

Carlyon Parish Council

Dear Councillor

You are summoned to attend a **Meeting** of **Carlyon Parish Council** to be held on **Tuesday 16 November 2021 at 6.00 pm** in **Tregrehan Methodist Centre**

Julie Larter

Mrs Julie Larter

Clerk

9 November 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 19 October 2021

To resolve that the minutes of the above meeting be signed as a correct record of the meeting Pages 4-7

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) PA21/10311 – 17 Fairway: Rear 2 storey extension, larger side garage and front porch with variation of condition 2 of application PA21/04975 dated 21/08/2021

(ii) PA21/08583 – Arran and Edes Cottage, Tregrehan Mills: Extension and reconfiguration of Ede's Cottage and Arran. Proposed summer house and garage at Arran

(iii) PA21/10167 – Crinnis Beach: Use of the site for pop-up uses for a temporary period to 1 November 2023 with associated works. Pop up venues to accommodate uses within Use Class E(a), E(b), E(d), F1(a), F2(c) and drinking establishments (some with expanded food provision), hot food takeaways, drive-in cinema, theatre, live music performances, hire of beach equipment and water sports activities (Sui Generis). Motorised water sports to run between 1 March and 30 September only.

(iv) PA21/09634 – 3 Gwartha Close: T1 Turkey Oak (height 6m), spread (4m) close to touching clients house north side, shading garden. Client would like T1 reduced back by 2m on north side

(v) PA21/09744 – 39 Chatsworth Way: Single storey rear extension with vaulted ceilings incorporating a living space leading on from the repositioned kitchen/dining room. Demolition of the garage and re-building to the front build line of the property (Amended Plans)

8. Neighbourhood Plan

To note the current situation and authorise any expenditure

9. People's Climate Festival for Cornwall

To consider a request from Cornwall Council for a donation towards the cost of the event

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10. Parish Projects

(i) Queens Platinum Jubilee Celebrations

To consider how to commemorate the event and authorise expenditure

(ii) Christmas Tree in Tregrehan

To consider purchasing additional solar lights

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

11. Parish Issues

(i) Tregrehan Playing Fields

To note any concerns

(ii) Carlyon Recreation Area

To note any concerns

(iii) Beach Development

To note the current situation

(iv) Tregrehan Methodist Church

To note the current situation

(v) Highways

(a) Cypress Avenue: *To note the outcome of a meeting with the Highways Manager held on 12 November*

(b) *To note any concerns*

12. Parish Councillor Vacancies

To co-opt to fill one of the current vacancies

13. Financial Matters

(i) *To consider a draft budget for 2022/23 and agree amount of precept required* Pages 9-10

(ii) *To note the current financial position and authorise payments* Pages 11-12

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 13

16. Dates for the Diary

To note dates for members' diaries

17. Dates of Forthcoming Meetings

21 Dec (Tregrehan Methodist Church), 18 Jan, 15 Feb, 15 March, 19 April (venues to be confirmed)

MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on TUESDAY 19 October 2021 at 6.00 pm in Tregrehan Methodist Church

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

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

(21/072) Apologies for Absence

Apologies were received from Cllr Mark Seckerson.

(21/073) Minutes of a Meeting of the Parish Council held on 21 September 2021

It was **RESOLVED** that the minutes of a Meeting of the Parish Council held on 21 September 2021 be signed as an accurate record of the meeting.

(21/074) Declarations of Interest on Items on the Agenda

There were no declarations of interest.

(21/075) Chairman's Announcements

The Chairman had no announcements to make.

(21/076) Public Participation

A member of the public suggested that the parish council clarify land ownership before embarking on any verge improvement schemes. He said that some of the verges are adopted but some are privately owned. The Chairman said that Brend Hotels, CEG and the campsite have indicated that they wish to be involved. The Clerk is to ask the Highways Manager for clarification of ownership.

(21/077) Cornwall Councillor's Report

Cllr Mustoe reported that he has spoken with the Neighbourhood Planning Team in Cornwall Council and has asked for a meeting to discuss how the Neighbourhood Plan can be moved forward. A copy of Cllr Mustoe's full report is available on the parish council website.

(21/078) Planning Applications and Related Matters

(i) PA21/08829 – Land South of 1 Gloucester Avenue: Application for approval of reserved matters following outline approval PA21/01340 re: access, appearance, landscaping, scale and layout.

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.

(ii) PA21/09744 – 39 Chatsworth Way: The applicant wishes to seek permission to extend their current bungalow with a new single storey rear extension with vaulted ceilings incorporating a living space leading on from the repositioned kitchen/dining room. The

scheme also involves the demolition of the poorly constructed garage/utility room to the side. A garage will be rebuilt to the front build line of the property.

