

# Carlyon Parish Council

Dear Councillor

You are summoned to attend a **Meeting** of **Carlyon Parish Council** to be held on **Tuesday 18 January 2022 at 6.00 pm** in **Charlestown Primary School**

*Julie Larter*

Mrs Julie Larter

Clerk

11 January 2022

01872 501101

[clerk@carlyon-pc.gov.uk](mailto:clerk@carlyon-pc.gov.uk)

*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 a Meeting of the Parish Council held on 16 November 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 James Mustoe*

**7. Planning Applications and Related Matters**

*(a) To consider a response to consultation by the Planning Authority on any applications received after publication of this summons*

*(b) To ratify the following comments submitted to Cornwall Council (due to the cancellation of the December Ordinary Meeting)*

*(i) PA21/10824 – Rivendell, School Lane, Tregrehan Mills: Proposed new garage/store including extension of curtilage  
(Comment: No objections)*

*(ii) PA21/12005 – 24 Chatsworth Way: Construction of a single storey extension and increase the width of the dropped kerb by 2m*

*(iii) PA21/12324 – 1 Nettles Corner, Boscundle: Non-material amendment in relation to decision notice PA20/01824 dated 11.02.2021 for removal of the balcony and bring windows to façade of the building  
(Comment: No objections)*

*(iv) PA21/10824 – Rivendell, School Lane, Tregrehan Mills: Proposed new garage/store including extension of curtilage  
(Comment: No objections)*

*(v) PA21/11968 – 22 Sea Road: Retention and completion of a 2 storey extension and creation of dormers to the rear elevation  
(Comment: The parish council objects to this proposal as the proposed extension would protrude from the existing building line and be out of character with this part of Sea Road)*

**8. Neighbourhood Plan**

*To note the outcome of a meeting held on 14 December 2021*

**9. Parish Projects**

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

**10. Flooding in Tregrehan**

*To discuss an incident on 8 January and authorise any necessary expenditure*

**11. Parish Issues**

- (i) Tregrehan Playing Fields
  - (a) *To ratify expenditure of £90 to Cormac to dispose of vegetation cleared from the field by volunteers*
  - (b) *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) *To ratify the decision to nominate Beach Road for inclusion in Cornwall Council's "20 is Plenty" scheme.*
  - (b) *To ratify the decision to request that speed reduction/safety measures be nominated for the Community Network Highways Scheme*
  - (c) *To note that work will be undertaken to drop kerbs on Edinburgh Close and Beach Road between 31 January and 11 February*
  - (d) *To note any concerns*

**12. Parish Councillor Vacancy**

*To co-opt to fill a vacancy*

**13. Staffing Committee**

*To consider setting up a Staffing Committee and agree Terms of Reference and membership*

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**14. Financial Matters**

- (i) *To note that the childrens' Christmas party in Tregrehan was covered by the council's insurance policy*
- (ii) *To note the current financial position and authorise payments*

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**15. Training/Meetings Attended**

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

**16. Correspondence**

*To note any correspondence received since the last meeting*

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**17. Dates for the Diary**

*To note dates for members' diaries*

- 18. Dates of Forthcoming Meetings** (Ch = Charlestown Primary School; T=Tregrehan Methodist Church)  
*15 Feb (T), 15 March (Ch), 19 April (T), 17 May (Ch), 21 June (T), 19 July (Ch), 20 September (Ch), 18 October (T), 15 November (Ch), 20 December (T)*

**MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on TUESDAY 16 November 2021 at 6.00 pm in Tregrehan Methodist Church**

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

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

**(21/088) Apologies for Absence**

There were no apologies for absence.

**(21/089) Minutes of a Meeting of the Parish Council held on 19 October 2021**

It was **RESOLVED** that the minutes of a Meeting of the Parish Council held on 19 October 2021 be signed as an accurate record of the meeting.

**(21/090) Declarations of Interest on Items on the Agenda**

Cllr Clemo declared an interest in agenda item 7 (iii).

**(21/091) Chairman's Announcements**

The Chairman welcomed Cllr Parsons to her first meeting.

**(21/092) Public Participation**

No members of the public wished to speak.

**(21/093) Cornwall Councillor's Report**

Cllr Mustoe reported on various meetings he has attended in connection with concerns about the Tregrehan Stream, flooding issues in Tregrehan and safety concerns on Cypress Avenue.

Cllr Mustoe has spoken to CEG who have informed him that the masterplan for the beach development is in place and they are currently working on scheduling utilities.

