

**MINUTES of the ORDINARY MEETING OF ST JUST-IN-PENWITH TOWN COUNCIL held in the Library, St Just, on Monday 17 April 2023 at 7.00 pm.**

**Present**

Sue James Mayor  
Daisy Gibbs Deputy Mayor

**Councillors**

Kevin Casley Jess Morris (joined the meeting at 7.35pm)  
Martin Cavell John Swarbrooke  
Robert Chadder Chris Denley (left the meeting at 8pm)  
Brian Clemens Fynn Tucker  
Farmer Morris

**Town Clerk**

Cas Leo

TC.218 **Public Address at Council Meetings**

Pre-app - Mr Jamie Semmens. Wheal Cuning St Just, New shed.  
1 other member of public present.

TC.219 **Apologies for Absence**

Harvey Thomas.

TC.220 **Declarations of Interest**

Daisy Gibbs declared a non- registerable interest in letter of Support as a member of the community group working on this project.

Kevin Casley declared a non-registerable interest in PA23/02850.

John Swarbrooke declared a non-registerable interest in Community Grant for the Centre of Pendeen.

TC.221 **Dispensations**

None.

TC.222 **Minutes**

**RESOLVED:** That, the Town Mayor signs as a true and accurate record the Minutes of the Town Council held on 13 March 2023.

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

TC.223 **Matters Arising**

There were no matters arising.

TC. 224 **Planning**

a) **Applications**

**26/23 Application:** PA23/01863

**Proposal:** Replacement single storey rear extension. Replacement front porch. Replacement windows. Removal of chipping and render finish to expose stonework. Revised scheme of PA22/11423.

**Location:** 4, Bosorne Street, St. Just. **(T. Cl. No Objection).**

**27/23 Application:** PA23/02043

**Proposal:** Replacement of windows.

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

**94/22 Application:** PA22/08268

**Proposal:** Proposed single storey side extension.

**Location:** 6, Vounder Glaze, St. Just. **(T. Cl. No Objection).**

**28/23 Application:** PA23/02057

**Proposal:** Demolition of existing single storey extension and erection of new two-storey extension at rear of building.

**Location:** 5, Boswedden Terrace, St. Just. **(T. Cl. No Objection).**

**29/23 Application:** PA23/02163

**Proposal:** Modest single storey to existing modern extension to rear and replacement heritage style aluminium windows.

**Location:** 9, Pleasant Terrace, St. Just. **(T. Cl. No Objection).**

**30/23 Application:** PA23/02850

**Proposal:** Proposed conversion of existing garage to form a Studio/Hobby Room.

**Location:** 17, Carn Bosavern, St. Just. **(T. Cl. No Objection).**

b) **Decisions**

**Application:** PA23/00308

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

**Location:** Swallows Nest, 23, Cape Cornwall Street, St Just. **Withdrawn** (T. Cl. Objection).

**Application:** PA22/11270

**Proposal:** Single storey lean-to extension to rear (east) elevation incorporating a shower room and conservatory.

**Location:** Trevegean Farm Cottage, Trevegean. St. Just. **Approval** (T. Cl. No Objection).

**Application:** PA22/11209

**Proposal:** Erection of a pair of semi-detached houses on brown field unused land without compliance to Condition 2 in relation to Decision Notice PA17/07386 dated 17/10/2017.

**Location:** Land adjacent to 21 Carnyorth, Carnyorth, St. Just. **Approval** (T. Cl. Placed on hold due to Highway issues).

**Application:** PA22/00714

**Proposal:** Alterations to existing outbuilding to form 4 No. guest bedrooms, redecoration of pub windows, cold store, garden servery.

**Location:** Queens Arms, Botallack, St. Just.. **Approval** (T. Cl. No Objection).

**Application:** PA22/00714

**Proposal:** Listed Building Consent for alterations to existing outbuilding to form 4 No. guest bedrooms, redecoration of pub windows, cold store, garden servery.

