

Carlyon Parish Council

Dear Councillor

You are summoned to attend a **Meeting** of **Carlyon Parish Council** to be held on **Tuesday 15 June 2021 at 6.00 pm** in **The Pattern Hall, Charlestown Road, Charlestown**

Julie Larter

Mrs Julie Larter
Clerk
8 June 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. Apologies for Absence

2. Minutes of a meeting of the Annual Meeting of the Parish Council held on 18 May 2021

To resolve that the minutes of the above meeting be signed as a correct record of the meeting Pages 4-9

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 James Mustoe

7. 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) PA21/03919 – 5 Wheal Regent Park: Work to tree covered by a Tree Preservation Order (mature Turkey Oak tree to have encroaching branch pruned)

(ii) PA21/04331 – 5 Wheal Regent Park: Demolition of existing conservatory and construction of single storey sun room

(iii) PA21/04975 – 17 Fairway: Rear two storey extension, larger side garage and front porch

(iv) PA21/01311 – Land south of Duporth Road: Full planning application for proposed two units of affordable housing at land adjoining 31 Charlestown Road in conjunction with outline application for 6 open market housing on Duporth Road and proposed off road parking on Crinnis Road

(v) PA21/00733 – St Austell China Clay Area ROMP: EIA Scoping Opinion Request for St Austell China Clay Area ROMP

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

8. Neighbourhood Plan

To note the current situation and authorise any expenditure

9. Parish Projects

(i) Jubilee Tree Planting

To discuss options

(ii) To receive an update on current projects and authorise any expenditure

10. Parish Councillor Vacancies

To agree and adopt a co-option policy

Pages 10-11

11. Parish Issues

- (i) Tregrehan Playing Fields
To note the current situation and note any concerns
- (ii) Carlyon Recreation Area
 - (a) *To consider a new sign for the main entrance gate*
 - (b) *To receive an update on proposed parking restriction measures*
 - (c) *To note any concerns*
- (iii) Beach Development
To note the current situation
- (iv) Noticeboard for Gwallon Keas
To note the current situation
- (v) Tregrehan Methodist Church
To note whether discussions have taken place
- (vi) Highways
 - (a) *To note a proposed road closure Tregrehan Mills – Vounder Clay Works 12 – 16 July (24 hours)*
 - (b) *To note any other highways concerns*

12. Financial Matters

To note the current financial position and authorise payments

Pages 12-13

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

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15. Dates for the Diary

To note dates for members' diaries

16. Dates of Forthcoming Meetings

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 THE ANNUAL MEETING OF CARLYON PARISH COUNCIL held on TUESDAY 18 MAY 2021 at 6.00 pm in The Pattern Hall, Charlestown

Present: Cllrs Paul Trudgian (Chairman), Myles Breary, Ann Taylor, Jane Chantrill-Burns, Heidi Clemo, Mark Seckerson

In attendance: Cllr James Mustoe, CC; Helen Nicholson, Community Link Officer, CC; Julie Larter (Clerk); 5 members of the public.

(21/001) Election of a Chairman

Cllr Trudgian was elected as Chairman for the forthcoming year.

(21/003) Declaration of Acceptance of Office

The Chairman duly signed his Acceptance of Office.

(21/004) Election of a Vice Chairman

Cllr Clemo was elected as Vice Chairman for the forthcoming year.

(21/005) General Power of Competence

It was **RESOLVED** that the council met the criteria for the General Power of Competence and the Power was adopted.

(21/006) Apologies for Absence

There were no apologies.

(21/007) Minutes of a meeting of the Parish Council held on 27 April 2021

It was **RESOLVED** that the minutes of a Meeting of the Parish Council held on 27 April 2021 be signed as an accurate record of the meeting.

(21/008) Declarations of Interest on Items on the Agenda

There were no declarations of interest.

(21/009) Chairman's Announcements

The Chairman welcomed Cllrs Chantrill-Burns and Seckerson to their first physical meeting. The Chairman then went on to say that it had been a long-term aspiration of the parish council to purchase Tregrehan Methodist Church and he has made an approach to the Methodist Church. The church is currently undertaking a property rationalisation exercise and are entering into negotiations with some parish councils to sell property. Any sale would be dependent upon a covenant being attached to ensure future worship. The Chairman said that he is very conscious of there being 2 wards in the parish but it was proving impossible to find a suitable location for a community building in Carlyon Bay. However he will put out a call for possible sites in the forthcoming newsletter. The Chairman stressed that the conversation with the Methodist Church is only tentative at this

time and he is waiting for a meeting to be arranged with the church, which he will attend with the Clerk.