Cllr Mustoe has been liaising with Cornwall Council to try to move the neighbourhood plan forward and has requested a meeting with officers as soon as possible.

Cllr Mustoe's full report can be viewed on the parish council website.

**(21/094) Planning Applications and Related Matters**

(a) (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

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) PA21/08583 – Arran and Edes Cottage Extension and reconfiguration of Ede's Cottage and Arran. Proposed summer house and garage at Arran

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 left the room.

(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.

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 provided that there is enhanced provision for recycling and litter collection. The provision for litter this year was inadequate.

Cllr Clemo returned to the room.

(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

It was **RESOLVED** that the Clerk should respond to the Planning Authority (Cornwall Council) stating that it objects to the proposed work as the tree was in situ long before the house was built and the householder moved into the property knowing that there was a TPO on it. Carlyon Parish Council is concerned that if permission is granted for this tree work, it will lead to further applications for trees elsewhere on this site resulting in a loss of these important features.

(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)

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.

(vi) PA21/09802 – 3 Tregrehan Mills: First floor extension

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

(b) PA20/04542 – 9 Boscundle Close: Proposed woodland lodges and associated works (Permission refused)

It was noted that an appeal has been lodged with the Planning Inspectorate.

### **(21/095) Neighbourhood Plan**

The Clerk reported that Cornwall Council's Neighbourhood Planning team has been disbanded and its function has been transferred to the Planning Policy Team and there will be a delay in responding to the steering group's queries whilst officers are brought up to speed with neighbourhood plan process. The Clerk is to contact Robert Lacey, Policy Group Leader to arrange a meeting.

### **(21/096) People's Climate Festival for Cornwall**

Parish councils have been asked to contribute towards the cost of running the event on 27 November. It was **RESOLVED** not to make a contribution.

## **(21/097) Parish Projects**

(i) Queen's Platinum Jubilee Celebrations

It was **RESOLVED to allocate £2,000 towards the cost of a celebration party and a purpose made beacon will be purchased.** The Chairman, Cllrs Breary, Clemo and Chantrill-Burns together with Mr Stark will form the organising committee for an event. The Clerk is to write to the Sea Road Residents Association explaining that it is intended to hold the event in the recreation field.

(ii) Tregrehan Christmas Tree

It was **RESOLVED to purchase additional lights for the tree up to the value of £100** and it was noted that Cllr Parsons is organising a Christmas event in the village on 18 December.

The Chairman has been in discussion with a Tregrehan resident (an accredited Forest School teacher) who would like to create a Childrens' Forest in Tregrehan. Childrens' Forests are a partnership with the Forest Schools Association and offer educational opportunities to local children. The Chairman is to have a discussion with a representative from Childrens' Forests with a view to creating a forest in the playing fields. A discussion took place about the most appropriate field and area.

(iii) Update on Current Projects

(i) Tregrehan Playing Fields

Cllr Parsons would like some of the vegetation in the football field to be cut back and is organising a group of volunteers to help. Protection guards need to be removed from the trees planted in 2019 as there is a considerable amount of weed growth trapped in them. The Clerk suggested that Cllr Parsons could book Cormac's community trailer and will pass on contact details.

Carthouse

The Clerk reported that the Bat survey has now been carried out and no evidence was found of bats roosting so the planned re-roofing can go ahead.

Cypress Avenue

The Chairman and Cllr Breary together with the Clerk and Cllr Mustoe met the Highways Manager on 12 November to discuss ongoing road safety concerns and the clearance of vegetation. There is still disagreement that the road layout is dangerous but the Highways Manager is going to ask her design team to consider whether the fencing over stream can be amended to improve visibility and possibly signage could be moved. The Highways Manager said that she has already authorised the replacement of bollards on the traffic build-outs.

Highways will contact Brend Hotels and ask them to cut back overhanging vegetation along their fence and the Highways Manager will organise for the verges to be cut and gorse to be removed. It was decided initially to concentrate on tidying up the campsite side of the road, with a view to planting wild flower seeds.

## **(20/098) Parish Issues**

(i) Tregrehan Playing Fields

There was nothing to report regarding devolution of the field.

(ii) Carlyon Recreation Field

The Clerk reported that the council's contractor is arranging for the Sea Road hedge to be cut.

The Clerk was asked to contact Brend Hotels to ascertain if and when the lookout would be reopened.

(iii) Beach Development

This was covered in Cllr Mustoe's report.

