

MINUTES of the ORDINARY MEETING OF ST JUST-IN-PENWITH TOWN COUNCIL held in the Library, St Just, on Monday 13 February 2023 at 7.00 pm.

Present

Sue James Mayor  
Daisy Gibbs Deputy Mayor

Councillors

Martin Cavell Brian Clemens  
Robert Chadder Kevin Casley  
Farmer Morris

Town Clerk & RFO

Cas Leo

Also, in attendance

Deputy Clerk

Hester Hunt

TC.185 Public Address at Council Meetings

Shindig Rep Mary Ann Bloomfield speaking on the Shindig Grant request +1 member of the public were present.

PRE-APP

4 Cape Cornwall Road – The Town Council noted the correspondence from Elliot Luke (email) on the matter he was not present.

TC.186 Apologies for Absence

John Swarbrooke Harvey Thomas, Chris Denley,  
Jessica Morris, Fynn Tucker.

TC.187 Declarations of Interest

Sue James on the Housing item from Lands End Peninsula CLT (LEPCLT) (She is the chair)  
Robert Chadder Old Town Hall for its request for a letter of support (member).

TC.188 Dispensations

Sue James to speak on the subject above but not vote.  
Robert Chadder to speak on the subject above but not vote.

Chairman's initials\_\_\_\_\_

TC.189 Minutes

**RESOLVED:** That, the Town Mayor signs as a true and accurate record the Minutes of the Town Council held on 16 January 2023 with 1 minor typo corrected to AONB.

TC.190 Matters Arising

At the last meeting the council were asked to write to Royal Mail about the Botallack post-box; which it did and was informed a new post box will be installed within 16 weeks.

TC. 191 Safe Guarding and Supporting Policy Documents

A safeguarding document with supporting documents were forward to councillors. The support documents were on Recruitment, Whistleblowing, Probation, Equal Opportunities and Induction. A safe guarding poster was also presented but this needed to amended more to the Town Council remit.

**RESOLVED:** The Town Council approves the Safe Guarding and Supporting Policy Documents and adopts them.

TC.192 Finance

- a) Accounts for Payment £118,678.30

**RESOLVED:** To approve payments of £118,678.30

- b) Grant Aid Applications (Two). Red Heart Tree (CIC) £650 and Shindig £900.

**RESOLVED:** To approve payments of Shindig £900 and to request further information on Red Heart Tree (CIC) £650 and consider at future meeting.

- c) Letter of Thanks – Pendeen Lunching Club for their grant to purchase a Heating Cabinet.

d) Audit Committee Report

The Audit Committee reappointed Robert Chadder as Chair. The Audit Committee have noted the Internal Auditor (IA) Report and taken the actions needed or put in place future actions that the IA is suggesting before his next visit in June 23. They have reviewed the Risk Assessment documents above and are recommending them all to the full council approval tonight. They have reviewed the Investment Strategy document and also recommend that it is accepted by the full council. The Asset Register with its recent amendments is also recommended to the full Council for approval. All documents were circulated by email before the meeting to all councillors.

**RESOLVED:** The Town Council approves the Risk Assessment Documents, The Asset Register, and Investment Strategy Document.

e) **The Third Quarter report 1 October– 31 December 22.**

The third quarter report covers 1 October– 31 December 22, the Fourth and final quarter report will be due in the end of May 2023. The Town Council set its new 23/24 budget/precept demand in January 2023 which was accepted by Cornwall Council.

St Just Town Council opening balance on 1<sup>st</sup> April was £457,627.58.00 (which included £48.89 petty cash and £457,778.69 in the two bank accounts). The Council's budget for 2022/23 is £356,668.00. The spending as at 31 December 2022 was £190,566.00. The third quarter does not give any cause for concern a large Capital purchase was made in the last quarter in February 2023.

The council is aware that all expenditure is rising due to the economic downturn and the increase in energy prices.

- Petty Cash is used for very minor items from cleaning products to engraving Mayor's chain.
- National Lottery Budget (Climate Change) Grant was £9891 can only be used for Bid listed items and is on-going. A report is expected to be given at the April 2023 meeting.

Note

The council will be moving to Octopus from Bulb (government approved) because the previous firm went out of business and Octopus is a growing company with good customer service and a good green reputation.

Banking Reconciliation:

To 31st December 2022 the bank reconciliation is good and all figures are correct and have been signed off by the two Councillors given this task.

Projects:

Chairman's initials \_\_\_\_\_

Income streams mentioned such as (TVF) will be finalised in Quarter 4. The Council has budgeted for different projects over the years and have reserve funds for potential work like Pendeen Playpark and the Plain an Gwarry which will be focused upon now we have completed the Devolution Programme.

### Grants

We have £9192.00 left in the Community Grant Budget with £15808.00 spent. We had 2 QPJ items totalling £3,718 which should come off the QPJ budget.