(21/010) Public Participation

A member of the public said that Sea Road Residents Association is exploring ways of controlling parking on Sea Road and said that he would welcome the creation of a hardstanding for cars adjacent to the recreation field entrance. He then went on to say that an outline planning application for a development in a neighbouring parish has now been submitted and as part of the application, there is an intention to create a 50 space car park for Charlestown School. Cllr Clemo pointed out that at a meeting with the head teacher held last year, the Headteacher said that the school would be unable to pick up the cost of running such a car park.

A member of the public introduced herself as a Director of Sea Road Residents Association said that if the parish council was minded to proceed with creating a parking area, consideration must be given for a space for disabled motorists.

Helen Nicholson introduced herself as the Community Link Officer for the St Austell and Mevagissey Community Network Area. She said explained that there are 8 parishes in the Network and their role is to provide the link between Cornwall Council and parish councils to work on issues jointly when required – one such issue is that of climate change which is a priority with adjacent networks. Ms Nicholson thanked the council for its co-ordination of Covid support in the parish.

(21/011) Cornwall Councillor's Report

Cllr Mustoe introduced himself as the new Divisional Member for Mevagissey and St Austell Bay. He explained that he has been the Member for Mevagissey for the past 7 years and likes to work closely with parish councils and acts as the voice for parishes in Cornwall Council. He is keen to get involved with parish projects. He is meeting officers from Cormac this week to discuss the footpath closure at Duporth and also with CEG regarding the beach development.

(21/012) Planning Applications and Related Matters

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

The Council had no comment to make.

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

The Clerk was asked to respond stating that the parish council has concerns that the proposal is for aesthetic changes only and its comment would be subject to the Tree Officer's opinion.

(21/013) Neighbourhood Plan

Mr Malcolm reported that the group is still working on a number of queries but staff shortages in Cornwall Council is making it difficult to get answers. The matter is ongoing.

(21/014) Parish Projects

Celebration for The Cycle Tour of Britain

The Chairman reported that a marquee had kindly been donated by Cornwall Football Golf. Imerys Male Voice Choir have offered their services free of charge but councillors felt that a donation should be made. Provision has been made for food and drink and an ice cream bicycle is available. It was **RESOLVED to allocate £1500 towards a party in Tregrehan. Cllrs Chantrill-Burns, Clemo, Seckerson and Breary along with the Chairman offered to help set up.**

Enhancement of Cypress Avenue

This will be an ongoing project. The Chairman has spoken to Carlyon Bay Campsite who have kindly agreed to give a cash donation and the loan of some equipment. The Chairman will speak to CEG to see if they would like to make a contribution. Cllr Mustoe offered to be involved.

History Board

It was **RESOLVED to allocate a budget of £50 for printing and laminating articles to go on the community board in Tregrehan Mills.**

The Chairman said that an additional noticeboard could be purchased for Carlyon Bay to accommodate historic documentation in a similar way, which would enable information to be changed occasionally, or an interpretation board could be commissioned. The matter will be considered once a reply has been received from Brend Hotels. Consideration was also given to erecting a board in front of the car park at Beach Road shopping precinct or in the bus shelter itself. The Clerk is to write to land agent.

Wild Flower Planting

The Chairman reported that seeds have now been sown in Tregrehan and Carlyon Bay fields.

Parish Newsletter

The Chairman will circulate to councillors a suggested list of topics for the next newsletter. The newsletter will ask for name suggestions for the recreation fields in Carlyon Bay and Tregrehan and respective names will be chosen at the July meeting. It was **RESOLVED to allocate £450 towards the cost of printing the newsletter.** Cllr Mustoe offered to help deliver them.