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) PA21/09560 – 5 Wheal Regent Park: Application for works to a tree covered by a Tree Preservation Order – felling of a Scots Pine

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 subject to the Tree Officer being content.**

(21/079) Neighbourhood Plan

There is currently not a neighbourhood plan officer in post – when an officer is appointed Cllr Mustoe has asked for a meeting.

(21/080) Parish Councillor Vacancy

It was **RESOLVED to co-opt Lynn Parsons to fill one of the vacancies in the Carlyon ward.** Two vacancies remain.

(21/081) Parish Projects

(i) Carthouse

The Clerk reported that the Bat survey is to be conducted on 26 October.

(ii) Cypress Avenue tidy up

Cllr Breary suggested that it would be helpful if the hedges could be cut back as this would make the trees behind more visible. The Clerk was asked to ascertain ownership of the land, contact Brend Hotels and obtain a quote for the work. Councillors will discuss with the Highways Manager on 12 November.

(iii) Newsletter

The Chairman asked for items for inclusion in the next newsletter. Cllr Breary is to write a request for volunteers, Cllr Chantrill-Burns will write about the Repair Café, Cllr Mustoe also offered to write an article. The Chairman will ask for contributions for the historical interpretation boards.

(iv) Pop up Repair Café

Cllr Chantrill-Burns is organising a pop-up Repair Café in Tregrehan Methodist Centre on 30 October and it was **RESOLVED to allocate up to £60 to offset initial costs.** It is intended that the Repair Café will be self-funding in the future.

(v) Future projects

Jubilee Beacon – it is proposed to light a beacon and hold a party in the Sea Road recreation field to commemorate the Queen's Platinum Jubilee next year. Cllr Mustoe said that he has been approached by a resident who was thinking of organising a street party. It was felt that a party in the field would be preferable as it would not entail any road closures. The Clerk is to contact the member of the public and enquire whether she would like to be involved in helping organise a party on the field.

(21/082) Parish Issues

(i) Tregrehan Playing Fields

There has been no progress with the devolution of the fields. A childrens' Halloween scavenger hunt is to be held on the field on 31 October.
It was noted that someone appeared to be testing the water in the stream. Cllr Mustoe offered to speak to the Environment Agency about this.

(ii) Carlyon Recreation Area
There were no concerns.

(iii) Beach Development
The Clerk reported that she has received a planning application for pop-ups and this will be discussed next month.

(iv) Tregrehan Methodist Church
The Chairman reported on a meeting he and the Clerk attended on 22 September with Rev Benney and the congregation. Owing to protocol involved in the sale, the process could take a considerable time. Agreement needs to be given from the Circuit and the Synod before being passed to Head Office for approval. After that covenants and assets to be transferred will need to be agreed. The Church will obtain a valuation, which will remain confidential to them. The parish council will then have to obtain their own survey and valuation and make an offer to the Church if it wishes to proceed with a purchase.

(v) Highways Matters
The Clerk reported that the A391 NE Distributor Road will be closed between 1900 and 0600 from 15 – 19 November.

(21/083) Financial Matters

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

DD	Lloyds Bank	Credit card*	£5.97
BACS	GET Landscaped	Watering planters - August	£96.00
BACS	St Austell Town Band	Cycle Party	£75.00
BACS	Lynn Parsons	Fuel for generator (cycle party)	£20.01
BACS	GET Landscaped	Watering planters - September	£72.00
BACS	Cornwall ALC	3 x Good Councillor Guides	£15.20
BACS	Cornwall Pension Fund	EE and ER contributions	*
BACS	Complete Weed Control	Pavement weed spraying, Carlyon Bay	£271.20
BACS	Cornwall Signs	Replacement sign for Sea Road gate	£120.00
BACS	HMRC	PAYE collected	*
BACS	Mrs J Larter	Salary	*
BACS	Paul Trudgian	Receipts for cycle party	£194.18
		Covid Community support telephone line	£101.15

*Cllr Taylor checked receipt against invoices on 19 October

It was noted that CIL payments totalling £11,397.88 are due to be received in the next few days.

(21/084) Meetings/Training Attended by Councillors or the Clerk

22 September – Chairman and Clerk met with representatives from the Methodist Church
12 – 14 October – Clerk attended SLCC annual conference. The Clerk thanked the council for funding her attendance

(21/085) Correspondence Received

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

- Letter from the Eden Geothermal Project due to be delivered to Tregrehan residents