**Location:** Queens Arms, Botallack, St. Just. **Approval** (T. Cl. No Objection).

**Application:** PA22/11368

**Proposal:** Installation of swimming pool, restoration of orangery, construction of raised patio (Boscean Country House) and landscaping works to gardens.

**Location:** Boscean Country House, St. Just. **Approval** (T. Cl. No Objection).

**Application:** PA23/00276

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

**Location:** Land adjacent to Pans Teg, Calartha Road, Pendeen. **Approval** (T. Cl. No Objection in principle but had some design concerns). **See Protocol below.**

**Application:** PA22/08641

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

**Location:** Jimmy's Place, Bosvargus Hill, St Just. **Approval** (T. Cl. No Objection).

**Application:** PA23/01451

**Proposal:** Construction of agricultural barn and 3 No. polytunnels.

**Location:** Land North West of 11, Boswedden Road, St Just. **Withdrawn** (T. Cl. Objection).

c) **Appeals**

**APP/D0840/W/3310177**

**Application:** PA22/06614

**Proposal:** Conversion of barn to single dwelling.

**Location:** Barn North of Higher Numphra, Numphra, St. Just.

**Refusal** (T. Cl. Support the application on its environmental merits).

**Appeal Decision**

**APP/D0840/W/22/3301667**

**Application:** PA22/03352

**Proposal:** Construction of 4 dwellings.

**Location:** Field North of Lower Boscaswell, Pendeen.

**Appeal Dismissed/Costs Claim against Council Dismissed.**

d) **Enforcements** None

e) **Protocols**

**Application:** PA23/00276

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

**Location:** Land adjacent to Pans Teg, Calartha Road, Pendeen. (T. Cl. No Objection in principle but had some design concerns). **Town Council agreed to disagree on this application.**

**Application:** PA23/00784

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

**Location:** Moorside, Newtown, St. Just. (T. Cl. No Objection). **Town Council agreed to disagree on this application.**

TC. 225 **LDA Report**

The Town Council considered the final report after the final amendment was made. The Council agreed the final Report and would now pay the final instalment show in this month's payment list. The council felt it would need another council meeting to ensure it gave another the needed time to this important report. The meeting is likely to be held on 24<sup>th</sup> April 2023 to discuss the report contents and actions.

Jess Morris (joined the meeting at the start of this item)

**RESOLVED:** To approve and accept the final Report and make the final payment to LDA.

TC.226 **Finance**

a) Accounts for Payment in the sum of £20,217.24.

**RESOLVED:** To approve payments of £20,217.24

b) Grant Aid Applications -

**RESOLVED:** to approve:

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

a grant of £1,000 be awarded to St Just Cricket Club  
a grant of £380.00 be awarded to Cornwall Youth Choirs  
A grant of £500 to awarded to Centre of Pendeen (funds from the KC budget) John Swarbrooke not present and did not vote.

- c) A letter of thanks had been received from Lafrowda Festival for its grant of £3k.
- d) LPO1 23/24 £8421.82 is raised for future expenditure for Footpaths contract in line with the policy to raise LPO's for expenditure over £5k.

**RESOLVED:** To approve LPO1 23/24 £8421.82.

- e) To approve regular payment list/direct debits.

**RESOLVED:** To approve the regular payment list/direct debits.

- f) New External Auditors Announced by SAAA  
SAAA has announced auditor appointments by area for smaller authorities for the five financial years from 2022-23 to 2026-27  
The external auditors for Cornwall will be BDO LLP.

**Noted by the Council.** Chris Denley (left the meeting)

#### TC.227 Correspondence

Cornwall Council Newsletter 6 April 23 contained details on EV charge point opportunities, the street lighting upgrade, dimming / turning off lights. Community Infrastructure Levy (CIL) funding opportunities. The Town council plan to consider its plans to address these issues at the May 23 meeting.

The Council also discussed the parks at St Just and Pendeen as potential areas to include in a joint CIL bid. The clerk would contact Sharon Brolly to engage with St just playpark to start the process on a joint bid.

