

# Carlyon Parish Council

Dear Councillor

You are summoned to attend a **Meeting** of **Carlyon Parish Council** to be held on **Tuesday 19 April 2022 at 6.20 pm** in **Tregrehan Methodist Centre**

*Julie Larter*

Mrs Julie Larter  
Clerk  
8 April 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 March 2022

*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 the following applications and any applications received after publication of this summons*

(i) PA22/02905 – Crinnis Beach: Non-material amendment to the description of the development and condition 1 to enable the use of the compound area within the site boundary for ancillary parking in relation to decision PA21/10167 dated 21/02/2022

(ii) PA22/002543 – 124 Cuddra Road: Works to trees subject to a TPO, works include works to an Oak and Sycamore

(iii) PA22/02675 – Alpine, Crinnis Close: Demolition of car port and construction of domestic extension and associated works

(iv) PA22/01375 – The Eden Project: Retrospective consent for works to realign road, drainage works and associated landscaping

(v) PA22/02874 – 4 Boscundle Close: Proposed residential garage, hardstanding and associated works. Resubmission of approval PA21/02708

(vi) PA22/01492 – Edens Backpackers, 17 Tregrehan Mills: Construction of a large raised rear decking area and the upgrade of the existing solar panels

(vii) PA22/03117 – 2 Sea Road: Single storey extension

To receive an update on the following planning application:  
PA22/00415 – Mid Cornwall Business Centre, Par Moor Road:  
Construction of a new vehicular access to the existing site from Cypress Avenue

**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  
*To consider whether to make an offer to buy the building*
- (v) Highways  
*To note any concerns*

**11. Financial Matters**

To note the current financial position and authorise payments

Page 9-10

**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*

Page 11

**14. Dates for the Diary**

*To note dates for members' diaries*

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

*17 May (Annual Meeting of the Parish Council) (Ch), 21 June (T), 19 July (Ch), 20 September (Ch), 18 October (T), 15 November (Ch), 20 December (T)*

**16. Exclusion of the Public and Press**

**Under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is proposed to exclude members of the public and the press for the following agenda item as it contains commercially sensitive information**

**17 Tregrehan Methodist Centre**

*Further to a discussion under 10 (iv) if the decision is to proceed then the amount to be offered will be determined*

**MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on TUESDAY 15 March 2022 at 6.00 pm in Charlestown Primary School**

**Present:** Cllrs Paul Trudgian (Chairman), Myles Breary, Jane Chantrill-Burns, Ann Taylor, Lynn Parsons, Nathan Cooper

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

**(21/143) Apologies for Absence**

Apologies were received from Cllr Heidi Clemo and Cllr Mark Seckerson.

**(21/144) Minutes of a Meeting of the Parish Council held on 15 February 2022**

It was **RESOLVED** that the minutes of a Meeting of the Parish Council held on 15 February 2022 be signed as an accurate record of the meeting.

**(21/145) Declarations of Interest on Items on the Agenda**

There were no declarations of interest.

**(21/146) Chairman's Announcements**

The Chairman had no announcements to make.

**(21/147) Public Participation**

A member of the public raised his concerns about 2 gaps in the seaward hedge of Carlyon recreation field. A member of the public remains concerned about planning application PA21/00415 as he felt there is no need for this new junction which would bisect the footpath/cycle path and no business plan has been submitted to justify it.

**(21/148) Cornwall Councillor's Report**

Cllr Mustoe reported that he has had another meeting with officers from Cormac and Cornwall Council regarding Tregrehan water course issues. Cllr Mustoe's full report is on the parish council website.

**(21/149) Planning Applications and Related Matters**

(i) PA21/01713 – 71 Sea Road: Demolition of existing conservatory and construction of kitchen extension and attached annexe (modification of existing extant approval C2/07/01144)

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 it is conditioned so that it cannot become a separate dwelling.

(ii) PA22/01287 – 128 Cuddra Road: Works to a tree subject to 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.

It was **RESOLVED that the Clerk should respond to the Planning Authority stating that the parish council objects to the proposal in line with the Tree Officer's comments.**

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

A response from the applicant was discussed. The Clerk was asked to write to the planning officer thanking the applicant for his comments following the council's objection but stating that the parish council maintains its objection for the reasons previously stated. In addition to those comments the council would like to add that bisecting the shared pavement/cycle path is incongruous with the cycle path improvements currently being undertaken on Par Moor Road and creates a considerably safety risk to pedestrians and cyclists. The Clerk was asked to request a site meeting with the planning officer and Cllr Mustoe.

