

# Carlyon Parish Council

Dear Councillor

You are summoned to attend a **Meeting** of **Carlyon Parish Council** to be held on **Tuesday 15 March 2022 at 6.00 pm** in **Charlestown Primary School**

*Julie Larter*

Mrs Julie Larter  
Clerk  
8 March 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 15 February 2022

*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**

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

*(i) PA22/01713 – 71 Sea Road: Demolition of existing conservatory and construction of kitchen extension and attached annexe (modification of existing extant approval C2/07/01144)*

*(ii) PA22/01287 – 128 Cuddra Road: Works to a tree in a Tree Preservation Order, works are for the removal of roughly 3 – 4 branches from an Oak tree in order to re-balance the tree and prevent any damage to the garage in the future*

*(iii) PA22/00415 – Mid Cornwall Business Centre, Par Moor Road: Construction of a new vehicular access to the existing site from Cypress Avenue*

*To consider further information from the applicant and determine how to respond*

**8. Neighbourhood Plan**

*To note any progress*

**9. Parish Projects**

*(i) Jubilee Celebrations*

*To receive an update and authorise any expenditure*

*(ii) Cypress Avenue*

*To receive an update and authorise any expenditure*

*(iii) Other current projects*

*To receive an update and authorise any expenditure*

**10. 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*

*(i) To agree Terms of Reference*

*(ii) To note the current situation*

*(v) Highways*

*(i) To consider a complaint from a resident about the frequency of bus services running through Tregrehan Mills*

*(ii) To note any concerns*

**11. Financial Matters**

(a) Asset Register

Appendix (i)

*To review the council's Asset Register*

(b) Insurance

*To consider annual renewal documents and determine that sufficient insurance cover is in place*

To follow

(c) Defibrillator in Tregrehan Mills

*To consider whether to (a) replace the battery in the unit or (b) replace the entire unit*

(c) To note the current financial position and authorise payments

Pages 11-12

**12. Training/Meetings Attended**

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

**13. Correspondence**

*To note any correspondence received since the last meeting*

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**14. Dates for the Diary**

*To note dates for members' diaries*

**15. Dates of Forthcoming Meetings** (Ch = Charlestown Primary School; T=Tregrehan Methodist Church)

*19 April (T) – this meeting will be preceded by the Annual Parish Meeting, 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 15 February 2022 at 6.00 pm in Tregrehan Methodist Church**

**Present:** Cllrs Paul Trudgian (Chairman), Myles Breary,

Jane Chantrill-Burns, Ann Taylor, Heidi Clemo, Lynn Parsons, Mark Seckerson, Nathan Cooper

**In attendance:** Cllr James Mustoe, CC; Julie Larter (Clerk); Caitlin Lord, (Community Link Officer, Cornwall Council), 4 members of the public.

**(21/126) Apologies for Absence**

There were no apologies.

**(21/127) Minutes of a Meeting of the Parish Council held on 18 January 2022**

It was **RESOLVED** that the minutes of a Meeting of the Parish Council held on 18 January 2022 be signed as an accurate record of the meeting.

**(21/128) Declarations of Interest on Items on the Agenda**

Cllr Clemo declared an interest in Agenda item 7(iii) as she operates a business on Crinnis beach.

**(21/129) Chairman's Announcements**

The Chairman welcomed Cllr Cooper to his first meeting. The Chairman also welcomed Caitlin Lord, the new Community Link Officer for the St Austell Bay and Mevagissey Community Network.

**(21/130) Public Participation**

No members of the public wished to speak.

**(21/131) Cornwall Councillor's Report**

Cllr Mustoe reported that he has been contacted by a resident who has concerns about speeding on the A390. He has also received an update from Cornwall Council following a recent meeting looking into flooding concerns at the top of Tregrehan. Cllr Mustoe was happy to report that Cormac will be laying some wooden chipping on Footpath 26, leading from Crinnis Road to Charlestown in due course. Cllr Mustoe's full report is available on the parish council's website.

