

# Carlyon Parish Council

Dear Councillor

You are summoned to attend a **virtual** meeting of **Carlyon Parish Council** to be held on **Tuesday 23 March 2021 at 6.00 pm.**

Julie Larter

Mrs Julie Larter  
Clerk  
16 March 2021

01872 501101  
[clerk@carlyon-pc.gov.uk](mailto:clerk@carlyon-pc.gov.uk)

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Join Zoom Meeting  
<https://zoom.us/j/94640260530?pwd=WG12dmtSazlKM1lmc2hoU1VrYWxwUT09>

Meeting ID: 946 4026 0530  
Passcode: 740397

*Please note that under the Openness of Local Government Bodies Regulations 2014 this meeting may be recorded.*

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## AGENDA

### 1. Apologies for Absence

### 2. Minutes of a meeting of the Parish Council held on 23 February 2021

*To resolve that the minutes of the above meeting be signed as a correct record of the meeting* Pages 4-6

### 3. Declarations of Interest on Items on the Agenda

#### (a) Pecuniary Interests

*Declare those interests which have been declared on your Register of Financial Interests relevant to the agenda of the meeting. Whenever the item is being discussed, including public participation, you must leave the room and not take part in the discussion or decision.*

#### (b) Non-registerable Interests

*You must declare Non-Registerable Interests at the start of the meeting or whenever the interest becomes apparent. Then when the matter is being discussed, even during public participation, you must leave the room and not take part in the discussion or decision.*

#### (c) Dispensations

*To consider any requests for dispensations relating to items on the agenda*

#### (d) Gifts and Hospitality

*To declare any gifts or hospitality*

*Please call the Clerk before the meeting if you have any queries about these matters.*

**4. Chairman's Announcements**

**5. Public Participation**

*The Chairman will invite Members of the public to address the meeting in relation to the business to be carried out at the meeting 15 minutes will be allocated for public participation (this can be extended at the Chairman's discretion). Each person addressing the Council will be allocated a maximum of two minutes*

**6. Cornwall Councillor's Report**

*To receive a report from Cllr Tom French CC*

**7. Planning Applications and Related Matters**

*(a) To consider a response to consultation by the Planning Authority on the following planning application and on any applications received after publication of this summons*

(i) PA21/01692 – 52 Chatsworth Way: Proposed rear oak extension and rear office extension, new slate roof and new porch addition

(ii) PA21/01280 – The Cottage, Beach Road: Removal of trees 1 and 2 (Holly trees), removal of limbs on tree 3 (Holm Oak) and removal of tree 4 (Pine trees)

(iii) PA21/00544 – Cranford, 6 Appletree Lane: To dismantle Monterey Cypress (T3) to ground level

(iv) PA21/02467: Land adjacent to A390 Holmbush Road: Non material amendment in respect of PA17/07933 to alter the natural stone produce specified to the type previously approved under PA19/07587 for plots 1,4,35,85,86,97,98,100,101,103,104,114,123,124,125,132, 153,158,268,173,174,175,176,177,178,179,180,181,190

(v) PA21/01340 – Land south of 1 Gloucester Avenue: Application for Outline Planning Consent with all matters reserved for the construction of a new dwelling

(b) To note the current situation regarding the following planning application:

PA20/04542 – 9 Boscundle Close: Proposed woodland holiday lodges and associated works *Permission refused*

**8. Neighbourhood Plan**

*To note the current situation and authorise any expenditure*

**9. Cycle Tour of Britain**

*To consider how the community can get involved in the event which will pass through the parish on 5 September*

**10. Parish Council Elections**

*To note key dates and discuss how to encourage residents to consider standing as candidates*

**11. Parish Projects**

*To receive an update and authorise any expenditure*

**12. Parish Issues**

(i) Tregrehan Playing Fields

*To note the current situation and note any concerns*

(ii) Carlyon Recreation Area

*To note any concerns*

(iii) Beach Development

*To receive a verbal update on a meeting held on 26 February and note any concerns*

