

Carlyon Parish Council

Dear Councillor

You are summoned to attend a **Meeting** of **Carlyon Parish Council** to be held on **Tuesday 20 July 2021 at 6.00 pm** in **Tregrehan Methodist Church**

Julie Larter

Mrs Julie Larter
Clerk
13 July 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 a Meeting of the Parish Council held on 15 June 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) PA21/05699 – 25 Haddon Way: Rear extension with decking

(ii) PA21/05898 – Newbold Cottage, Tregrehan Mills: Work to a tree subject to a TPO; to remove Ash trees with Ash Dieback

8. Neighbourhood Plan

To note the current situation and authorise any expenditure

9. Tregrehan Emergency Plan

To consider refreshing the Tregrehan Community Flood Plan and incorporate it into an Emergency Plan

10. Parish Projects

(i) *To consider purchasing 2 x environmental stations (www.ecogreencommunities.com) and authorise expenditure*

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

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) Tregrehan Methodist Church

To note the current situation

(v) Highways

12. Financial Matters

(i) *To consider a request from the Clerk to attend the SLCC Annual Conference*

(ii) *To note the current financial position and authorise payments*

Pages 10-11

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

(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 15 JUNE 2021 at 6.00 pm in The Pattern Hall, Charlestown

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

In attendance: Cllr James Mustoe, CC; Julie Larter (Clerk); 7 members of the public.

(21/025) Apologies for Absence

Apologies were received from Cllrs Ann Taylor and Mark Seckerson.

(21/026) Minutes of the Annual Meeting of the Parish Council held on 18 May 2021

It was **RESOLVED** that the minutes of the Annual Meeting of the Parish Council held on 18 May 2021 be signed as an accurate record of the meeting.

(21/027) Declarations of Interest on Items on the Agenda

There were no declarations of interest.

(21/028) Chairman's Announcements

The Chairman had no announcements to make.

(21/029) Public Participation

A member of the public said that he wished to speak about agenda item 7 (iv) and the Chairman gave him permission to do so when that item was reached on the agenda.

(21/030) Cornwall Councillor's Report

Cllr Mustoe tabled the following report:

Good evening everyone and I hope you have been able to enjoy some of the lovely weather that we have been having over the past few days.

It's been a busy time for me, getting used to the 'new' parts of my division and meeting with various people and organisations, along with taking part in the first formal meetings of the new Cornwall Council.

It was good to take part in and provide equipment towards the Parish Council's litterpicks that were carried out as part of the recent Keep Britain Tidy Great British Spring Clean event. I also took part in another couple of litter picks for Charlestown Chums that crossed that Parish boundaries so in effect we managed four litter picks around the parish in the space of two weeks. Going forward, I am very happy to advertise and promote any litter picks or beach cleans like this on my (newly renamed), Mevagissey, Pentewan, St Austell Bay and Carlyon Community Action Group Facebook page to hopefully increase participation and awareness in the local area. I have also put in a bid to Clean Cornwall for more litter picking equipment to replace some of the older stuff that was reaching the end of its lifespan.

In other developments, I have virtually met with Commercial Estates Group and written in support of their bid for the Levelling Up Fund. I have joined the Eden Geothermal Community Liaison Group and look forward to visiting them on site next week. At County Hall I was honoured to be elected as Chair of the Children and Families Overview and Scrutiny Committee. This is one of the main committees that holds Cornwall Council to account in a particular area, and I am looking forward to working with the committee members to ensure our children and young people are best served in the future.

In terms of casework received, I have had various concerns raised with me about footpaths, and overgrown verges and hedges around the parish, and have raised these with Cormac who will take action either themselves, if it is their responsibility, or by raising it with the land owners. I have also been consulted on, and given no objection to the slight rerouting of the footpath that runs up to the vicarage from Charlestown. I have cautiously resumed my volunteer community action group, covid safe and outside in groups below the numbers needed under current regulations, and have the first session scheduled for Portmellon on 27 June. If the Parish Council has any ideas about where to do them, or would like to do one and have me assist, I will be happy to organise or help as appropriate.

Finally, my Community Chest fund will shortly be open for bids and I would encourage anyone who is interested in applying to get in touch with me so I can consider bids.

(21/031) Planning Applications and Related Matters

(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)

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 tree work**

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

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.**

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

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.**

(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

Cllr Clemo wished it to be noted that the parish council, together with St Austell Bay Parish Council had a meeting with Charlestown School in November 2020 at which the school indicated that they neither have any money or wish to be responsible for a car park. Cllr Clemo felt that the car park element of the application was being used as a sweetener.

Rebecca Cave, Community Governor with stakeholder specific responsibilities for Charlestown School wished to clarify that whilst the school recognises that parking is an issue at the school and that she is conferring with other governors to try to find a solution but legally the school is not allowed to enter into a lease for additional land.