(iv) Tregrehan Methodist Church

The Clerk reported that the church council has agreed to sell the building to the parish council subject to stipulations over worship and on the basis that the valuation will be at less than the market value. The matter will now go to a circuit meeting on 2 December and then on to a county meeting. The church is in the process of appointing a surveyor.

(v) Highways Matters

(a) Cypress Avenue

This had already been covered under (21/097) (iii)

(b) Other Highways Concerns

There were no other highways concerns

**(20/099) Parish Councillor Vacancies**

A prospective new councillor did not attend the meeting and the matter was deferred.

**(21/100) Financial Matters**

(i) A draft budget had previously been circulated and it was **RESOLVED to accept the draft budget and request a precept of £35,069.13.**

Clemo asked for it to be minuted that she voted against accepting the budget.

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

BACS	Cornwall Environmental Consultants	Bat survey	£279.60
DD	Lloyds Bank	Credit card	£6.00
BACS	Cornwall Waste Solutions	Waste disposal(cycle party)	£82.20
BACS	Poppy Appeal	Wreath (St Austell Bay PC to be recharged for £17)	£34.00
BACS	Hay Nurseries	Refurbishing planters	£123.60
BACS	Complete Weed Control	Weedspraying	£242.60
BACS	Tregrehan Methodist Church	Room hire – July, September and October	£60.00
BACS	Cornwall Pension Fund	EE and ER contributions	*
BACS	HMRC	PAYE collected	*
BACS	Mrs J Larter	Salary	*
		Expenses	£272.17

Cllr Taylor checked credit card statement against receipt on 10 November 2021.

**(21/101) Meetings/Training Attended by Councillors or the Clerk**

8 November – Chairman, Clerk and Cllr Mustoe met with a Tregrehan resident to look at water courses at Garker

12 November – Chairman, Cllr Breary and the Clerk together with Cllr Mustoe met with the Highways Manager to discuss Cypress Avenue

**(21/102) Correspondence Received**

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

- Notes from Cornwall Council’s Monitoring Officer’s meeting
- Invitation to Covid support group members to attend a virtual workshop
- NALC report on climate change
- Email from a Tregrehan resident requesting that the play equipment in Tregrehan be upgraded. It was noted that although the matter has been discussed on a number of occasions, it would be a good idea to revisit it again and it will appear on January’s agenda

**(21/103) Dates for the Diary**

- 22 November – Cllr Chantrill-Burns to attend planning training
- 23 November – Cllr Parsons to attend Code of Conduct training
- 25 November – Community Network Panel Meeting (Cllr Taylor to attend)

**(21/104) Dates of Forthcoming Meetings**

21 Dec (Tregrehan Methodist Centre), 18 Jan, 15 Feb, 15 March, 19 April (venues to be confirmed, the Clerk to contact Charlestown School).

The meeting closed at 7.10 pm

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Chairman

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# **Carlyon Parish Council**

## **Staffing Committee – Terms of Reference**

### **General**

1. Membership of the Staffing committee and its quorum will be determined by the council
2. The committee will be mindful:
  - a. Of the legal framework for, and good practice in, employment matters
  - b. Of the confidential nature of employer-employee matters and that many of the items for consideration will require that the public and press be excluded by resolution of the Committee
  - c. Of the nationally negotiated model contract, benchmarking and terms and conditions for the employment of the Clerk to the Council
  - d. Of relevant council protocols and policies

### **Matters for recommendation to the Council**

1. Staffing and office requirements including budget allocations
2. All policy issues relating to staff

### **Matters for delegation to the Staffing Committee**

The Committee will receive reports from the Clerk and will:

1. Be responsible for staff recruitment
2. Confirm individual Contracts of Employment and all terms and conditions
3. Make arrangements for regular objective review of the Clerk's performance by this Committee and take necessary action thereon
4. Decide upon annual salary awards
5. Appoint members of the Committee to seek advice from the Committee in the event of a dispute between the Council and the Clerk
6. Consider matters arising from the application of the Council's Disciplinary and Grievance Procedures and take all necessary action thereon
7. As and when required under the Council's Disciplinary and Grievance Procedures, appoint an Appeals Panel, whose members will not be members of the Staffing Committee, and appoint the Chairman of the Appeals Panel who will initiate an Appeals Panel Meeting
8. Consider recommendations from the Appeal Panel and take necessary actions thereon