(iv) Highways

(a) *To respond to a consultation on the installation of shared use facilities on Par Moor Road*

(previously circulated)

(b) *To consider any response received from the Highways Manager regarding speed reduction measures for Tregrehan*

(c) *To note any highways concerns*

**13. Financial Matters**

*To note the current financial position and authorise payments*

Pages 9-10

**14. Training/Meetings Attended**

*To note any training or meetings attended by members or the Clerk*

**15. Correspondence**

*To note any correspondence received since the last meeting*

Page 11

**16. Dates for the Diary**

*To note dates for members' diaries*

**17. Dates of Forthcoming Meetings** 27 April (Annual Parish Meeting also), 18 May 2021 (Annual Meeting of the Parish Council)

**Note: All meetings will be held virtually until guidance changes**

**MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on TUESDAY 23  
February 2021 at 6.00 pm  
(This was a virtual meeting)**

**Present:** Cllrs Paul Trudgian (Chairman), Graham Entwistle, Myles Breary, Ann Taylor, Alan Moore, Heidi Clemo, Jane Chantrill-Burns, Mike Thompson

**In attendance:** Cllr Tom French, CC: Julie Larter (Clerk); 5 members of the public.

**(20/133) Apologies for Absence**

Apologies were received from Cllr Mark Seckerson.

**(20/134) Minutes of a meeting of the Parish Council held on 26 January 2021**

It was **RESOLVED** that the minutes of a Meeting of the Parish Council held on 26 January 2021 be signed as an accurate record of the meeting.

**(20/135) Declarations of Interest on Items on the Agenda**

There were no declarations of Interest.

**(20/136) Chairman's Announcements**

The Chairman had no announcements to make.

**(20/137) Public Participation**

A member of the public said that he has now submitted a planning application for a 50 space car park in Crinnis Road for use by the primary school. He said that the parish council may feel the addition of a car park is in the interest of the parish. The member of the public asked the Clerk to inform councillors when she receives notification of the application. The member of the public then went on to comment about the long term problem of cliff falls along the coast, in particular at the rear of Monterey Lodge. He commented that this section of Sea Road is very close to the cliffs and if the cliffs fail the SWCP will be severed and would need a diversion. Given that Sea Road is a private road, it is likely that the diversion would be along Beach Road.

**(20/138) Cornwall Councillor's Report**

Cllr French reported that he has received a complaint about the quality of water in the Tregrehan Stream. The Clerk said that she has received a similar complaint and has now ascertained who to speak to in the Environment Agency and she will report the matter. The Chairman commented that there are no longer brown trout in the stream. He also said that the Tregrehan Flood Plan needs updating. Cllr Clemo said that the 3 Bays Wildlife Group have water testing kits and she will liaise with the Chairman about borrowing one.

**(20/139) Planning Applications and Related Matters**

(i) PA21/00431 – 50A Beach Road: Carry out works to trees along Beach Road

It was **RESOLVED** that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council has no objections to the proposed works.

(ii) PA20/10498 – 5 Wheal Regent Park: Part conversion and extension of existing double garage with ancillary accommodation over to form self contained annex

It was **RESOLVED** that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council has no objections to the proposed works provided that any approval is conditioned so that the annex does not become a separate dwelling.

(iii) PA21/00287 – Greenacres, Tregrehan: First storey extension

It was **RESOLVED** that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council has no objections to the proposed works.

(iv) PA21/00544 – Cranford, 6 Appletree Lane: Copper Beech – Crown raise of approx. 2-3m. Crown reduction of approx. 40%. Scots Pine – Removal of lowest limb heading towards house. Also dead wood removal whilst present in crown

It was **RESOLVED** that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council has no objections to the proposed works.

(b) The current situation regarding the following planning applications was noted:

(i) PA20/01824 – 1 Nettles Corner, Boscundle: Construction of rear extension to the property and internal reconfiguration to form additional bedroom, kitchen and dining area and replacement garden room

Cornwall Council issued a 5 Day Protocol letter, the parish council upheld its objection but agreed to disagree with the planning officer and the application has been approved.