**RESOLVED:** To work St just playpark on a joint bid for CIL funding from Cornwall Council.

Cornwall Council Consultation on Public Space Protection Order (PSPO) (Alcohol Consumption). The current listed locations were found acceptable on the listed sites. The usefulness of PSPO generally were questioned.

The council considered the correspondence on Wildlife and Countryside Act, 1981 Section 53 Schedule 14 at the two sites below and offered no direct evidence to submit.

1. Application for Modification of Definitive Map and Statement of Rights of Way Claimed Addition of a Footpath and Deletion of part of Footpath 89, St Just CP.
2. Application to add a Restricted Byway from Classified Road B3318 'North Road' to FP 139 St Just and potential upgrade of a section of existing Footpath 139 St Just to a Restricted Byway from junction with Restricted Byway here claimed to Access Land at OSGR SW: 3900/3306 at Higher Boslow, St Just CP.

**RESOLVED:** To make no comment on both items.

Pendeen Car Park, 0900 - 1100 Saturday 3rd June for use by runners in the Rat Race running event. The Council discussed the request but felt the mixing of cars and runners was a risk worth avoiding and would make the following suggestion to the race organiser that the drinks station to be set up by the seats at Boscaswell Corner across the road. The council could not give permission to set it up in the car park. The council are happy for any of vehicles to park in the car park and the public toilets to be used by them. The council hope the rat race is a success.

**RESOLVED:** To not give permission but suggest alternative.

#### TC. 228 Letters of Support

The Council discussed the requests for letters of support. St Just & District Trust CIO are applying for 'Shared Prosperity' Funding to put on the Ordinalia Trilogy again in the wonderful 'Plain' in September 2024; they would like to submit letters of support with it.

The Lafrowda Club are going for funding for our project, making two applications - one to the Shared Prosperity (Good Growth) Fund, and another to the Lottery Heritage Fund. To support the applications, it would be really very helpful if we could get a letter of support for the project to create a heritage and arts centre for the town of St Just and the surrounding Penwith landscape, including a sorely missing town archive and a warm dry fully accessible space for exhibitions, events and community hire.

**RESOLVED:** To approve sending letters of support to the two requests above.

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

## TC.229 Information Items and Matters to Report

Plans for 20 mph roll out in the West Penwith Community Network Area (WPCNA) Town Councillors for two days 24 April 23 and 2 May 23. The 24<sup>th</sup> April was the one thought suited for St Just Town Councillors.

## TC.230 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).

There were no members of the public or press remaining at this time.

## TC.231 Staff Meeting Update

The chair updated the Council on the meeting that took place on 27 March 2023.

### All aspects of staffing

#### New posts

To consider and discuss the Deputy Clerk Role after 6 months. The Deputy Clerk has successfully completed her probation period and enjoying her role.

The Facilities Manager role was going to be reviewed after the Deputy Clerk completes her probation period. The need for Facilities Manager is actually now becoming more clearer to the committee; with increase tasks on taking over the toilets, car parks and having planned several projects ready to roll out in 23/24 all will add more facilities type tasks to the workload in the new FY. In the meantime, the Clerk/Deputy will continue with these tasks. However, the committee felt this role could be reviewed again in a few months and certainly no later than September 2023.

The recruitment interviews of a Business Support Apprentice had taken place and at the college, a candidate was identified to recommended to the full council with all references acceptable.

The role is seen as important and was discussed in length and it was thought key to extending the library opening hours in the 2023/4 and also easing pressure on library staff; who struggle to take leave.

**RESOLUTION:** To appoint to the Business Support Apprentice role subject to all the requirements such as probation period.

## Training

Clerk/Deputy have attended and passed Workplace First Aid, the course was delivered remotely and Library staff will be encouraged to do the same course later in the year.