**Noted:** by Town Council

### TC.193 Correspondence

The Town Council discussed:

Tamar Toll Action Group request for support

St. Just Town Council discussed the request for support. Although the town is far from South East Cornwall, they believe the economic burden placed on Cornwall reaches far and wide and will give a letter of support to Tamar Toll Action Group.

**RESOLVED:** The Town Council will support the request for a letter of support and it will be added to the list of supporters.

An email from a Botallack resident with reference to a Highway issue and a request for a bin for dog mess. The Town Council discussed the matters but felt it was a subject for Highways and Cornwall Council and not the Town Council.

Lafrowda Common Land, Chywoone Valley St Just. The Town council have noted Cornwall Council enforcement are involved and have been for a number of months. it is not within the SSSI, but the buffer zone. The Case officer and Cornwall Councillor are dealing with the matter.

The Old Town Hall Committee request for a letter of support

Town Council discussed the request and agreed it would support the St Just Old Town Hall Committee in its measures to meet the requirements of the Charity Commission to become a registered charity. The council wishes the committee every success with this venture which will prove to be of great benefit to the local community. Robert Chadder took no part in the vote.

Chairman's initials\_\_\_\_\_

**RESOLVED:** The Town Council will support the request for a letter of support.

Tin Coast Partnership requested a letter of support for a bid application

The Town Council discussed the Tin Coast Partnership plans for external funding, as a result of these discussions, council decided that they were in full support of application to obtain Good Growth Shared Prosperity Funding through a partnership bid application.

**RESOLVED** The Town Council will support the request for written support.

TC.194 Information Items and Matters to Report

The old Noticeboard in Market Square. The Council has decided to offer it to the Tin Coast Partnership for its activities such as displaying a large area Map as the Climate Change Group were no longer using it.

AED's The councils third AED is up and in use in the Telephone Box at Portherras Villas, Pendeen.

TVF/Good Growth Programme. A TVF Meeting/Presentation is taking place on 15 February 2023.

Business Admin Apprentice being advertised currently.

National Lottery Report (Climate) Holly has an extension to 14 April 23, when a report will be given to the council.

TC.195 Devolution Projects

The Town Council is having the two Car Parks and Toilets devolved to it. These are at Lafrowda, St Just at a cost of £100,000 and St Johns Pendeen at a cost of £1. The transfer is taking place in February 2023. The Service Level Agreements are pending for cleaning the toilets but the existing contractor is continuing on the same terms waiting for the exact legal date. Signage will change in the next few months before the summer. No other changes are planned at this stage. We will have same arrangement in place to empty the four bins at a cost of £1,1570 in the car park areas.

Chairman's initials \_\_\_\_\_

TC.196 Plain an Gwarry

Plain an Gwarry – Permission requested to use the Plain an Gwarry in the summer months.

**RESOLVED** The Town Council gives permission.

TC.197 Planning

a) **Applications**

**11/23 Application:** PA23/00032

**Proposal:** Two storey detached dwelling and associated works to replace existing garages and workshop.

**Location:** Highclere, Truthwall, St. Just

**No Objection in Principle However noting view of WHS/AONB**

**12/23 Application:** PA23/00168

**Proposal:** Installation of dormer window, internal alterations and associated works.

**Location:** 1, Chapel Road, St. Just.

**No Objection**

**104/22 Application:** PA22/08429

**Proposal:** Construction of Agricultural Barn for 60 cattle, 350 sheep, 80 pigs and an Animal Shelter.

**Location:** Agricultural Barns off Lafrowda Common, St. Just.

**No Objection**

**106/22 Application:** PA22/08430

**Proposal:** Construction of Agricultural Barn for animal feed and storage purposes.

**Location:** Agricultural Barns off Lafrowda Common, St. Just.

**No Objection**

**13/23 Application:** PA23/00308

**Proposal:** Two storey rear extension and internal alterations.

**Location:** Swallows Nest, 23, Cape Cornwall Street, St. Just

Objection not in keeping with area/over development/ the extension overlooks neighbours property.

**14/23 Application:** PA22/10669

**Proposal:** Formation of a parking space at front of property.

**Location:** 2, Tregeseal Terrace, Tregeseal, St. Just.

Chairman's initials \_\_\_\_\_

**No Objection**

**128/22 Application: PA22/10642 (Previously given a Strong Objection)**

**Proposal:** Retrospective application for amendment to external appearance of the dwellinghouse.

**Location:** 4, Bollowal Place, St. Just.

**Informed decision already made**

**15/23 Application: PA23/00276**

**Proposal:** Proposed new build single storey bungalow.

**Location:** Land adjacent to Pans Teg, Calartha Road, Pendeen.

**No Objection in Principle However some designs concerns with the round window and ridge height.**

**16/23 Application: PA23/00496**

**Proposal:** Demolition and construction of a detached dwelling and associated works.

**Location:** Penver Cottage, Cape Cornwall Street, St. Just.

**No Objection**

**17/23 Application: PA23/00714**

**Proposal:** Alterations to existing outbuilding to form 4 No. Guest Bedrooms, re-decoration of pub windows, cold store, garden servery.