**(21/132) Planning Applications and Related Matters**

(a) (i) PA22/00279 – Beach Road: Works to trees subject to a Tree Preservation Order to include various works to trees T3 (Scots Pine), T4 (Scots Pine), T5 (Holly), T16 (Sycamore), T17 (English Oak), T18 (Sycamore), T20(Sycamore), T21 (Ash), T23 (Beech), T11 (Strawberry Tree), T18 (Sycamore), G1 (Sessile Oak), G3 (1 Sycamore and 1 Ash) and G7 (1 Holly) as detailed in report

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 tree work

(ii) PA22/00415 – Mid Cornwall Business Centre, Par Moor Road: Construction of a new vehicular access to the existing site from Cypress Avenue

It was **RESOLVED** that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council strongly objects to the application for the following reasons:

**Whilst our draft Neighbourhood Development Plan does acknowledge that improvement to existing employment space in the parish will be supported, this is under the condition that such development does not harm the character of the natural and built environment of the parish.**

**It is our position that this application fails this condition for the following six reasons:**

#### **1. Environmental Character**

**Cypress Avenue is semi-rural in character, without street lighting, and provides a transition between the industrial and commercial areas of Par Moor to the residential and tourist areas of Carlyon Bay. Adding further road junctions and associated road and commercial signage will significantly compromise the character of the avenue and the transition between the very different environments.**

#### **2. Landscape Heritage**

**Cypress Avenue is part of the Tregrehan “Registered Park/Garden” that historically led from the principal entrance of the Tregrehan Estate towards the cliffs at Crinnis and was terminated by the gothic stone arch (which is still in situ and now Grade II Listed). Whilst the southern part of Cypress Avenue is now a public road, the landscape heritage is still clearly evident due to the distinctive straight nature of the avenue and both 19<sup>th</sup> and 20<sup>th</sup> century planting of architectural trees. Adding a further junction and signage to the road will compromise and detract from this heritage.**

#### **3. Encroachment**

**Cypress Avenue and Carlyon Bay are areas with a tourist related economy and not the industrial economy of St Austell Bay Business Park and Par Moor. We see this application as an encroachment, creating a non-beneficial overlap of the two economic areas. We feel that a distinct boundary between Par Moor and Carlyon Bay must be retained, especially when considering the strategic allocation of Par Moor for industrial/commercial development.**

#### **4. Economic Impact**

**We believe that the visual impact of this application is likely to have a detrimental effect on the existing tourist related businesses in the Carlyon Bay area. Furthermore we note that this application will not provide any further employment opportunities and consequently is likely to have a net negative impact to the economy of the parish.**

## **5. Community Asset Value**

**Cypress Avenue is considered to be a community asset for both its landscape heritage and the semi-rural transition it provides into Carlyon Bay. Whilst the road has become neglected recently a community volunteer group is now in place to restore and maintain the avenue. The first phase of work is planned to commence in late February 2022. The introduction of the proposed junction will compromise the value of this asset to the community.**

## **6. Loss of Tree and Shrub Vegetation**

**Whilst we acknowledge that the proposed reduction of vegetation within the application would be relatively small, we strongly feel that consideration should be given to the cumulative impact to the area when considering the agreed strategic allocation of the green fields on Par Moor for industrial development.**

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 April and 30 October 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 application.**

Cllr Clemo returned to the room.

(b) A 5-day protocol letter had been received from Cornwall Council in relation to PA21/11968 – 22 Sea Road: Retention and completion of a 2 storey extension and creation of dormers to the rear elevation as the Planning Officer was intending to approve the application. It was **RESOLVED that the Clerk should respond stating that the parish council retains its objections but on this occasion would agree to disagree with the officer's decision.**

## **(21/133) Neighbourhood Plan**

Mr Malcolm reported that he is waiting for feedback from Cornwall Council as well as some amended maps before he can make amendments to the draft plan.

## **(21/134) Cornwall's Housing Crisis**

Councillors considered a manifesto produced by Lanteglos-by-Fowey Parish Council and although they shared many of the council's concerns, did not feel it could support the document as it stands.

## **(21/135) Parish Projects**

### (i) Jubilee Celebrations

The Chairman has spoken with Carlyon Bay Hotel who are happy for an event to take place in the Sea Road recreation field from 5.00pm – 10.00pm on Thursday 2 June. A beacon has been ordered and 2 musical groups have been booked. It is hoped to invite children to do the flora dance up Sea Road. There will be stalls, food and drink, and various entertainment. The working party were due to meet after the parish council meeting to progress matters.