Miss Browning said that the proposal is for community parking and the offer is not exclusive to Charlestown School if not required. She went on to say that last July the plans

were set out to St Austell Bay Parish Council and in August she attempted to speak to Charlestown's Headteacher but she was unable to arrange a meeting with him. The School has not engaged with the Atalaya Trust which is disappointing particularly in view of the 3 near misses with children that have occurred in the last month. The added that the land proposed for a car park may be of interest to Carlyon and St Austell Bay Parish Council for parking. Parents at the school have been surveyed and they are positive about the proposal for additional parking.

The Chairman said that the parish council would love to see additional parking at no cost to the school, however if the planning application was within Carlyon's parish boundary he would oppose it because it entails building on green fields. He added that he respects the neighbouring parish's neighbourhood plan. The Chairman commented however that it was nice to see smaller developments and he would encourage smaller developments in the future.

Cllr Breary expressed concern that parking was on the opposite side of the road to the school.

Ms Cave said that the school is looking for a community solution to a community problem.

It was **RESOLVED** that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council objects to the application and would like to bring to Cornwall Council's attention a meeting held between Carlyon Parish Council, St Austell Bay Parish Council and Charlestown School in November 2020 to discuss the issue of school parking. At that meeting it was noted that a local landowner had offered to give up part of a field to create additional parking which the Kernow Learning Multi Academy Trust welcomed but stated that they were unable to take on the liability. Consequently, whilst Carlyon Parish Council also welcomes additional parking, it must be on the understanding that it is offered to Charlestown School free of charge and without ongoing cost and liability. However the parish council would also like you to note that, for the wider community, the benefit realised by the provision of additional parking is unlikely to outweigh compromising the green buffer zone between Duporth and Charlestown. The parish council will respect and support any decision that St Austell Bay Parish council make on this application.

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

The council did not wish to make any comments.

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

It was **RESOLVED** that the Clerk should respond to the planning authority (Cornwall Council) stating that they have no objections to the proposed tree work.

(21/032) Neighbourhood Plan

Mr Malcolm reported that he is still waiting for a response from Cornwall Council. Cllr Mustoe offered to chase the matter.

(21/033) Parish Projects

(i) Jubilee Tree Planting

It was **RESOLVED** that the parish council would get involved in this initiative and the Clerk will find out more.

(ii) Update on current projects

Wildflowers

The Chairman reported that wild flowers on the A391 were looking good and the wild flower areas in Tregrehan and Carlyon Bay were starting to emerge.

Cycle Tour of Britain Celebration

Plans are underway and the working party will arrange a further meeting.

History Board for Carlyon Bay

It was **RESOLVED to accept a quote of £195 from Cornwall Signs to install a board inside the bus shelter in Beach Road.**

Parish Newsletter

The Chairman reported that the newsletter was not quite ready yet.

(21/034) Parish Council Vacancies – Co-Option Policy

A draft Co-option policy had previously been circulated and it was **RESOLVED to adopt the draft policy.**

(21/0035) Parish Issues

(i) Tregrehan Playing Fields

The Chairman commented that another attempt is needed to remove graffiti from the goalposts.

(ii) Carlyon Recreation Area

(a) Replacement sign for field gate

The Chairman is to contact Sea Road Residents Association to ask whether they are happy to change the wording and obtain a quote for a replacement sign. The matter was deferred to the next meeting.

(b) Update on proposed parking restriction measures

The Chairman and Clerk together with the Secretary of Sea Road Residents' Association met with Peter Brennan and John Allen of Brend Hotels on 25 May to discuss proposed parking restriction measures and various requests from the parish council for projects on the recreation field. Mr Brennan and Mr Allen were cautious about restricting parking around the hotel as they felt it would be difficult to manage given the large number of guests using the hotel and golf club.

Brend Hotels have not made any decision regarding the parish council's requests for various parish project proposals but would rather wrap these around discussions on renewing the lease. It was **RESOLVED that the Clerk should make a formal request to Brend Hotels to enter into negotiations to renew the lease on the recreation field.**

Mr Browning reported that he is awaiting the results of a survey of all residents of Sea Road before deciding on the next steps regarding parking controls.

(iii) Beach Development

The Clerk reported that with the approval of councillors she has sent a letter of support regarding CEG's application for funding through the Levelling Up Fund.

(iv) Noticeboard for Gwallon Keas

The Clerk reported that Devonshire Homes have declined the parish council's request to site a noticeboard on the estate. The Clerk suggested that when a Community Interest

Company has been formed to manage the open spaces within the development, the parish council should make an approach to them.

(v) Tregrehan Methodist Church

The Chairman reported that he is still waiting to meet the Property Manager regarding the future of the Church.