(ii) PA20/04542 – 9 Boscundle Close: Proposed woodland holiday lodges and associated works

The Clerk reported that the Environment Agency has now commented and the planning officer has started to write up her report and is minded to refuse the application.

(iii) Crinnis Beach Applications – The Clerk reported that the Environment Agency has raised no objections to the plans and the applicant has submitted a revised travel plan. The planning officer is still waiting for comments from Cornwall Council's Countryside Access Officer and Cornwall Council's Ecologist.

(c) PA20/02910/PREAPP – Beach Road, Windsor Drive and Carlyon Bay Golf Course: Request for a Tree Preservation Order

It was noted that Cornwall Council will not be making a Tree Preservation Order.

#### **(20/140) Neighbourhood Plan**

Cllr Entwistle reported that the consultation period has now finished and a number of comments have been received from statutory consultees which are being considered. The Chairman said that a Basic Conditions Statement was needed and a consultant has been found to undertake the piece of work. It was **RESOLVED that the steering group should engage the consultant at a cost of £700**. The Chairman also said that Cornwall Council's Election Services have decided that no neighbourhood plan referendums will be held at the same time as the elections in May – all referendums have been deferred until later in the year.

#### **(20/141) Policy Review**

The following policies were reviewed: Complaints, Social Media, Information and Data Protection, Disciplinary, Local Government Pension Scheme Employers Discretion Policy, Media and Publicity, Model Publication, Risk Assessment, Risk Management Strategy, Standing Orders, Safeguarding. In addition it was **RESOLVED to adopt a new Equal Opportunities Policy**.

Cllr Moore wished it to be recorded that he voted against the review and adoption on principle as minor amendments had not been highlighted on the policies previously circulated. The Clerk explained that changes had not been highlighted as it was important that councillors considered the whole policy and not just the amendments.

Cllr Thompson wished it to be recorded that he abstained from the vote as he had been unable to view the policies because he could not open the attachments on his iPad.

### **(20/142) Verge Maintenance**

Following the last meeting, councillors had looked at the verges in the parish and concluded that they had not been properly maintained by Cormac. A discussion took place around the perceived benefit of taking over verge maintenance and it was **RESOLVED not to enter into a contract with Cornwall Council to take on the maintenance of the verges within the parish.** The matter will be reviewed next year.

### **(20/143) Parish Projects**

It was **RESOLVED that the following projects should proceed now:**

- (i) Create a wild flower area at the lower end of the play field in Tregrehan**
- (ii) Enter into a license agreement with Cornwall Council to clear vegetation from Cypress Avenue and plant wild flower seeds**
- (iii) Place 2 new picnic benches near the Christmas tree in Tregrehan recreation field**

In addition, a noticeboard will be erected in the Gwallon Keas development but this will be funded from CIL funds.

Cllr Clemo said that the lookout area opposite the Porth Avallen Hotel is a little untidy and views are being obstructed by vegetation. The Clerk is to obtain a quote for trimming them back and the matter will be discussed next month.

### **(20/144) Eden Geothermal Community Fund**

The Chairman said that initially it had been thought that the parish should apply for funding in order to set up a community repair workshop but there may be considerable start up costs involved and he asked if there were any other ideas from councillors. Cllr Thompson suggested planting trees in Tregrehan to assist with flood prevention. As there were no other suggestions at the meeting, the Chairman asked members to email any ideas they may have to him.

### **(20/145) Speed Monitoring**

Following Cormac's speed monitoring exercise discussed last month, The Chairman reiterated his concern at the high number of motorists found to be exceeding the speed limit when travelling down Bodelva Hill. The Highways Manager appears to be unwilling to do anything and the Clerk was asked to request costings for suitable speed reduction measures.

### **(20/146) Parish Issues**

#### **(i) Tregrehan Playing Fields**

The Clerk reported that Cornwall Council is having the fields valued as part of the devolution process and as there is a covenant on the field will be seeking permission from Fields in Trust to transfer the freehold over. The matter is ongoing.