Additional item received after publication of the agenda:

Crinnis Beach

CEG would like to permit parking on the beach over the summer and has asked the parish council for a letter of support. This additional parking provision will accommodate around 150 cars and combined with the top car park there would be an overall parking capacity of around 320 spaces. An extra security officer will be employed at the bottom of the access road to control upward and downward traffic to ensure the safety of pedestrians on the footpath and he or she will be in radio contact with a security officer at the top. Parking on the beach will be permitted in the evenings and overnight parking will be prohibited, controlled as there will be 24/7 security on site. The beach level car park will only be used once capacity has been reached in the top car park. Councillors welcomed the proposal and it was **RESOLVED that the Clerk should send a letter of support to CEG but seeking reassurance that beach parking will be permitted for blue badge holders.**

### **(21/150) Neighbourhood Plan**

Mr Malcolm reported that he has now heard back from Robert Lacey and he is working through amendments to the draft plan and consequently will need to change the references on some of the appendices. The next step is to get the Basic Conditions Statement written by a consultant.

### **(21/151) Parish Projects**

(i) Jubilee Celebrations

Plans for the beacon party are progressing well and the next step is to hold a site meeting and to sort out timing.

Residents in Tregrehan are planning a celebratory tea party on 4 June as they have done in previous jubilee years and have asked for a grant of £250 towards the cost. It was **RESOLVED to make a grant of £250 towards the tea party. Cllr Parsons objected.**

(ii) Cypress Avenue

The Chairman thanked all the volunteers that turned out on 27 February to help with clearing the first 20m of the road. The Clerk was asked to enquire about the availability of the community trailer in order to arrange the next session. The clerk was asked to inform Cormac that the Cornish shovel from the trailer needs attention.

(iii) Other current projects

Tregrehan Jubilee Park

The Chairman thanked Cllr Parsons and her team of volunteers for further clearance work. Cllr Parsons has arranged another session on 26 March but does not need the community trailer so the Clerk will cancel the booking. Cleared vegetation needs disposing of and Cllr Parsons has enquired about the cost of hiring a chipper. The Clerk suggested asking Cormac who removed previous cut vegetation. It was **RESOLVED to authorise expenditure on either a cutter or removal by Cormac.** The Clerk will investigate which is the cheapest option. Cllr Taylor offered to donate some Primrose plants to go in the hedge and Cllr Mustoe offered some Sunflower seeds.

Wild Flower Verge – A391

Melissa Ralph who arranged planting the original wild flower area has surveyed the patch and reported that generally it is in good condition but could do with raking over and a sprinkling of wild flower seeds would be a good idea. Cllr Chantrill-Burns said that a resident is able to obtain some wild flower seeds from Heligan and these could be used. It was **RESOLVED to use the free seeds, but if these were no longer available to purchase some seeds and instruct our contractor to sow them.**

Notice Board for Gwallon Keas

The Clerk wondered whether it would be possible to install a noticeboard inside the bus stop outside the estate and was asked to make enquiries with Cornwall Council for a future discussion.

**(21/152) Parish Issues**

(i) Tregrehan Playing Fields

No issues were reported.

(ii) Carlyon Recreation Field

The monthly safety inspection highlighted as a safety issue the 2 gaps in the seaward hedge that the member of public had alluded to earlier. It was **RESOLVED to ask our contractor to install temporary emergency fencing and to plant Blackthorn to fill in the hedge. The contractor is also to be asked to clear the drainage ditch adjacent to the main gate.**

(iii) Beach Development

There was nothing to report.

(iv) Tregrehan Methodist Church

(i) Terms of Reference

It was **RESOLVED to adopt the draft Terms of Reference for the Working Party that had been previously circulated.**

(ii) Current Situation

The valuation has been carried out but due to family sickness, the report has been delayed but should be available next week.

(v) Highways Matters

(i) Frequency of Bus Services through Tregrehan Mills

A resident has complained that there are too many empty buses travelling through the village. The Clerk has contacted the bus companies involved and the village is currently served by 2 routes – St Austell to Luxulyan and St Austell – Lostwithiel. Councillors felt that there are valid reasons why Tregrehan is part of the bus network and they wished to see the services continue.

(ii) Other Highway Concerns

There were no other concerns.

### **(21/153) Financial Matters**

(a) Asset Register

The Asset Register was reviewed and found to be in order.