(v) Highways Matters

(a) Road Closure – Tregrehan Mills – Vounder Clay Works – 12 -16 July (24 hours)

The proposed road closure was noted.

(b) Other Highways Concerns

Cllr Mustoe has emailed the Highways Manager to see if anything can be done about speeding on Bodelva Road and the Clerk is to send Cllr Mustoe the results of Cormac's recent traffic survey.

The Clerk reported that the red van that has been jacked-up in the Beach Road car park for a number of weeks is to be removed shortly.

(21/036) Financial Matters

Current balances were noted and the following payments were authorised:

DD	Lloyds Bank	Monthly Credit card charge	£3.00
BACS	Complete Weed Control	Pavement weedspraying	£271.20
BACS	Mrs J Larter	June salary	*
		Mileage March – May	£53.55
		Postage March – June	£54.08
BACS	Hay Nurseries	Refresh planters	£118.80
BACS	HMRC	PAYE	*
BACS	Cornwall Pension Fund	EE and ER contributions	*

(21/037) Meetings/Training Attended by Councillors or the Clerk

25 May – Chairman, Clerk and Chairman of Sea Road Residents attended a meeting with representatives from Brend Hotels regarding parking on Sea Road, renewing the lease on the field and parish projects

26 May – Chairman and Cllr Chantrill-Burns attended a meeting with Sea Road Frontagers

5 June – Various councillors, Cllr Mustoe and the Clerk together with a number of residents took part in a parish wide community litter pick

10 June – Cllrs Taylor, Chantrill-Burns and the Clerk attended the Mevagissey and St Austell Bay Community Network Meeting. The Clerk gave a verbal report of the meeting

(21/038) Correspondence Received

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

- Details of CALC training
- Details of a virtual workshop "An introduction to Property Flood Resilience"

(21/039) Dates for the Diary

22, 23 and 24 June – Cllr Seckerson to attend Cornwall Council planning training

(21/040) Dates of Forthcoming Meetings

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 6.56 pm

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Chairman

Date

Cllr Mustoe said that he was going to be undertaking a charity walk from on 20 June from Polridmouth to Gorran Haven in aid of Cornwall Air Ambulance and he has set up a Virgin Money Just Giving page.

DRAFT

Carlyon Parish Council Budget Monitor Report to 30 June 2021

	Budget £	Expenditure £	% of Budget £
Employee Costs			
Clerk's salary (including oncosts)	£ 10,250.00	£ 2,383.28	23.25%
Training & conference expenses	£ 1,000.00	£ -	0.00%
Clerks Room Allowance	£ 320.00	£ 156.00	48.75%
Clerk's travel and subsistence	£ 300.00	£ 53.55	17.85%
Total employee related costs	£ 11,870.00	£ 2,592.83	21.84%
Administration Costs			
Office expenses	£ 750.00	£ -	0.00%
Postage	£ 200.00	£ 54.08	27.04%
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	£ 27.00	18.00%
Books and Publications	£ 100.00	£ 13.50	13.50%
Meeting Expenses	£ 300.00	£ -	0.00%
Total Administration Costs	£ 4,650.00	£ 1,029.75	22.15%
Other Expenses			
Chairman's Allowance	£ 100.00	£ -	0.00%
Councillors Travel/Subsistence	£ 500.00	£ -	0.00%
Parish Maintenance	£ 10,000.00	£ 585.20	5.85%
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	£ 22,200.00	£ 1,339.19	6.03%
Total VAT		£ 262.92	
Total Expenditure	£ 38,720.00	£ 5,224.69	13.49%
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		£ 2,854.38	
Other Income			

Total Income	£ 28,671.49	£ 17,295.66
Balance as at 31/03/2021		£ 112,558.24
	Add income	£ 17,295.66
	Less expenditure	£ 5,224.69
		<hr/>
		£ 124,629.21
		<hr/> <hr/>
Bank Reconciliation		
Balance as at 30/06/2021	Current Account	£ 33,987.95
	Less outstanding payments	£ -
		<hr/>
		£ 33,987.95
Balance as at 30/06/2021	Instant Access	£ 90,641.26
		<hr/>
	Total Funds Held	£ 124,629.21
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Correspondence received since the last meeting

- Citizens Advice Cornwall newsletter
- Minutes of the St Austell and Mevagissey Community Network Panel meeting held on 10 June
- Cornwall Council's Town and Parish Council newsletters
- NALC newsletter
- Email from Cllr Barry Jordan CC seeking views from parish councils on Cornwall Council and its services – this can be discussed at a future parish council meeting it is the wish of councillors
- Update on the Cornwall Council Community Network Highways Scheme
- Invitation to attend the Chacewater Community Energy Green Energy and Electric Car Fair on 24 July