

Carlyon Parish Council

Dear Councillor

You are summoned to attend the **Annual Meeting** of **Carlyon Parish Council** to be held on **Tuesday 18 May 2021 at 6.00 pm** in **The Pattern Hall, Charlestown Road**

Julie Larter

Mrs Julie Larter
Clerk
13 May 2021

01872 501101
clerk@carlyon-pc.gov.uk

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

AGENDA

- 1. Election of a Chairman**
- 2. Chairman to sign Declaration of Acceptance of Office**
- 3. Election of a Vice Chairman**
- 4. General Power of Competence**
To confirm the council meets the requirements needed for the General Power of Competence and to adopt
- 5. Apologies for Absence**
- 6. Minutes of a meeting of the Parish Council held on 27 April 2021**
To resolve that the minutes of the above meeting be signed as a correct record of the meeting
- 7. 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

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

8. Chairman's Announcements

9. 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

10. Cornwall Councillor's Report

Cllr James Mustoe, newly elected Ward Member for Mevagissey and St Austell Bay will introduce himself

11. Planning Applications and Related Matters

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) PA21/03433 – The Eden Project, Bodelva Road: Certificate of Lawfulness for lawful development certificate for the works to realign a short stretch of the private road affected. The design minimises the works by effectively sliding the road over by the width of half one carriageway locally to the slip area

(ii) PA21/03892 – East of 2 Gwartha Close: Application for works to an Ash tree (T1) covered by a Tree Preservation Order – Reduction of limbs to west side

12. Neighbourhood Plan

To note the current situation and authorise any expenditure

13. Parish Projects

To receive an update and authorise any expenditure

14. Appointments to Working Parties and other bodies

- (i) Community Network Panel representative
- (ii) Sea Road Recreation Field Working Party
- (iii) Environment and Climate Change working Party
- (iv) Beach Liaison Group
- (v) Eden Geothermal Community Liaison Group (Cllr Breary)

15. Emergency Scheme of Delegation

To consider putting into place an emergency scheme of delegation

Appendix (i)

16. Cornwall Code of Conduct

To adopt a new Code of Conduct

Appendix (ii)

17. Parish Councillor Vacancies

To consider how the council will deal with filling current and future vacancies and whether to write and adopt a co-option policy

18. Parish Issues

- (i) Tregrehan Playing Fields
To note the current situation and note any concerns
- (ii) Carlyon Recreation Area
To note any concerns regarding the field and to receive a verbal report on a meeting held on 12 May to discuss parking on Sea Road
- (iii) Beach Development
To note the current situation
- (iv) Noticeboard for Gwallon Keas
To note the current situation
- (v) Highways
 - (a) *To consider how to fund safety improvements to Bodelva Hill*
 - (b) *Notification of a road closure notice 7 – 11 June A391 to Tregrehan Mills 1900-0600 daily*
 - (c) *To note any other highways concerns*

19. Financial Matters

- (i) *To note the Internal Auditor's Report*
- (ii) *To agree the Annual Governance Statement*
- (iii) *To agree the Annual Accounting Statement*
- (ii) *To note the current financial position and authorise payments*

Appendix
(iii)

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20. Training/Meetings Attended

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

21. Correspondence

To note any correspondence received since the last meeting

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22. Dates for the Diary

To note dates for members' diaries

23. Dates of Forthcoming Meetings

To agree dates for future meetings: 15 June, 20 July, (Aug only if required – date to be set), 21 Sept, 19 Oct, 16 Nov, 21 Dec, 18 Jan, 15 Feb, 15 March, 19 April. Venues to be confirmed

**MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on TUESDAY 27
APRIL 2021 at 6.20 pm
(This was a virtual meeting)**

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

In attendance: Cllr Tom French, CC: PCSO Julie Carpenter; Julie Larter (Clerk); 9 members of the public.

(20/169) Apologies for Absence

Apologies were received from Cllrs Heidi Clemo and Mark Seckerson.

(20/170) Minutes of a meeting of the Parish Council held on 23 March 2021

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

(20/171) Declarations of Interest on Items on the Agenda

There were no declarations of interest.

(20/172) Chairman's Announcements

The Chairman had no announcements to make.

(20/173) Public Participation

A member of the public enquired about progress with a notice board for Gwallon Keas. The Clerk replied that the matter has yet to go the estate's Community Interest Company for approval.

A member of the public, referring to traffic and parking issues on Sea Road highlighted wording on the sign on Sea Road Recreation Field gate. As had been discussed at the Annual Parish Meeting, it was agreed that the Chairman will meet with the Sea Road Traffic sub group to discuss. The Chairman said that the parish council remains cognisant that during the summer months there is a problem which will only get worse when CEG commences construction on the beach and that the parish council will scrutinise CEG's traffic plan. The member of the public reminded those present that the bye-law relating to Sea Road remains in place.

