

# Carlyon Parish Council

Dear Councillor

You are summoned to attend a **virtual** meeting of **Carlyon Parish Council** to be held on **Tuesday 27 April 2021 at 6.20 pm.**

*Julie Larter*

Mrs Julie Larter  
Clerk  
20 April 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/99673673657?pwd=Z2JJTXVDZUcraWs0WHNhd0wzSTJFZz09>  
Meeting ID: 996 7367 3657  
Passcode: 637476

*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 March 2021

*To resolve that the minutes of the above meeting be signed as a correct record of the meeting* Pages 4-8

### 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 applications and on any applications received after publication of this summons*

*(i) PA21/02465 – Land at Crinnis Beach: Use of the site for "pop-up" leisure and tourism uses on Crinnis each for a temporary period with associated works. Permission is sought for a range of uses within Class E(b), F2(c), as well as drinking establishments (some with expanded food provision), hot food takeaways, drive-in cinema, pop up theatre and water sports activities (Sui Generis)*

*(ii) PA21/02337 – 17 Wheal Regent Close: Works to trees subject to a TPO: Request to prune 4 trees protected by a TPO to control size and prevent encroachment (x2 Cherry trees, Laburnum. Magnolia)*

*(b) To note that the parish council was consulted on PA21/02844 – Land adjacent to A390: Non material amendment in respect of PA18/10255 to adjust the as built position change of plot 9 and proximity to existing boundary. *There was insufficient time for the parish council to respond to the consultation and a "no comment" response was submitted**

*(c) APP/D0840/W/20/3264414 – Land at Holmbush Road: Construction of a Petrol Filling Station and linked store (Sui generis use) and associated development. *To note that this appeal has been dismissed by the Planning Inspector**

**8. Neighbourhood Plan**

*To note the current situation and authorise any expenditure*

**9. Parish Projects**

*To receive an update and authorise any expenditure*

**10. Great British Spring Clean**

*To consider taking part in Keep Britain Tidy's Great British Litter Pick 28 May – 13 June*

**11. 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 9 April
- (iv) Highways
  - (a) To consider a response received from the Highways Manager regarding speed reduction measures for Tregrehan
  - (b) To note any highways concerns

**12. Financial Matters**

- (i) *To note that a further CIL payment has been received in relation to Gwallon Keas* Pages 9-10
- (ii) *To note the current financial position and authorise payments* Appendix (i)

**13. Training/Meetings Attended**

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

**14. Correspondence**

*To note any correspondence received since the last meeting* Page 11

**15. Dates for the Diary**

*To note dates for members' diaries*

**16. Dates of Forthcoming Meetings**

18 May 2021 (Annual Meeting of the Parish Council)  
*Venue TBC but likely to be The Pattern Hall, Foundry Parc*

**MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on TUESDAY 23  
March 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, Mark Seckerson

**In attendance:** Cllr Tom French, CC: Julie Larter (Clerk); 6 members of the public.

**(20/152) Apologies for Absence**

There were no apologies.

**(20/153) Minutes of a meeting of the Parish Council held on 23 February 2021**

It was **RESOLVED** that the minutes of a Meeting of the Parish Council held on 23 February 2021 be signed as an accurate record of the meeting.

**(20/154) Declarations of Interest on Items on the Agenda**

Cllr Clemo declared an interest in agenda item 7 (ii) as she is the applicant for the planning application.

**(20/155) Chairman's Announcements**

The Chairman had no announcements to make.

**(20/156) Public Participation**

A member of the public said that the planning application he spoke about last month has been delayed as Cornwall Council has requested a topographical survey.

A member of the public introduced himself as a prospective candidate in the Cornwall Council elections in May. The Chairman thanked the member of the public for his support at the meeting of Cornwall Council when the outcome of the Community Governance Review was determined.

**(20/157) Cornwall Councillor's Report**

Cllr French reported that he had cause to visit the Gwallon Keas estate recently and he was pleased to note that possibly 2/3 of the homes are now occupied. The Chairman commented that parking already appeared to be quite tight.

**(20/158) Planning Applications and Related Matters**

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

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

Cllr Clemo was placed in the waiting room.

(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)

The Chairman invited Mr Clemo to outline the background to the application.

**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 work.**

Cllr Clemo was returned to the meeting.

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

**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 work.**

(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

**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 amendment.**

(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

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

(b) It was noted that permission has been refused for PA20/04542 – 9 Boscundle Close: Proposed woodland holiday lodges and associated works. An enforcement case has been opened with Cornwall Council and the Clerk was asked to ask the case officer to request that the land be reinstated to its former condition.