A location has been identified in Tregrehan's Jubilee Park for the Jubilee tree – Cllr Mustoe will break the earth, Cllr Seckerson will dig the hole and the Chairman will plant the tree. A commemorative plaque will be purchased as well as a slate plaque for the granite post as agreed last month.

Cllr Breary has made a plan of the work he feels needs to be undertaken and this had been circulated prior to the meeting and will be forwarded to the Highways Officer. The Clerk was asked to book Cormac's community trailer for a Sunday towards the end of February. The Clerk was asked to research wild flower turf.

### (ii) Cypress Avenue

The first clearance will take place on Sunday 27 February at 10.30. The Cormac community trailer has been booked and it was **RESOLVED to authorise expenditure of £50 on Yellow Rattle Seeds and also the purchase of some herbicide to deal with the Pampas grass and additional high viz vests was authorised.**

## **(21/136) Scheme of Delegation**

The Council's Scheme of Delegation was reviewed and will be reviewed again in 12 months' time.

## **(20/137) Parish Issues**

### (i) Tregrehan Playing Fields

Cllr Parsons and a group of volunteers have done some more clearance work and have a little more to do before the bird nesting season on 1 March. Cormac's Community Trailer has been booked for later in March. It was noted that the benches need painting. The Chairman thanked Cllr Parsons and all her volunteers for their hard work.

### (ii) Carlyon Recreation Field

This month's safety check identified that the pedestrian gate by the main entrance is getting rusty which could be a health and safety issue. The Clerk will speak to the council's contractor and obtain a quote for repairing or replacing it.

### (iii) Beach Development

Cllr Clemo reported that there will be a new promoter in charge of beach activities this year. Cllr Clemo also reported that the steps have now been cleared and it is planned to open a car park on the beach this summer and dogs will be permitted on the beach all year round.

The Clerk reported that the anticipated planning application for glamping units has been delayed for technical reasons.

(iv) Tregrehan Methodist Church

The Clerk reported that Miller Commercial have been appointed to carry out a valuation. A working party comprising of the Chairman, Cllr Clemo and Cllr Taylor was set up to oversee matters.

(v) Highways Matters

The work to drop kerbs in Beach Road has now been completed and the Clerk was asked to write to the Highways Manager thanking her and her team for their speedy and tidy work.

### **(21/138) Financial Matters**

Current balances were noted and the following payments were authorised:

DD	Lloyds Bank	Credit card*	£357.99
BACS	Bullfinch (Gas Equipment) Ltd	Beacon for Jubilee	£588.00
BACS	Vision ICT	Email hosting	£21.60
BACS	Cornwall ALC	Councillor training	£36.00
BACS	Mrs J Larter	February salary and oncosts	£*

### **(21/139) Meetings/Training Attended by Councillors or the Clerk**

18 January – The Clerk and Cllr Mustoe met with 2 Tregrehan residents and representatives from the Environment Agency and Cornwall Council regarding watercourses at the top of the village

21 January – The Clerk attended Casework Assist training

21 January – Councillors and the Clerk attended a virtual briefing from CEG on their proposed glamping site

27 January – Cllr Parsons attended Social Media training for councillors

5 February – Cllr Parsons and volunteers undertook clearance work in Jubilee Park

7 February – Chairman met with Paul Allen from Brend Hotels to discuss Jubilee celebration plans

9 February – Chairman, Cllrs Breary and Chantrill-Burns together with the Clerk attended a site meeting to look at the Cypress Avenue planning application

10 February – Cllr Parsons attended Flood Warden training

### **(21/140) Correspondence Received**

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

- Cornwall Council Town and Parish Council newsletter
- Details of The Great British Spring Clean. It was agreed to hold events on Saturday 26 March at 10.00
- Correspondence regarding the Cypress Avenue planning application

### **(21/141) Dates for the Diary**

27 February – Cypress Avenue clearance

6 March – Jubilee tree planting



24 March – St Austell and Mevagissey Community Network Panel meeting

**(21/142) Dates of Forthcoming Meetings**

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)

The meeting closed at 7.07 pm

.....  
Chairman

.....  
Date

DRAFT

## **Carlyon Parish Council**

### **Tregrehan Methodist Church Possible Purchase – Working Party Terms of Reference**

#### **Background**

It has been the aspiration of the parish council for a number of years to have its own community space and has been earmarking funds should the opportunity to acquire premises arise. The Methodist Church is currently embarking on a programme of rationalising its property portfolio and is keen for Carlyon Parish Council to purchase the building. Any proposed sale would include a covenant permitting the Methodist Church to continue to use the premises to worship.