A member of the public introduced herself as a candidate in the forthcoming Cornwall Council elections.

(20/174) Cornwall Councillor's Report

Cllr French mentioned that last summer a Temporary Traffic Order had been agreed on Porthpean Beach Road which permitted the placing of no parking traffic cones to control parking on the road and this temporary order was being re-enacted once more this summer. At a recent meeting of Cornwall Council Cllr French tried to get similar measures introduced county-wide but his motion had failed.

(20/175) Planning Applications and Related Matters

(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)

It was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council supports this application.**

The Clerk gave an update on outstanding Beach applications: Cornwall Council is currently finalising the Deed of Variation and agreeing conditions with the applicant, after which it will be in a position to determine the applications.

(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)

It was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that subject to the Tree Officer being content, the parish council has no objections to the proposed work provided it is undertaken outside of the bird nesting season.**

(b) It was noted 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. It was noted that this appeal has been dismissed by the Planning Inspector.

(20/176) Neighbourhood Plan

Cllr Entwistle reported that the steering group are now just about at the point where they have all the information they need. Documents will be added to the website shortly and the Chairman will liaise with his contact who will write the Basic Conditions Statement.

(20/177) Parish Projects

The Chairman said that he intends using the community noticeboard in Tregrehan to display historical photographs and articles outlining the history of Tregrehan Mills. He said it would be his wish that a similar display could be put up in Carlyon Bay.

(20/178) The Great British Spring Clean 28 May – 13 June

It was **RESOLVED to organise a litter pick around the parish.** The Chairman will organise and Cllrs Breary and Chantrill-Burns offered to help together with the Clerk. A member of the public expressed an interest in helping and offered the loan of additional equipment. The Chairman will check how much equipment there is in the Carhouse. The date is yet to be set but it will be advertised on the website, on noticeboards and on social media.

(20/170) Parish Issues

(i) Tregrehan Playing Fields

The Clerk reported that the devolution programme across Cornwall is being reviewed and prioritised because of the large number of projects it is currently struggling to work on.

When the current batch of projects is complete, the next ones will start and Tregrehan is in that batch, which will hopefully be in the next 2 – 3 months.

(ii) Carlyon Recreation Area

No response has been received from the hotel's agent regarding outstanding matters. Cllr Chantrill-Burns commented on how clean the field is looking with much less dog fouling than last year.

Cllr Moore urged the council to consider adopting a name for the field and to provide appropriate signage. The matter will be a future agenda item.

(iii) Beach Development

Cllr Thompson reported that he and Cllr Chantrill-Burns attended a liaison group meeting at which it was reported that there are no more hurdles left in the planning process. It is anticipated that 1200 jobs will be created which will put a lot of pressure on Granite Gate. Once planning permission is granted work will start at the end of the year with a view to sea defences being completed next year. The public right of way may be interrupted when services are installed.

(iv) Highways Matters

(a) Speed Reduction Measures for Tregrehan

The Clerk has received approximate costings for safety improvement work on Bodelva Hill: A traffic build out would cost c£6-8k, and additional 30m of footway would cost c£5-9k, 20MPH roundels and dragons teeth/rumble bars would cost c£2,000 plus the cost of a consultation. The Clerk suggested that a bid could be submitted to the Community Network Highways Scheme after the election.

Cllr Moore said that the parish council is not short of money and speed reduction should be a priority given the proximity of the road to the playing field. Next month it will be discussed whether to put a bid into the Community Network Highways Scheme or to pay for work out of parish council funds.

(b) Other Highways Concerns

The Clerk has followed up the parish council's bid to have kerbstones on Beach Road lowered as she noticed that the scheme has not yet been costed. The Highways Manager said that the proposal was proving to be expensive due to the number of junctions off the road and the need to include pedestrian walkways. The proposal will remain on the table for consideration when other projects have been fully costed and there is an understanding of the level of funds remaining.

The Clerk has reported to Cornwall Council that one of the green lights on the traffic lights by Cypress Avenue railway bridge is not working.

Cllr Entwistle left the meeting.

(20/180) Financial Matters

(a) It was noted that £2,854.39 has been received from Cornwall Council by way of Community Infrastructure Levy relating to 51a Sea Road.