(21/086) Dates for the Diary

21 October – Chairman to attend the St Austell Town Mayor Making ceremony

11 November – Community Network Panel meeting – Cllr Taylor to attend

12 November – meeting with the Highways Manager on Cypress Avenue – 12.00 noon

(21/087) Dates of Forthcoming Meetings

16 Nov, 21 Dec, (all Tregrehan Methodist Centre), 18 Jan, 15 Feb, 15 March, 19 April
(venues to be confirmed).

The meeting closed at 6.45 pm

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Chairman

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Date

TO: Town & Parish Clerks in St Austell & Mevagissey Community Network

Dear Clerks

We wrote to you recently about the exciting People's Climate Festival for Mid Cornwall on 27 November in St Austell, at Cornwall College St Austell. The aim is to provide information and opportunity for people to engage with ways they can become more carbon neutral in a fun and interactive way. For those parish councils who have declared a climate emergency, the aim of this event is to support you in taking action to meet that priority. There is a graphic attached and a Facebook event page here <https://www.facebook.com/events/1383336978734711/?ref=newsfeed> – please do promote this far and wide.

The event will have stalls, films and speakers – something for everyone! We want people to be aware of the causes and impacts of the Climate Emergency, then to ask themselves:

- 1) What is my own carbon footprint and what can I change in my own daily life to reduce it? (e.g. home energy, travel, work, shopping)
- 2) Can I do anything in my local community or workplace? (e.g. setting up a car-share scheme)
- 3) How can I use my voice to push for change on a Cornwall-wide or nationwide scale? (e.g. responding to Council and Government consultations or writing letters to Councillors and MPs)

The themes of the events are:

- How we create and use energy
- How we enhance our environment
- How we reduce waste
- How we travel
- How we consume
- How we live
- How we work

This event was proposed and agreed by a joint meeting of Community Networks earlier this year. There is a working group planning this including Cornwall College St Austell, Three Bays Wildlife Trust, Plastic Free St Austell and a number of local climate action groups from the mid Cornwall area including St Austell, Pentewan Valley, St Austell Bay, Mevagissey and Lostwithiel.

We would like to request funding support of £50-100 each from parish councils in the mid Cornwall area (4 Community Networks) to help cover the costs of this event which are:

Venue hire - £764 (discounted by 20%)

Film licenses - £200

First aid cover - £200

Publicity - £200

Children's Entertainment - £250

Total - £1614

This is the bare minimum needed – if additional funds are available we will increase the publicity and entertainment budgets appropriately. The Carbon Neutral team have confirmed £1000 towards these costs but we still need additional funds to make the event a success.

We hope you will consider this request favourably – we are excited about the opportunities this presents for helping all our parishes become more carbon neutral by promoting low carbon choices and encouraging people to change their behaviour.

On behalf of the People Climate Festival working group

Helen Nicholson, Tasha Davis, Zoe Bernard-John, Caitlin Lord
Community Link Officers in mid Cornwall
Cornwall Council - Localism Service

www.cornwall.gov.uk | 'Onen hag oll'

Carlyon Parish Council Precept Calculation 2022/23

Balance B/f
31/03/2021

£ 112,558.24

Budget

2021/2022

Estimated Expenditure 2021/22

£ 10,250.00	Clerk's Salary including oncosts	£ 10,250.00
£ 1,000.00	Training and Conferences	£ 500.00
	Clerk's room	
£ 320.00	allowance	£ 320.00
£ 300.00	Clerk's travel and subsistence	£ 300.00
£ 750.00	Office expenses	£ 200.00
£ 200.00	Postage	£ 120.00
£ 150.00	Photocopying	£ 50.00
£ 600.00	Office equipment	£ 600.00
£ 600.00	Insurance	£ 500.00
£ 800.00	Subscriptions	£ 700.00
£ 500.00	Website	£ 500.00
	Audit	
£ 500.00	Fees	£ 400.00
£ 150.00	Bank charges	£ 100.00
	Books and	
£ 100.00	Publications	£ 50.00
£ 300.00	Meeting expenses	£ 300.00
£ 100.00	Chairman's allowance	£ 100.00
£ 500.00	Councillors travel/subsistence	£ 100.00
£ 10,000.00	Parish maintenance	£ 5,000.00
£ 6,000.00	Parish Projects	£ 6,000.00
£ 1,500.00	Carlyon Rec	£ 1,500.00
£ 1,500.00	Tregrehan Rec	£ 100.00
£ 2,000.00	Neighbourhood Plan	£ 750.00
	VAT paid	£ 1,500.00
	<u>Reserves</u>	
£ 3,000.00	Election fund	£ 600.00
£ 75,000.00	Community Centre	£ -
£ 2,000.00	Tregrehan Playing fields transfer	
£ 10,000.00	Contingency	
£ 8,287.88	CIL	
		<u>£ 30,540.00</u>

Estimated Income **2021/2022**

Precept	£ 28,671.49
VAT	
refund (year end)	£ 1,000.00
CTSG	£ 211.00
CIL	£ 22,540.14
Other income	£ 50.00
	<u>£ 52,472.63</u>