### **(20/159) Neighbourhood Plan**

The Steering Group are currently working through necessary changes.

### **(20/160) Cycle Tour of Britain**

The Cycle Tour of Britain will start at Penzance on 5 September and will pass through Tregrehan at around lunchtime on that day. The organisers are keen that communities get involved in celebrating the event. It was **RESOLVED that a working party be set up to organise a suitable community event. The group will comprise of the Chairman, Cllrs Clemo and Seckerson.**

### **(20/161) Parish Council Elections**

Elections for the Parish Council, Cornwall Council and the Police and Crime Commissioner for Devon and Cornwall will take place on 6 May. The Clerk outlined key dates for parish council elections. Details of the elections are on Cornwall Council's website and candidate packs can be obtained from the Clerk.

### **(20/162) Parish Projects**

Cornwall Council is content with plans to plant a wildflower area and install additional picnic benches in Tregrehan Recreation fields. The Chairman met with the council's contractor and have decided the wildflower area in Tregrehan play park should run along the inner river bank for approx. 15m. The Chairman and contractor have also marked out where the picnic tables will go in the football field. The Clerk has ordered the picnic tables and the wild flower seeds.

It was **RESOLVED to proceed with work to remove Ivy from the carhouse and re-roof the building and a quote for approximately £1500 was accepted. The work will be funded from CIL funds.**

The Clerk reported that Cormac require a planting scheme before granting a license to maintain Cypress Avenue verge. The Clerk has arranged to meet Darren Hawkes who advised SABEF on the St Austell greening scheme for advice and planting was deferred to the autumn.

The next newsletter is due to be published in June and the Chairman asked for ideas for copy. A member of the public suggested that the newsletter should include an acknowledgement to Cllr Entwistle for his work with the Neighbourhood Plan and Cllr Tom French for his service to Cornwall Council.

### **(20/163) Parish Issues**

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

The devolution process is ongoing. Cornwall Council has confirmed that it is happy for the parish council to undertake small improvements to the field before conclusion of the asset transfer.

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

The Clerk reported that she has spoken to the agent for the hotel about various outstanding issues and he is progressing these. A member of the public reported that vegetation is encroaching onto the section of pavement on Beach Road leading from the Sea Road crossroads to the beach car park and the Clerk asked the hotel's agent to action appropriately.

It was reported that fencing adjacent to the kissing gate on the permissive path leading into the field needs repairing and the Clerk will action accordingly.

#### **(iii) Beach Development**

Cllr Clemo reported that she attended a liaison group meeting on 26 February. If all goes to plan the next piece of work will be in August and then a contract will go out to tender. CEG are hoping that work will commence in the spring.

A further liaison group meeting will be held in April to discuss plans for activities on the beach over the summer. Plans so far include a bar, Cornish Cricket, Sweat Cornwall, yoga, pop-up vans and a cake shop.

The car park will be closed for ½ a day shortly to enable resurfacing to be undertaken.

Cllr Thompson reported that Cornwall Council has asked CEG to review how materials and plant are brought onto the site and he said the parish council will need to be alert to ensure that residents and the golf club are not affected.

#### **(iv) Highways Matters**

(a) Consultation on the installation of a shared use path on Par Moor Road  
It was **RESOLVED to respond stating that the parish council supports the proposal but enquired whether the street lights are to be replaced with more environmentally friendly lights.**

(b) Speed reduction measures in Tregrehan  
The Clerk is expecting costings from the Highways Manager at the end of the month. Any scheme will entail a Traffic Regulation Order which will cost in the region of £6,000 in addition to the cost of the scheme.

(c) Other Highways Concerns  
The Clerk reported an incident of suspicious activity on Cypress Avenue last month to the Police. Following the report an individual has been charged with possession of drugs.

### **(20/164) Financial Matters**

Current balances were noted and the following payments were authorised:

DD	Lloyds Bank	Credit card monthly fee	£3.00
BACS	St Austell Bay PC	Printing charges	£9.46
		50% share of Clerks attendance at Regional Training Roadshow	£22.50
BACS	Arthur J Gallagher	Insurance renewal premium	£405.66
BACS	Cornwall ALC	Good Councillor guides	£13.50
BACS	Mrs J Larter	Expenses	£101.75
		March salary	*
BACS	Cornwall Pension Fund	EE and ER contributions	*
BACS	HMRC	Quarterly PAYE/NI	*

Cllr Moore re-iterated his complaint to the Clerk about the way she records postage. The Clerk pointed out that the council's Financial Regulations state that it is the duty of the Responsible Financial Officer to set up appropriate accounting procedures and her system was set up over 11 years ago and she has received no other complaints about it. It was noted that all other councillors are happy with the way the Clerk records postage.