The Clerk was asked to purchase a new padlock for the gate.

#### **(ii) Carlyon Recreation Area**

As there are only 5 years remaining on the lease, the Clerk was asked to contact the hotel with a view to starting talks to renew the lease.

(iii) Beach Development

A liaison group meeting is being held on 26 February and Cllrs Clemo and Thompson will attend, together with Cllr Chantrill-Burns as the Chairman is unavailable.

(iv) Highways Concerns

(a) Pavement Weedspraying

It was **RESOLVED to accept a quote of £789.60 from Complete Weed Control to undertake pavement weed spraying in the parish this year.** Moss spraying is not included in this quote as it is done on a reactive basis when needed.

(b) Other Highways Concerns

The Clerk has received a complaint about encroaching vegetation on the pavement along Beach Road and will contact the Highways Manager.

Cllr Moore asked that a diary note be made to inspect the salt bins in September. It was noted that the salt bin on the junction of Beach Road and Chatsworth Way needs replacing as it is holding water. The clerk will purchase some sacks of road salt now and place the unopened bags in the bin.

Cllr Clemo left the meeting at 6.55 pm.

**(20/147) Financial Matters**

(i) The parish council's asset register was reviewed and found to be in order. Members reviewed the insurance renewal document and felt that the Carthouse is under insured at present and cover should be increased to £50,000. The Clerk will obtain an amended quote. The Clerk mentioned that it is good practice to obtain a professional valuation of buildings from time to time and the matter was deferred until a later date.

(ii) Current balances were noted and the following payments were authorised:

DD	Lloyds Bank	Credit card monthly fee	£3.00
BACS	Lyreco	Stationery	£78.68
BACS	Cornwall Signs	New noticeboard for Tregrehan	£594.00
BACS	Mrs J Larter	February salary	*
BACS	Cornwall Pension Fund	EE and ER contributions	*

**(20/148) Meetings/Training Attended by Councillors or the Clerk**

10 February – Cllr Moore attended the Eden Geothermal Liaison Group meeting. Cllr Moore reported that Eden has been unable to commence drilling as the equipment and operators need to travel from the Czech Republic and it has not been possible to obtain the necessary visas yet.

**(20/149) Correspondence Received**

A list of correspondence had previously been circulated and in addition to this the following correspondence had been received after publication of the agenda:

- A complaint about the Charlestown Leat flooding property in Tregrehan. The Clerk reported that she has contacted Charlestown Harbour Ltd about the matter
- Complaint regarding litter left after the recycling lorry had carried out its collection in Tregrehan last week. The Clerk has reported the matter to Cornwall Council
- Complaint about verges encroaching on pavements in Beach Road – this matter was raised earlier in the meeting.

- Notification of an emergency road closure on the road from A390 into Tregrehan 15 – 19 February
- Request for a memorial bench in Sea Road recreation field

**(20/150) Dates for the Diary**

23 February – Neighbourhood Plan Steering Group  
26 February – CEG Liaison Group meeting – Cllrs Clemo, Thompson and Chantrill-Burns to attend  
26 February – Cycle Tour of Britain meeting – Clerk to attend  
11 March – Community Network Panel Meeting – Cllr Taylor to attend

**(20/151) Dates of Forthcoming Meetings**

23 March, 27 April (also Annual Parish Meeting), 18 May 2021 (Annual Meeting of the Parish Council)

The meeting closed at 7.07 pm.