(21/015) Appointments to Working Parties and Other Bodies

It was **RESOLVED to appoint the following**

(i) Community Network Panel Representatives

Cllrs Taylor and Chantrill-Burns

(ii) Sea Road Recreation Field Working Party

Cllrs Taylor, Trudgian; Robin Malcolm, Juliet Aylward and Ken Stark

(iii) Environment

Cllrs Clemo, Trudgian, Chantrill-Burns, Breary

(iv) Beach Liaison Group

Cllrs Trudgian, Clemo and Chantrill-Burns

(v) Eden Geothermal Liaison Group

Cllrs Breary and Seckerson

(21/016) Emergency Scheme of Delegation

It was **RESOLVED that the council delegates authority to the Clerk in consultation with the Chairman and Vice Chairman to take any actions necessary with associated expenditure to protect the interests of the community and ensure council business continuity, informed by consultation with the members of the**

council. The scheme of delegation will be reviewed no later than September 2021.

(21/017) Code of Conduct

It was **RESOLVED** to adopt a new Code of Conduct.

(21/018) Parish Councillor Vacancies

Following recent elections, 3 vacancies remain on the council and it was decided that the Clerk should draft a co-option policy for consideration at the next meeting.

(21/019) Parish Issues

(i) Tregrehan Playing Fields

There has been no progress with the devolution programme. The Clerk is to remove some graffiti from the football posts and the back of the noticeboard.

(ii) Carlyon Recreation Area

The Chairman explained that the council has been approached by Sea Road Residents Association who are concerned about parking in Sea Road. This is a private road and it is the residents' prerogative to determine what happens on the road. Consideration is being given to stopping all parking on the road but the Chairman of the Residents Association would like to see some parking permitted. The Chairman explained that under the terms of the lease on the field the parish council has a right to use Sea Road and it is important that the community can continue to access the field. The Chairman, Cllr Taylor and the Clerk met with representatives from the Residents Association on 12 May and it was suggested that some of the verge to the right of the field gate could be converted into a public parking area. There would be lots of hoops to jump through in order to achieve this, not least of which would be an extension of the lease, and how parking would be controlled. The Chairman has made an approach to the owner of a field on Cypress Avenue to see if it would be possible to create a parking area there but the owner declined.

It was **RESOLVED that the following statement be adopted:**

The Parish Council is very concerned about the volume of cars parking on Sea Road and furthermore parking without consideration to resident access and the safety of other road users.

We know this is particularly problematic during the summer months when the beach and golf club car parks are at capacity. We believe this situation has been exacerbated by the removal of parking on the beach and also by the over-development of properties on Sea road, which the Parish Council has always tried to defend against. Further to this we believe the situation is likely to worsen should the beach development commence.

Although Sea Road is a private road and residents are free to identify and implement any legal solution they wish, the parish council is an occupier of the road, through its lease of the recreation field and consequently enjoys the same rights of access as the residents.

Therefore we are pleased that Sea Road Residents Association (SRRRA) have kindly consulted with us to help identify a solution with the parking issue.

Before further discussions are held, we believe it is important to set out the parish council's position as a matter of public record.

Firstly, the parish council lease the recreation field so that it is accessible and available to be enjoyed by the whole community, as they have been for many years. Secondly, again

for many years, the community has been able to park on Sea Road to access the fields and this has occurred without direct challenge.

Based on the established use of, and access to this public amenity, the parish council would not support any solution that did not provide for dedicated parking spaces for public use and did not have a majority consensus from Sea Road residents.

SRRA now intend to seek the views of Sea Road residents on potential solutions and in parallel to this the parish council will investigate how provision for dedicated public parking can be delivered. We fully understand residents' frustrations with parking and we will expedite this process as quickly as possible.

We kindly ask that during this investigation period no final decisions are made to SRRA or actions progressed.

We would also like it to be recorded that SRRA have been very constructive in their consultation with the parish council. The Chair of the association has clearly expressed a view, shared by other board members, that SRRA is keen to ensure public access to the field is maintained and that suitable provision for public parking is identified.

The Chairman suggested that Sea Road Residents may wish to consider registering with an app such as Just Park, permitting people to park on their driveway for a fee. The Chairman said that he will ask CEG if they would consider applying a smaller parking tariff for short stays as the cost of all day parking in their car park may be causing some motorists to park in Sea Road.

(iii) Beach Development

Cllr Clemo reported that work is being undertaken to the steps and it is hoped that this will be completed by 17 June. CEG will also revisit disability access issues. A new pop-up bar will be opening on the beach shortly. A further liaison group meeting is due to be held on 21 May.

