2022	Payment: North Cornwall Linen	BACS	72186	£70.20 Civic Ceremonial	Miscellaneous Expenses
24/05/2022	K A Gay - Milk	Petty Cash	PC7	£1.50 General Administration	Miscellaneous Expenses
25/05/2022	Payment: Land Registry	Credit Card	CC25.5.22	£3.00 General Administration	Miscellaneous Expenses
26/05/2022	Payment: Amazon EU S.a.r.l.	Credit Card	CC26.5.22	£17.50 General Administration	Miscellaneous Expenses
27/05/2022	Payment: The Rotary Club of St Austell	BACS	Rotary lunch	£35.00 Civic Ceremonial	Miscellaneous Expenses
27/05/2022	Payment: Cornwall Council	BACS	8100258413	£156.00 Library	Miscellaneous Expenses
27/05/2022	Payment: SALSA (St Austell Library Support Association)	BACS	Invoice2	£35.00 Library	Miscellaneous Expenses

65

30/05/2022	H D Pooley - Refreshments - Mayor Making	Petty Cash	PC9	£7.95 Civic Ceremonial	Miscellaneous Expenses
6/06/2022	Payment: Manor Made Cornwall	BACS	INV-0039	£760.75 Civic Ceremonial	Miscellaneous Expenses
6/06/2022	Payment: The Cafe Academy Ltd	BACS	12.05.22	£27.00 Town Centre Revitalisation Project	Miscellaneous Expenses
6/06/2022	Payment: Garka Band	BACS	Mayor Making1	£200.00 Civic Ceremonial	Miscellaneous Expenses
6/06/2022	Payment: Eden Springs UK Ltd	BACS	315029701	£264.56 Library	Miscellaneous Expenses
6/06/2022	Payment: St Austell Parochial Church Council	BACS	Donation2	£200.00 Civic Ceremonial	Miscellaneous Expenses
10/06/2022	Payment: Pennett Florist	BACS	Inv2	£80.00 Civic Ceremonial	Miscellaneous Expenses
10/06/2022	Payment: St Austell BID	BACS	Events/2022	£18,000.00 Town Centre Revitalisation Project	Miscellaneous Expenses
15/06/2022	NatWest - Bankline charges	Direct Debit		£49.20 General Administration	Miscellaneous Expenses
15/06/2022	Payment: Amazon EU S a r.l.	Credit Card	CC:15.6.22	£33.49 Other Parks and Open Spaces	Miscellaneous Expenses
16/06/2022	H D Pooley - Milk & newspapers	Petty Cash	PC:11	£7.00 General Administration	Miscellaneous Expenses
17/06/2022	Payment: Go St Austell Shopmobility	BACS	Inv1	£1,500.00 Town Centre Revitalisation Project	Miscellaneous Expenses
17/06/2022	Payment: 4FS Youth Dance	BACS	2247	£250.00 Civic Ceremonial	Miscellaneous Expenses
21/06/2022	Payment: Worldpay (UK) Ltd	Direct Debit	208472149	£21.00 General Administration	Miscellaneous Expenses
21/06/2022	Payment: Worldpay (UK) Ltd	Direct Debit	208577459	£5.20 Library	Miscellaneous Expenses
21/06/2022	Payment: Worldpay (UK) Ltd	Direct Debit	208577459	£21.00 Library	Miscellaneous Expenses
1/07/2022	Payment: Car Park refund	BACS	Inv1	£2.00 Priory Car Park	Miscellaneous Expenses
17/05/2022	Payment: Costcutters UK	Credit Card	CC:17.5.22	£493.49 General Administration	Office Equipment
				£216,335.53	