#### **Purpose**

To enter into discussions with the Methodist Church and make recommendations to the Council. Should the Council determine to proceed with the purchase, the working party will oversee the process.

#### **Membership**

- The group is a working party of the parish council.
- Membership of the group will be determined by the council at the Annual Meeting and for the year 2021-22 will comprise Cllrs Trudgian, Clemo and Taylor.

#### **Meetings**

- Meetings are to be held as required. They are not required to be held in public, but in the interest of good practice, the Clerk will attend and take notes.
- The Chairman will be responsible for reporting activity to the council.

#### **Budgetary Responsibility**

- The working party does not have delegated powers to spend money. All recommendations for expenditure are to be put to the full council for approval.

Adopted on

## Carlyon Parish Council Budget Monitor Report to 28 February 2022

	Budget £	Expenditure £	% of Budget £
<b>Employee Costs</b>			
Clerk's salary (including oncosts)	£ 10,250.00	£ 8,161.52	79.62%
Training & conference expenses	£ 1,000.00	£ 329.50	32.95%
Clerks Room Allowance	£ 320.00	£ 312.00	97.50%
Clerk's travel and subsistence	£ 300.00	£ 318.22	106.07%
<b>Total employee related costs</b>	<b>£ 11,870.00</b>	<b>£ 9,121.24</b>	<b>76.84%</b>
<b>Administration Costs</b>			
Office expenses	£ 750.00	£ 138.36	18.45%
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	£ 402.00	80.40%
Audit Fees	£ 500.00	£ 400.00	80.00%
Bank charges	£ 150.00	£ 87.00	58.00%
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>£ 2,393.10</b>	<b>51.46%</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	£ 5,355.60	89.26%
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	£ -	£ -	
Election Fund	£ 3,000.00	£ 510.00	17.00%
<b>Total Other Expenses</b>	<b>£ 24,600.00</b>	<b>£ 8,561.27</b>	<b>34.80%</b>
<b>Total VAT</b>		<b>£ 1,211.40</b>	
<b>Total Expenditure</b>	<b>£ 41,120.00</b>	<b>£ 21,287.01</b>	<b>51.77%</b>
<b>Reserves</b>			
Community building	£ 75,000.00	£ -	0.00%
General Contingency	£ 10,000.00	£ -	0.00%
<b>Total Reserves</b>	<b>£ 85,000.00</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		£ 1,197.24	
<b>Total Income</b>	<b>£ 28,671.49</b>	<b>£ 45,716.09</b>	

<b>Balance as at 31/03/2021</b>		£ 112,558.24
	<b>Add income</b>	£ 45,716.09
	<b>Less expenditure</b>	£ 21,287.01
		<b>£ 136,987.32</b>
<b>Bank Reconciliation</b>		
Balance as at 28/02/2022	Current Account	£ 46,340.47
	Less outstanding payments	£ -
		£ 46,340.47
Balance as at 28/02/2022	Instant Access	£ 90,646.85
	<b>Total Funds Held</b>	<b>£ 136,987.32</b>



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

- Invitation to attend the AGM of Cornwall Association of Local Councils
- Details of On Your Bike – cycling skills and maintenance course on 4 March
- Cornwall Council’s Pledge for Nature
- Mevagissey Parish Council Housing Manifesto
- Invitation to attend Cornwall Council planning training on 22 March
- Complaint from a Tregrehan resident regarding the muddy state of Jubilee Park
- Advice from CALC around support for Ukraine
- CALC training bulletin
- Invitation to attend Cornwall Council’s Pledge for Nature Campaign and Ecological Emergency Summit
- Cornwall Council Town and Parish Newsletter warning about cyber crime