(iv) Noticeboard for Gwallon Keas

No further progress has been made.

(v) Highways Matters

(a) Bodelva Hill

Ms Nicholson stated that at the present time it is not possible to submit an application in to the Community Network Highways Scheme. An alternative may be joint funding between the parish council and Cornwall Council. A suggestion was made that money could be raised at the Cycle Tour of Britain celebration. The matter was deferred.

(b) Other Highways Concerns

It was noted that a Road Closure Notice has been issued relating to Trenowah Road between A391 and Tregrehan. This will apply between 1900 and 0600 daily from 7 - 11 June.

(c) There were no other highways concerns.

(21/20) Financial Matters

(i) The Internal Auditor's report was noted.

(ii) It was **RESOLVED to agree the Annual Governance Statement.**

(iii) It was **RESOLVED to agree the Annual Accounting Statement.**

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

DD	Lloyds Bank	Credit card bill	£42.48
BACS	Vision ICT	Hosted email accounts	£172.80
BACS	Woodstuff St Austell	Benches for Tregrehan	£310.00
BACS	A & A Maintenance	Preparation of wild flower beds	£350.00
BACS	Mrs L Coles	Internal Audit fee	£200.00
BACS	Mrs J Larter	Salary	*
		Working from home allowance	£156.00
BACS	Cornwall Pension Fund	EE and ER contributions	*
BACS	HMRC	PAYE/NI	*

(21/21) Meetings/Training Attended by Councillors or the Clerk

- 29 April – Clerk attended a CALC briefing on the return to physical meetings
- 12 May – Chairman, Cllr Taylor and the Clerk attended a meeting with members of the Sea Road Traffic sub committee
- 12 May – Cllr Breary attended the Eden Community Liaison Group meeting
- 18 May – Chairman met with the Chairman of Sea Road Residents’ Association

(21/22) Correspondence Received

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

- Notification that the Eden Geothermal Project commenced drilling on 17 May
- Cornwall Council’s Planning Newsletter
- Invitation to councillors from CALC to attend finance training

(21/23) Dates for the Diary

- 21 May – Beach Liaison Group meeting
- 10 June – St Austell and Mevagissey Community Network Panel meeting (venue tbc)

(21/24) Dates of Forthcoming Meetings

Meetings will revert to the third Tuesday of the month: 15 June, 20 July, (Aug only if required, date tbc), 21 Sept, 19 Oct, 16 Nov, 21 Dec, 18 Jan, 15 Feb, 15 March, 19 April. Venues to be confirmed

The meeting closed at 7.45pm

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Chairman

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Date

Carlyon Parish Council

Co-Option Policy

From time to time casual vacancies occur on the parish council and the purpose of this policy is to ensure that a fair and transparent process is adopted to fill such vacancies.

A casual vacancy can occur when

- A councillor resigns
- A councillor dies
- A councillor fails to make his Declaration of Acceptance of Office on time
- A councillor becomes disqualified
- A councillor fails for six consecutive months to attend meetings of the council, committee, working party or to attend as a representative of the council at a meeting of an outside body

There may also be vacancies following an election.

The following procedure will be adopted

- The parish council must notify Cornwall Council of a Casual Vacancy and then advertise the vacancy and give electors the opportunity to request an election. This occurs when ten or more electors write to Cornwall Council stating that an election is required.
- If 10 or more residents do not request a by-election within 14 working days of the vacancy being posted, as advertised by Cornwall Council, Carlyon Parish Council is able to co-opt a councillor.
- On receipt of written confirmation from Cornwall Council that no election has been called, the parish council will advertise the vacancy for 4 weeks on the Council's notice boards and website.
- Carlyon Parish Council is not obliged to fill any vacancy. Even if the parish council invites applications for co-option, it is not obliged to select anyone from the candidates that apply.
- Councillors who are co-opted members are full members of the parish council. The only difference is that they are unable to claim expenses.