**NOTED:**

## Pensions Administration

The council are now in the I connect system with the Local Government Pension Scheme with Cornwall Council Cornwall Council have new procedures for reporting employer information to the LGPS pension scheme which requires parish/town councils to use its "I connect" system. The last training session happen in the March 23.

**NOTED:**

## Leave

CALC have informed councils to add extra one day Holiday entitlement from 1 April 2023.

All part time staff are entitled to % of 1 day. This will be added to leave records e.g., a full-time worker on 37 hours gets 1 day someone on 18.5 would get 0.5 of a day.

**NOTED:**

All staff have been attempting to use up leave; especially during February/March 23 but Admin/Library staff still have a leave left to carry over. It is recommended that all remaining leave is carried over, once the new member of staff is fully established this will ease pressure on Library staff to take leave while admin staff should have used carry over leave up by the summer.

**RESOLUTION: To approve the carryover of all leave remaining, the need to carry over leave should not be an issue next year with extra staff and the Council will not approve it to be carried over. The clerk will inform staff of this.**

## New Amended policy documents

To review and agreed the policy documents to recommend them to go to the full council meeting in April 23. More policy documents will come to the next meeting on the journey to create a Staff Handbook. The hard copy of the hand book will be kept in the main office with staff needed to read the documents in the handbook and sign to show they have read and understood it. Access to the Staff Handbook Document will be placed on the shared drive also for staff.

Health and Safety Statement, Equal Opportunities, Discipline Procedures, Grievance Procedures, Lone Working Policy and absence Management Policy.

**RESOLUTION:** The committee agreed to recommend the following policy documents to the full council: Health and Safety Statement, Equal Opportunities, Discipline Procedures, Grievance Procedures, Lone Working Policy and absence Management Policy



### Staff Appraisals

All staff appraisals have been completed by 31 March 23 all staff have met the satisfactory performance level.

### **NOTED**

### **Progression in the Pay Scale's**

Three members of staff are still progressing towards the top of their pay scales all the other remaining staff have reached their top grade. Subject to satisfactory performance the following 3 staff should move to their next grade on 1 April 23.

Library Cleaner from SCP 2 to 3 increase of 20p  
Senior Library assistant SCP 9 to 10 increase of 22p  
Town Clerk & RFO SCP 39 to 40 increase of 54p

**RESOLUTION:** Council adopts the progressions above from 1 April 2023.

### Staff Request

Senior Admin Officer Role wishes to reduce from 15 hours to 10 hours from 1 April 2023. The committee discussed the option and suggested this could be acceptable provided the 10 hours were worked. Monday and Wednesday 9am – 12am (30minute unpaid lunch break) 12.30 - 2.30pm work in the office. Thus dropping Tuesday from the current work commitment.

**RESOLUTION:** To Council accepts the request above to the new working pattern from 1 April 2023.

### TC.232 Devolution Costings

To consider the various costings aspect of the Car Parks and Toilets which were recently taken over by the council. The Cornwall Councillor Mentioned that the car spaces cut into the grass verge are actually the council spaces, but are physical outside the St Just Car Park. The Council is aware the grass verge and the bin were the council and if the The raised area were cars do park; could also be the council unless some historical agreement exists to the contrary.

**RESOLVED** The Town Council accepts the quote and will commission the work subject to some changes to the number of signs and some additional signs and some word changes. The Clerk will check the area outside the car park for ownership but may need to check with Cornwall Council.

### TC.233 War Memorial

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

To consider the costings for work on railings/gate.

**RESOLVED** The Town Council accepts the quote and commissions the work.

TC.234 St Just Church Grass Cutting

To consider the St just church grass cutting contact of £260.26

**RESOLVED** The Town Council accepts the contract.

TC.235 Cornwall Council Legal Services

Every year Cornwall Council Legal Services offering their legal services at a cost to Town and Parish Council The offer email was shared with councillors. The town council have their own Solicitor.

**RESOLVED** The Town Council will not be taking up the offer.

The meeting closed at 9.12 pm

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

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