**Location:** Queen's Arms, Botallack, St. Just.

**No Objection**

**18/23 Application: PA23/00715**

**Proposal:** Listed Building Consent for alterations to existing outbuilding to form 4 No. Guest Bedrooms, re-decoration of pub windows, cold store, garden servery.

**Location:** Queen's Arms, Botallack, St. Just.

**No Objection**

**b) Decisions**

**Application:** PA22/09910

**Proposal:** Agricultural shed for animal feed and machinery storage.

**Location:** Moorside, Newtown, St. Just. **Withdrawn** (T. Cl. No Objection).

**Application:** PA22/10471

**Proposal:** Proposed granite faced porch replacing the existing concrete-built porch.

**Location:** 12, Boswedden Terrace, St. Just. **Approval** (T. Cl. No Objection).

**Application:** PA22/04098

**Proposal:** Conversion of agricultural buildings to form four self-contained residential units.

**Location:** Trevedra Farm, Access track to Trevedra Farm, Sennen. **Approval** (T. Cl. No Objection).

**Application:** PA22/02447

**Proposal:** Construction of a pond (Retrospective)

**Location:** Land S.W. of Pengelly, Bosavern, St. Just. **Withdrawn** (T. Cl. Objection).

**Application:** PA22/10763

**Proposal:** Enlargement of kitchen window.

**Location:** Corner Barn, Lower Boscaswell, Pendeen. **Approval** (T. Cl. No Objection).

**Application:** PA22/09708

**Proposal:** Installation of replacement doors and windows in main residence and outbuilding (Revised scheme).

**Location:** Penwith Tail, South Place, St. Just. **Approval** (T. Cl. No Objection)

**c) Appeal Decision**

**EN19-01692** Land known as The Old Quarry (Land N.E. of the Pond) Leat Road, Pendeen **Appeal Dismissed – No costs claimed.**

**d) Enforcements** None

**e) Protocols**

**Application:** PA21/07192

**Proposal:** Creation of access and two parking spaces on front garden.

**Location:** Chynoweth, Chapel Terrace, Trewellard, Pendeen. **Refusal** (T. Cl. No Objection). **Town Council agreed to disagree on this application.**

**Application:** PA22/08641

**Proposal** Construction of self-contained annexe.

**Location:** Jimmy's Place, Bosvargus Hill, St. Just.

Town Council's original comment was "No Objection"

Have now chosen Option 3 as follows:



Having made strong planning reasons to maintain your original position on the proposal against my recommendation, it is requested that the application is determined by the Planning Committee and Sue James will represent the council with Kevin Casley (reserve).

f) Penzance Planning App email PA22/11412 Heamoor.

**RESOLVED:** The Council has concerns that this development would slow down emergency vehicle progress and lack of pedestrian crossing and record its comments on the planning portal.

#### TC.198 Housing

Sue James reported to the Council ahead of the meeting and outlined the agenda item before leaving the room.

Members then considered the request. Lands End Peninsula CLT (LEPCLT), had been in discussion with Cornwall Council, LiveWest and Agile Homes regarding the provision of 3 small homes for local people in Lafrowda Close. The project was at the stage of submitting a planning application and Cornwall Council had advised LEPCLT to apply to the Lottery Awards for All fund for £10,000 towards project costs.

The LEPCLT is asking whether the Town Council is supportive, in principle, of this pilot project of sustainable modular build, to the extent it is willing to work in partnership and assist LEPCLT in taking this forward.

**RESOLVED** The Town Council is supportive, in principle, of this pilot project of sustainable modular build, to the extent it is willing to work in partnership and assist LEPCLT.

#### TC.199 Exclusion of the Press and Public

If necessary, to consider passing the following resolution:

**RESOLVED:** That under Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, it is proposed that, because of the confidential nature of the business to be transacted, the public and press be excluded from the meeting for the business specified in the following item(s).

#### TC.200 Clocktower Electrical work

The Town Council had approached 3 contractors for quotes. One contractor presented a quote the other two did not; one declining to quote.

**RESOLVED** The Town Council accepts the quote and will commission the work.

#### TC.201 SWCP/LMP Footpaths 23/24

Chairman's initials \_\_\_\_\_

Cornwall Council annually invite the Town Council to accept the Grant and carry out the work using a contractor.

**RESOLVED** The Town Council accepted the Grant.

The Town Council then suspended its Financial Regulations to appoint its existing contractor should he wish to continue in 23/24.

**RESOLVED** The Town Council suspend its Financial Regulations to appoint its existing contractor should he wish to continue in 23/24

The meeting closed at 8.54pm

Chairman's signature \_\_\_\_\_ Date \_\_\_\_\_

DRAFT

Chairman's initials \_\_\_\_\_