Eligibility of Candidates

Prospective candidates legally have to meet certain criteria

- They must be on the electoral register for the parish or
- Must have resided in the parish for 12 months and/or rented land in the parish or
- Has his/her principal place of work in the parish or
- Live within a 3 mile radius of the parish

Applicants are barred from standing if

- They hold paid employment with the parish council
- They are bankrupt

- They have been sentenced to a term of imprisonment (whether suspended or not) of not less than 3 months, without the option of a fine during the 5 years preceding the election and
- Being disqualified under any enactment relating to corrupt or illegal practices

It is the candidate's responsibility to ensure that they meet the criteria.

Interested parties must submit a formal letter of application, addressed to the Clerk outlining the following

- Telling us something about yourself, your past experience for example work, or voluntary or charitable work
- Let us know what skills you think you could bring to the council, for example planning, financial or project management
- Give an indication of how much time you can commit to council work
- Explain why you are interested in becoming a councillor
- And anything else you feel is relevant

Candidates are encouraged to contact the Clerk for an informal discussion at any stage in the process.

- On receipt of a formal application, the Clerk will notify the applicant of the date the co-option is likely to take place. The applicant's details will be circulated to current councillors prior to the meeting and will be treated as strictly confidential.
- At the meeting the applicant(s) will be invited to introduce themselves and give a little background information to the council. Councillors will then have an opportunity to put questions to each applicant.
- When all the candidates have spoken the Chairman will seek proposers and seconders for each nomination and a vote will follow. The voting process will be carried out in public session. A paper ballot may be held if more than half the council request it, otherwise the vote will be by way of a show of hands. In order for the candidate to be successful, they will need to achieve a majority of votes (50%+1) of the votes available at the meeting.
- Only councillors present at the meeting may vote and councillors will have one vote per person. The Chairman has the casting vote.

If insufficient candidates come forward or no candidate is elected, the vacancies will be advertised again.

It is important that prospective councillors have an understanding and feel of how the council works and will therefore be asked to attend at least 2 parish council meetings before co-option can take place.

Carlyon Parish Council Budget Monitor Report to 31 May 2021

	Budget £	Expenditure £	% of Budget £
Employee Costs			
		£	
Clerk's salary (including oncosts)	£ 10,250.00	1,660.86	16.20%
Training & conference expenses	£ 1,000.00	£ -	0.00%
Clerks Room Allowance	£ 320.00	£ 156.00	48.75%
Clerk's travel and subsistence	£ 300.00	£ -	0.00%
Total employee related costs	£ 11,870.00	£ 1,816.86	15.31%
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	£ 214.00	42.80%
Audit Fees	£ 500.00	£ 200.00	40.00%
Bank charges	£ 150.00	£ 6.00	4.00%
Books and Publications	£ 100.00	£ 13.50	13.50%
Meeting Expenses	£ 300.00	£ -	0.00%
Total Administration Costs	£ 4,650.00	£ 954.67	20.53%
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	£ 721.23	12.02%
Carlyon Recreation Field	£ 1,500.00		0.00%
Tregrehan Recreation Fields	£ 1,500.00	£ 32.76	2.18%
Footpath maintenance	£ 600.00	£ -	0.00%
Neighbourhood Plan	£ 2,000.00	£ -	0.00%
Neighbourhood Plan Grant	£ -	£ -	
Total Other Expenses	£ 23,700.00	£ 1,014.19	4.28%
Total VAT		£ 197.92	
Total Expenditure	£ 40,220.00	£ 3,983.64	9.90%
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	£ 14,335.75	50.00%
CTSG	£ -	£ 105.53	
VAT	£ -		

CIL		£	
Other Income		2,854.38	
Total Income	£ 28,671.49	£ 17,295.66	

Balance as at 31/03/2021		£ 112,558.24
Add income		£ 17,295.66
Less expenditure		£ 3,983.64
		£ 125,870.26

Bank Reconciliation

Balance as at 31/05/2021	Current Account	£ 35,229.00
	Less outstanding payments	£ -
		£ 35,229.00
Balance as at 31/05/2021	Instant Access	£ 90,641.26
	Total Funds Held	£ 125,870.26

Correspondence received since the last meeting

- Link to Cornwall Council's Code of Conduct training
- Notification that Cornwall Rural Housing Association Ltd is seeking voluntary board members
- Correspondence from the Eden Geothermal Community Liaison Group
- NALC newsletter
- Details of The Big Lunch
- Correspondence regarding 20 is Plenty in Cornwall
- Cornwall Council Town and Parish Council newsletters