Projected Bank Balances 31.3.2022

£ 134,490.87

Estimated

Expenditure

2022/2023

Clerk's Salary including oncosts	£	11,000.00
Training and Conferences	£	750.00

Clerk's room allowance	£	320.00
Clerk's travel and subsistence	£	350.00
Office expenses	£	750.00
Postage	£	200.00
Photocopying	£	150.00
Office equipment	£	600.00
Insurance	£	600.00
Subscriptions	£	800.00
Website	£	500.00
Audit Fees	£	500.00
Bank charges	£	200.00
Books and Publications	£	100.00
Meeting expenses	£	300.00
Chairman's allowance	£	100.00
Councillors travel/subsistence	£	500.00
Parish maintenance	£	10,000.00
Parish Projects	£	7,000.00
Parish newsletter	£	1,000.00
Events	£	2,000.00
Carlyon Rec	£	1,500.00
Tregrehan Rec	£	1,500.00
Neighbourhood Plan	£	2,000.00
VAT paid	£	1,500.00
	£	44,220.00

Reserves

Election Fund	£	1,000.00
Community centre	£	85,000.00
Tregrehan Playing fields transfer	£	3,000.00
Contingency	£	15,000.00
CIL	£	22,540.00
	£	126,540.00

Funds required	£	170,760.00
Less projected funds held @ 31/03/22	£	134,490.87
Shortfall	£	36,269.13

Estimated Income

VAT	£	1,000.00
CIL	£	-
Other	£	200.00
	£	1,200.00

Precept required	<u>2022/2023</u>	£ 35,069.13
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(awaiting
2022/23
figure)

Tax base figure for 21/22
(Currently Band D properties pay)

795.98

£ 44.06
£ 36.57

cost for band D property

Carlyon Parish Council Budget Monitor Report to 31 October 2021

	Budget £	Expenditure £	% of Budget £
Employee Costs			
Clerk's salary (including oncosts)	£ 10,250.00	£ 5,270.80	51.42%
Training & conference expenses	£ 1,000.00	£ 249.50	24.95%
Clerks Room Allowance	£ 320.00	£ 156.00	48.75%
Clerk's travel and subsistence	£ 300.00	£ 114.75	38.25%
Total employee related costs	£ 11,870.00	£ 5,791.05	48.79%
Administration Costs			
Office expenses	£ 750.00	£ 49.18	6.56%
Postage	£ 200.00	£ 57.13	28.57%
Photocopying	£ 150.00	£ -	0.00%
Office equipment	£ 600.00	£ 440.74	73.46%
Insurance	£ 600.00	£ -	0.00%
Subscriptions	£ 800.00	£ 556.17	69.52%
Website	£ 500.00	£ 214.00	42.80%
Audit Fees	£ 500.00	£ 400.00	80.00%
Bank charges	£ 150.00	£ 57.00	38.00%
Books and Publications	£ 100.00	£ 28.70	28.70%
Meeting Expenses	£ 300.00	£ 40.00	13.33%
Total Administration Costs	£ 4,650.00	£ 1,842.92	39.63%
Other Expenses			
Chairman's Allowance	£ 100.00	£ -	0.00%
Councillors Travel/Subsistence	£ 500.00	£ -	0.00%
Parish Maintenance	£ 10,000.00	£ 1,159.39	11.59%
Parish Projects	£ 6,000.00	£ 4,040.01	67.33%
Carlyon Recreation Field	£ 1,500.00		0.00%
Tregrehan Recreation Fields	£ 1,500.00	£ 32.76	2.18%
Neighbourhood Plan	£ 2,000.00	£ -	0.00%
Neighbourhood Plan Grant	£ -	£ -	
Total Other Expenses	£ 21,600.00	£ 5,232.16	24.22%
Total VAT		£ 801.65	
Total Expenditure	£ 38,120.00	£ 13,667.78	35.85%
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	£ 28,671.49	100.00%
CTSG	£ -	£ 211.05	
VAT	£ -	£ 736.21	
CIL		£ 2,854.38	
Other Income			

Total Income	£ 28,671.49	£ 32,473.13
Balance as at 31/03/2021		£ 112,558.24
	Add income	£ 32,473.13
	Less expenditure	£ 13,667.78
		£ 131,363.59
Bank Reconciliation		
Balance as at 28/10/2021	Current Account	£ 40,722.33
	Less outstanding payments	£ -
		£ 40,722.33
Balance as at 01/10/2021	Instant Access	£ 90,641.26
	Total Funds Held	£ 131,363.59

Correspondence received since the last meeting

- Town and Parish Council newsletter
- Updates on the Eden Geothermal Project
- Let's Talk Rubbish – Invitation to take part in a survey from Clean Cornwall
- Invitation to attend Cornwall Council planning training