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

	Budget £	Expenditure £	% of Budget £
<b>Employee Costs</b>			
Clerk's salary (including oncosts)	£ 10,250.00	£ 6,716.16	65.52%
Training & conference expenses	£ 1,000.00	£ 299.50	29.95%
Clerks Room Allowance	£ 320.00	£ 312.00	97.50%
Clerk's travel and subsistence	£ 300.00	£ 230.92	76.97%
<b>Total employee related costs</b>	<b>£ 11,870.00</b>	<b>£ 7,558.58</b>	<b>63.68%</b>
<b>Administration Costs</b>			
Office expenses	£ 750.00	£ 98.01	13.07%
Postage	£ 200.00	£ 57.13	28.57%
Photocopying	£ 150.00	£ 23.50	15.67%
Office equipment	£ 600.00	£ 440.74	73.46%
Insurance	£ 600.00	£ -	0.00%
Subscriptions	£ 800.00	£ 715.67	89.46%
Website	£ 500.00	£ 214.00	42.80%
Audit Fees	£ 500.00	£ 400.00	80.00%
Bank charges	£ 150.00	£ 81.00	54.00%
Books and Publications	£ 100.00	£ 28.70	28.70%
Meeting Expenses	£ 300.00	£ 100.00	33.33%
<b>Total Administration Costs</b>	<b>£ 4,650.00</b>	<b>£ 2,158.75</b>	<b>46.42%</b>
<b>Other Expenses</b>			
Chairman's Allowance	£ 100.00	£ -	0.00%
Councillors Travel/Subsistence	£ 500.00	£ -	0.00%
Parish Maintenance	£ 10,000.00	£ 2,242.91	22.43%
Parish Projects	£ 6,000.00	£ 4,569.78	76.16%
Carlyon Recreation Field	£ 1,500.00	£ 420.00	28.00%
Tregrehan Recreation Fields	£ 1,500.00	£ 32.76	2.18%
Neighbourhood Plan	£ 2,000.00	£ -	0.00%
Neighbourhood Plan Grant	£ -	£ -	
<b>Total Other Expenses</b>	<b>£ 21,600.00</b>	<b>£ 7,265.45</b>	<b>33.64%</b>
<b>Total VAT</b>		<b>£ 1,005.76</b>	
<b>Total Expenditure</b>	<b>£ 38,120.00</b>	<b>£ 17,988.54</b>	<b>47.19%</b>
<b>Reserves</b>			
Election Fund	£ 3,000.00	£ -	0.00%
Community building	£ 75,000.00	£ -	0.00%
General Contingency	£ 10,000.00	£ -	0.00%
<b>Total Reserves</b>	<b>£ 88,000.00</b>	<b>£ -</b>	<b>0.00%</b>
<b>Income</b>			
Precept	£ 28,671.49	£ 28,671.49	100.00%
CTSG	£ -	£ 211.05	
VAT	£ -	£ 1,384.05	
CIL		£ 14,252.26	
Other Income		£ 22.59	
<b>Total Income</b>	<b>£ 28,671.49</b>	<b>£ 44,541.44</b>	

<b>Balance as at 31/03/2021</b>		£ 112,558.24
	<b>Add income</b>	£ 44,541.44
	<b>Less expenditure</b>	£ 17,988.54
		<b>£ 139,111.14</b>
<b>Bank Reconciliation</b>		
Balance as at 31/12/2021	Current Account	£ 48,464.29
	Less outstanding payments	£ -
		£ 48,464.29
Balance as at 31/12/2021	Instant Access	£ 90,646.85
	<b>Total Funds Held</b>	<b>£ 139,111.14</b>

## **Correspondence received since the last meeting**

- Town and Parish Council newsletter
- CALC newsletters
- Details of training offered by CALC
- Invitation to join in projects celebrating National Tree Week
- Details of a requirement to keep all poultry and domestic birds indoors to prevent the spread of Avian Flu
- Notification of an airborne geophysical survey to be undertaken of mid-Cornwall
- Request for information on how the parish council is implementing the Framework Convention for the Protection of national Minorities
- Invitation to comment on Cornwall Council's draft budget for 2022/23
- Invitation to attend an event to meet the Headteacher of Sky Academy and Eden Project Nursery
- Citizens Advice Cornwall Newsletter
- Duchy Defibrillators Annual Review
- Invitation to attend Cornwall Flood Forum's Flood Warden Training
- Details of leisure courses at Cornwall College
- Empowering Local Communities – Local Councils and Nature Recovery survey
- Minutes of St Austell and Mevagissey Community Network Meeting held on 9 December