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Chairman

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Date

DRAFT

## Carlyon Parish Council Budget Monitor Report to 28 February 2021

	Budget £	Expenditure £	% of Budget £
<b>Employee Costs</b>			
Clerk's salary (including oncosts)	£ 10,250.00	£ 8,012.86	78.17%
Training & conference expenses	£ 1,000.00	£ 212.50	21.25%
Clerks Room Allowance	£ 286.00	£ 272.00	95.10%
Clerk's travel and subsistence	£ 300.00	£ 182.70	60.90%
<b>Total employee related costs</b>	<b>£ 11,836.00</b>	<b>£ 8,680.06</b>	<b>73.34%</b>
<b>Administration Costs</b>			
Office expenses	£ 600.00	£ 179.54	29.92%
Postage	£ 150.00	£ 83.66	55.77%
Photocopying	£ 150.00	£ 101.50	67.67%
Office equipment	£ 600.00	£ 344.39	57.40%
Insurance	£ 600.00	£ 357.71	59.62%
Subscriptions	£ 700.00	£ 687.49	98.21%
Website	£ 500.00	£ 295.00	59.00%
Audit Fees	£ 500.00	£ 440.00	88.00%
Bank charges	£ 150.00	£ 110.00	73.33%
Books and Publications	£ 100.00	£ -	0.00%
Meeting Expenses	£ 300.00	£ 30.00	10.00%
<b>Total Administration Costs</b>	<b>£ 4,350.00</b>	<b>£ 2,629.29</b>	<b>60.44%</b>
<b>Other Expenses</b>			
Chairman's Allowance	£ 100.00	£ -	0.00%
Councillors Travel/Subsistence	£ 500.00	£ -	0.00%
Street Furniture Maintenance	£ 1,500.00	£ 520.00	34.67%
Devolved Services	£ 1,000.00	£ 600.00	60.00%
Parish Projects	£ 7,000.00	£ 6,304.63	90.07%
Carlyon Recreation Field	£ 2,000.00	£ 1,720.00	86.00%
Tregrehan Recreation Fields	£ 1,500.00	£ -	0.00%
Footpath maintenance	£ 600.00	£ 610.00	101.67%
Neighbourhood Plan	£ 2,000.00	£ 1,081.23	54.06%
Neighbourhood Plan Grant	£ -	£ -	
<b>Total Other Expenses</b>	<b>£ 16,200.00</b>	<b>£ 10,835.86</b>	<b>66.89%</b>
<b>Total VAT</b>		<b>£ 1,331.40</b>	
<b>Total Expenditure</b>	<b>£ 32,386.00</b>	<b>£ 23,476.61</b>	<b>72.49%</b>
<b>Reserves</b>			
Election Fund	£ 2,000.00	£ -	0.00%
Community building	£ 70,000.00	£ -	0.00%
Flood Alleviation	£ 5,000.00	£ -	0.00%
General Contingency	£ 2,380.00	£ 1,620.00	68.07%
<b>Total Reserves</b>	<b>£ 79,380.00</b>	<b>£ 1,620.00</b>	<b>2.04%</b>
<b>Income</b>			
Precept	£ 26,827.81	£ 26,827.81	100.00%
CTSG	£ -	£ 284.90	
VAT	£ -	£ 1,612.44	

Bank Interest		£ 86.69
CIL		£ 8,287.88
Other Income		£ 1,166.62
<b>Total Income</b>	<b>£ 26,827.81</b>	<b>£ 38,266.34</b>

<b>Balance as at 31/03/2020</b>		£ 99,293.66
	<b>Add income</b>	£ 38,266.34
	<b>Less expenditure</b>	£ 23,476.61
		<b>£ 114,083.39</b>

#### Bank Reconciliation

Balance as at 28/02/2021	Current Account	£ 23,439.33
	Less outstanding payments	£ -
		£ 23,439.33
Balance as at 28/02/2021	Instant Access	£ 90,641.26
	<b>Total Funds Held</b>	<b>£ 114,080.59</b>

## **Correspondence received since 23 February 2021**

- Neighbourhood Planning e-bulletin
- NALC newsletters
- CALC newsletters
- Cornwall Council Localism Vision and Strategy Launch Event recording
- Response from the Environment Agency about Tregrehan stream water quantity/quality
- Cornwall Council consultation on its Climate Emergency DPD pre-submission draft
- Cornwall Council consultation on its China Clay Restoration and Tipping DPD
- Community Network Highways Scheme update
- Cornwall Council Covid updates