### **(20/165) Meetings/Training Attended by Councillors or the Clerk**

23 February – The Chairman and Cllr Entwistle attended a Neighbourhood Plan Steering Group meeting

26 February – The Clerk attended a Cycle Tour of Britain meeting

26 February – Cllrs Clemo and Thompson attended a beach liaison group meeting

5 February – The Clerk attended a meeting of clerks to smaller councils

9 March – The Chairman conducted the Clerk's annual appraisal

11 March – Cllr Taylor and the Clerk attended the St Austell and Mevagissey Community Network Meeting. Cllr Taylor reported that at the meeting Cllr Clemo gave a presentation on the Census. There was a presentation from the Citizens Advice Bureau on gambling awareness and a review of the Gambling Act 2005 is in progress. A representative of St Austell Foodbank gave a presentation about the impact of Covid on food poverty in the area and how families were suffering. This was followed by Inspector Gard of Devon & Cornwall Police who reported a 10.4% reduction in crime with the exception of possession of drugs and weapons, and he stated that there has been an increase in domestic violence. He is anticipating the force to be very busy following the easing of lockdown. Cornwall Council has resumed face to face Planning Committee meetings in the Chamber.

Cllr Taylor encouraged other councillors to attend future meetings as they usually cover a wide range of topics.

**(20/166) Correspondence Received**

A list of correspondence had previously been circulated.

**(20/167) Dates for the Diary**

There were no dates for the diary.

**(20/168) Dates of Forthcoming Meetings**

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

The meeting closed at 6.41 pm

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Chairman

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Date

DRAFT

## Carlyon Parish Council Budget Monitor Report to 31 March 2021

	Budget £	Expenditure £	% of Budget £
<b>Employee Costs</b>			
Clerk's salary (including oncosts)	£ 10,250.00	£ 8,961.34	87.43%
Training & conference expenses	£ 1,000.00	£ 235.00	23.50%
Clerks Room Allowance	£ 286.00	£ 272.00	95.10%
Clerk's travel and subsistence	£ 300.00	£ 224.55	74.85%
<b>Total employee related costs</b>	<b>£ 11,836.00</b>	<b>£ 9,692.89</b>	<b>81.89%</b>
<b>Administration Costs</b>			
Office expenses	£ 600.00	£ 194.54	32.42%
Postage	£ 150.00	£ 128.56	85.71%
Photocopying	£ 150.00	£ 110.96	73.97%
Office equipment	£ 600.00	£ 344.39	57.40%
Insurance	£ 600.00	£ 763.37 <sup>1</sup>	127.23%
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	£ 134.00	89.33%
Books and Publications	£ 100.00	£ 13.50	13.50%
Meeting Expenses	£ 300.00	£ 30.00	10.00%
<b>Total Administration Costs</b>	<b>£ 4,350.00</b>	<b>£ 3,141.81</b>	<b>72.23%</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>£ 25,001.96</b>	<b>77.20%</b>
<b>Reserves</b>			
Election Fund	£ 2,000.00	£ -	0.00%
Community building	£ 70,000.00	£ -	0.00%
Flood Allieviation	£ 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>	£ 25,001.96
		<b>£ 112,558.04</b>

<b>Bank Reconciliation</b>		
Balance as at 31/03/2021	Current Account	£ 21,916.98 <sup>2</sup>
	Less outstanding payments	£ -
		£ 21,916.98
Balance as at 31/03/2021	Instant Access	£ 90,641.26 <sup>2</sup>
	<b>Total Funds Held</b>	<b>£ 112,558.24</b>

<sup>1</sup> Premiums for 2020/21 and 2021/22 were both paid this financial year

<sup>2</sup> See Appendix (i) for bank statements to confirm

## **Correspondence received since 23 March 2021**

- NALC newsletters
- CALC newsletters
- Citizens Advice Cornwall Newsletter
- Press Release from Imerys regarding trespassing on their land
- Notification of road closure – Cypress Avenue 14 – 15 April 1900-0700 hours
- Consultation from Cornwall Council on European Sites SPD
- Eden Geothermal update
- CALC survey on the return of physical meetings (Clerk responded)
- Freedom of Information request regarding littering and fly tipping (Clerk responded)
- Correspondence regarding the delivery of plant and commencement of drilling as part of the Eden Geothermal Project
- Survey from Sustainable Food Cornwall (forwarded for members to complete in a personal capacity)