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

DD	Lloyds Bank	Credit card bill	£99.44
BACS	Biffa	Annual litter bin contract, Sea Road Rec	£280.80
BACS	Cornwall ALC	Annual membership subscription	£605.44
BACS	MA Grigg	New padlock for Tregrehan Rec gate	£21.82
BACS	Vision ICT	Website changes	£84.00

BACS	Mrs J Larter	Salary	*
BACS	Cornwall Pension Fund	EE and ER contributions	*
BACS	HMRC	Quarterly PAYE/NI	*

(c) It was noted that the first half of the precept has now been received.

(20/181) Meetings/Training Attended by Councillors or the Clerk

- 23 March – Neighbourhood Plan Steering Group
- 24 March – Clerk attended the SLCC Regional Training Roadshow
- 26 March – Clerk attended SLCC Cornwall branch meeting
- 23 April – Cllrs Thompson and Chantrill-Burns attended a Beach Liaison Group meeting

(20/182) Correspondence Received

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

- Email from a resident enquiring about ownership of a tree on the permissive path between Kent Avenue and Haddon Way (The Clerk and Cllr Breary met to discuss)

(20/183) Dates for the Diary

12 May – Eden Geothermal Liaison Group meeting (Cllr Breary to attend)

(20/184) Dates of Forthcoming Meetings

18 May 2021 (Annual Meeting of the Parish Council)

It is probable that this meeting will be held in The Pattern Hall, Foundry Parc.

The meeting closed at 6.59 pm

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Chairman

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Date

Carlyon Parish Council Budget Monitor Report to 30 April 2021

	Budget £	Expenditure £	% of Budget £
Employee Costs			
Clerk's salary (including oncosts)	£ 10,250.00	£ 1,018.28	9.93%
Training & conference expenses	£ 1,000.00	£ -	0.00%
Clerks Room Allowance	£ 320.00	£ -	0.00%
Clerk's travel and subsistence	£ 300.00	£ -	0.00%
Total employee related costs	£ 11,870.00	£ 1,018.28	8.58%
Administration Costs			
Office expenses	£ 750.00	£ -	0.00%
Postage	£ 200.00	£ -	0.00%
Photocopying	£ 150.00	£ -	0.00%
Office equipment	£ 600.00	£ -	0.00%
Insurance	£ 600.00	£ -	0.00%
Subscriptions	£ 800.00	£ 521.17	65.15%
Website	£ 500.00	£ 70.00	14.00%
Audit Fees	£ 500.00	£ -	0.00%
Bank charges	£ 150.00	£ -	0.00%
Books and Publications	£ 100.00	£ -	0.00%
Meeting Expenses	£ 300.00	£ -	0.00%
Total Administration Costs	£ 4,650.00	£ 591.17	12.71%
Other Expenses			
Chairman's Allowance	£ 100.00	£ -	0.00%
Councillors Travel/Subsistence	£ 500.00	£ -	0.00%
Street Furniture Maintenance	£ 1,500.00	£ -	0.00%
Parish Maintenance	£ 10,000.00	£ 260.20	2.60%
Parish Projects	£ 6,000.00	£ 39.58	0.66%
Carlyon Recreation Field	£ 1,500.00	£ 32.76	2.18%
Tregrehan Recreation Fields	£ 1,500.00	£ -	#REF!
Footpath maintenance	£ 600.00	£ -	0.00%
Neighbourhood Plan	£ 2,000.00	£ -	0.00%
Neighbourhood Plan Grant	£ -	£ -	
Total Other Expenses	£ 23,700.00	£ 332.54	1.40%
Total VAT		£ 164.79	
Total Expenditure	£ 40,220.00	£ 2,106.78	5.24%
Reserves			
Election Fund	£ 3,000.00	£ -	0.00%
Community building	£ 75,000.00	£ -	0.00%
General Contingency	£ 10,000.00	£ -	0.00%
Total Reserves	£ 88,000.00	£ -	0.00%
Income			
Precept	£ 28,671.49	£ 14,441.28	50.37%
CTSG	£ -	£ 105.53	
VAT	£ -	£ -	

CIL		£ 8,287.88
Other Income		£ 1,166.62
Total Income	£ 28,671.49	£ 24,001.31

Balance as at 31/03/2020		£ 99,293.66
	Add income	£ 24,001.31
	Less expenditure	£ 2,106.78
		£ 121,188.19

Bank Reconciliation

Balance as at 30/04/2021	Current Account	£ 21,916.98
	Less outstanding payments	£ -
		£ 21,916.98
Balance as at 30/04/2021	Instant Access	£ 90,641.26
	Total Funds Held	£ 112,558.24

Correspondence received since the last meeting

- NALC newsletters
- CALC newsletters
- Correspondence regarding a tree on a permissive path off Kent Avenue
- Invitation to attend Code of Conduct training