(b) Insurance Renewal

The Clerk explained that she had tried to obtain 3 quotes but only one had been received in time for the meeting. It was **RESOLVED to renew the council's insurance with AJ Gallagher and to enter into a 3 year long-term agreement.**

(c) Tregrehan Defibrillator

The Clerk explained that the battery in the public access defibrillator in Tregrehan needs replacing at a cost of £400. Alternatively Duchy Defibrillators have offered to instal a new unit at a cost of £450 and there would be no ongoing liability for the council to replace the battery. It was **RESOLVED to replace the unit.**

The Clerk was asked to arrange training in using the defibrillator.

(d) It was noted that the Local Government Pay Settlement for 2021/22 has now been agreed at 1.5%, backdated to 1 April 2021.

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

DD	Lloyds Bank	Credit card*	£434.86
BACS	Cornwall Industrial Supplies	High Viz tabards	£38.22
BACS	A & A Maintenance	Installing dog stations	£75.00
BACS	Mrs J Larter	March salary, postage, mileage and oncosts	£*

**(21/154) Meetings/Training Attended by Councillors or the Clerk**

27 February – Councillors and volunteers undertook verge clearance work on Cypress Avenue

6 March – Chairman planted the Jubilee Tree as part of The Queen’s Green Canopy, assisted by Cllrs Seckerson and Parsons and Cllr James Mustoe.

**(21/155) Correspondence Received**

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

- Details of Cornwall Council’s re-structured Community Link Officer team
- Correspondence from Eden regarding a seismic event on 9 March

**(21/156) Dates for the Diary**

21 March – Planning training (Cllr Cooper to attend)

24 March – St Austell and Mevagissey Community Network Panel (Cllr Taylor and the Clerk to attend)

26 March – Spring clean – 10.00 in Tregrehan and Sea Road

**(21/157) Dates of Forthcoming Meetings**

19 April (T), (this 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)

The meeting closed at 7.18 pm

.....  
Chairman

.....  
Date

## Carlyon Parish Council Budget Monitor Report to 31 March 2022

	Budget £	Expenditure £	% of Budget £
<b>Employee Costs</b>			
Clerk's salary (including oncosts)	£ 10,250.00	£ 9,038.76	88.18%
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	£ 394.27	131.42%
<b>Total employee related costs</b>	<b>£ 11,870.00</b>	<b>£ 10,074.53</b>	<b>84.87%</b>
<b>Administration Costs</b>			
Office expenses	£ 750.00	£ 138.36	18.45%
Postage	£ 200.00	£ 77.33	38.67%
Photocopying	£ 150.00	£ 23.50	15.67%
Office equipment	£ 600.00	£ 440.74	73.46%
Insurance	£ 600.00	£ 483.11	80.52%
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	£ 108.00	72.00%
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>£ 2,917.41</b>	<b>62.74%</b>
<b>Other Expenses</b>			
Chairman's Allowance	£ 100.00	£ -	0.00%
Councillors Travel/Subsistence	£ 500.00	£ -	0.00%
Parish Maintenance	£ 10,000.00	£ 2,338.02	23.38%
Parish Projects	£ 6,000.00	£ 5,728.55	95.48%
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>£ 9,029.33</b>	<b>36.70%</b>
<b>Total VAT</b>		<b>£ 1,288.42</b>	
<b>Total Expenditure</b>	<b>£ 41,120.00</b>	<b>£ 23,309.69</b>	<b>56.69%</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	£ -	£ 1,687.29	
CIL		£ 14,252.26	
Other Income		£ 1,246.41	
<b>Total Income</b>	<b>£ 28,671.49</b>	<b>£ 46,068.50</b>	

<b>Balance as at 31/03/2021</b>		£ 112,558.24
	<b>Add income</b>	£ 46,068.50
	<b>Less expenditure</b>	£ 23,309.69
		<u>£ 135,317.05</u>
<b>Bank Reconciliation</b>		
Balance as at 31/03/2022	Current Account	£ 44,621.03
	Less outstanding payments	£ -
		<u>£ 44,621.03</u>
Balance as at 31/03/2022	Instant Access	£ 90,696.02
		<u>£ 90,696.02</u>
	<b>Total Funds Held</b>	<u><u>£ 135,317.05</u></u>

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

- Details of a community consultation on the future use of an area of land adjacent to Carloggas roundabout
- Notification of the closure of St Austell branch of Barclays Bank
- Invitation to take part in The Lord Lieutenant's and Bishop of Truro's Cornish Platinum Jubilee event
- Citizens Advice Cornwall newsletter
- Invitation to apply for CIL money targeted at children and young people
- Details of Cornwall Council's Community Governance Review