

# Carlyon Parish Council

Dear Councillor

You are summoned to attend the **Annual Meeting** of **Carlyon Parish Council** to be held on **Tuesday 17 May 2022 at 6.00 pm** in **Charlestown Primary School**

*Julie Larter*

Mrs Julie Larter  
Clerk  
11 May 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. Election of a Chairman**
- 2. Chairman to sign Declaration of Acceptance of Office**
- 3. Election of a Vice Chairman**
- 4. Apologies for Absence**
- 5. Minutes of a meeting of a Meeting of the Parish Council held on 19 April 2022**  
*To resolve that the minutes of the above meeting be signed as a correct record of the meeting*
- 6. 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*

Pages 4-8

*Please call the Clerk before the meeting if you have any queries about these matters.*

**7. Chairman's Announcements**

**8. 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*

**9. Cornwall Councillor's Report**

*To receive a report from Cllr James Mustoe*

**10. 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) PA22/04096 – Par Garden Centre, Par Moor Road: Proposed construction of additional retail units and extensions with solar panels, alterations to entrance canopy and adjacent outdoor planting area, space for external storage and associated landscaping and biodiversity enhancements

(ii) PA22/03878 – Poolside, 55B Sea Road: Erection of a single storey side extension

(iii) PA22/03916 – St Austell Bay Business Park: Application for consent to display an advertisement, namely siting of two LED signboards (displaying static images)

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

**11. Neighbourhood Plan**

*To note any progress*

**12. Appointments to Working Parties and other bodies**

(i) Staffing Committee

(ii) Tregrehan Methodist Centre Working Party

(iii) Sea Road Recreation Field Working Party

(iv) Environment and Climate Change Working Party

(v) Beach Liaison Group

(vi) Eden Geothermal Community Liaison Group

(vii) St Austell and Mevagissey Community Network Panel representative

**13. Parish Projects**

*(i) Jubilee Celebrations*

*To receive an update and authorise expenditure*

*(ii) Cypress Avenue*

*To receive an update, consider entering into an agreement with Cornwall Council to maintain the verges and authorise any expenditure*

*(iii) Other current projects*

*To receive an update and authorise any expenditure*

**14. 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*

*To note any concerns*

**15. Financial Matters**

*(i) To note the Internal Auditor's Report*

*(ii) To agree the Annual Governance Statement*

*(iii) To agree the Annual Accounting Statement*

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

To follow  
Appendix (i)

Appendix (ii)  
Pages 9-10

**16. Training/Meetings Attended**

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

**17. Correspondence**

*To note any correspondence received since the last meeting*

Page 11

**18. Dates for the Diary**

*To note dates for members' diaries*

**19. Dates of Forthcoming Meetings** (Ch = Charlestown Primary School;

T=Tregrehan Methodist Church)

*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 19 April 2022 at 6.20 pm in Tregrehan Methodist Centre**

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

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

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

**(21/158) Apologies for Absence**

There were no apologies for absence.

**(21/159) Minutes of a Meeting of the Parish Council held on 15 March 2022**

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

**(21/160) Declarations of Interest on Items on the Agenda**

Cllr Clemo declared an interest in planning application PA/02905.

**(21/161) Chairman's Announcements**

The Chairman had no announcements to make.

**(21/162) Public Participation**

A member of the public enquired about the closure of the South West Coast Path between Carlyon Bay and Charlestown. Cllr Mustoe explained that it was necessary to formalise the path by way of a Public Path Order, which had recently gone out to public consultation. Two objections had been received and the path will remain closed until the objections are withdrawn. Concern was expressed about a lack of signage of the alternative route. The Clerk explained that despite the best efforts of the Countryside Officers, signs keep being removed. It was also noted that some members of the public are ignoring the closure and climbing over the gate at the Charlestown end of the path. The Clerk explained that this amounted to trespass and must be discouraged.

**(21/163) Cornwall Councillor's Report**

Cllr Mustoe reported on the parish council's recent spring clean and the Repair Café. Cllr Mustoe was pleased to say that proposals for a traffic calming scheme for Bodelva Hill have been accepted for inclusion in the Community Network Highways Scheme and he also reported on progress with improvement work on the cycle path along Par Moor Road. Cllr Mustoe's full report is available on the parish council's website.

**(21/164) Planning Applications and Related Matters**

(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

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

It was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council objects to the proposed tree work in line with the Tree Officer's comments.**

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

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

The parish council did not wish to comment on this application.

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

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

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.**

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

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.**

(viii) PA22/03110 – Tregrehan Industrial Estate: Construction of storage unit and reduction of external storage compound

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.**

The Clerk reported that she and the Chairman would be taking part in a TEAMS meeting with the Planning Officer on Thursday regarding PA22/00415 – Mid Cornwall

Business Centre, Par Moor Road: Construction of a new vehicular access to the existing site from Cypress Avenue.

### **(21/165) Neighbourhood Plan**

Mr Malcolm reported that he has now updated documents and the final version of the plan needs to be proof read. The Chairman thanked Mr Malcolm and Ms Aylward for all their work and will arrange for the Basic Conditions Statement to be written.

### **(21/166) Parish Projects**

#### (i) Jubilee Celebrations

The Chairman reported that 4 bands have now been booked and he is waiting for a quote for generator hire. The Chairman has completed an Event Notification form for Cornwall Council and will submit this once he has undertaken a risk assessment and he has made a layout plan for the field. It was **RESOLVED to authorise the purchase of 200m bunting**. The Clerk expressed concern about the lack of availability of Propane gas and Cllr Clemo said that she may be able to source some. The Jubilee working party will meet after the parish council meeting.

#### (ii) Cypress Avenue

Another volunteer clearance will take place on 25 April at 10.00. Cllr Taylor offered some primrose plants for the verge. It was agreed in principal to direct the remainder of the parish project money towards getting a contractor to clear the road but it will be necessary to devise a plan for future maintenance.

#### (iii) Other projects

There was no update on any other projects.

### **(21/167) Parish Issues**

#### (i) Tregrehan Playing Fields

The Chairman reported that Mr Robinson, owner of Cornwall Football Golf has offered to carry out vertidrain work on the football pitch to aid drainage in the next couple of weeks and the work has been authorised by Cornwall Council. It was decided that as the pitch is now being used extensively, the goal nets which are stored in the Carthouse should now be fixed to the posts.

#### (ii) Carlyon Recreation Field

The Chairman thanked Mr Stark for continually replacing waste bags on the dog station - however Mr Stark felt that the bags are being taken inappropriately. Safety fencing has now been installed on a section of the seaward hedge as raised in last month's safety inspection.

#### (iii) Beach Development

There was nothing to report.

#### (iv) Tregrehan Methodist Church

A valuation has now been received and following a lengthy discussion, it was **RESOLVED to submit a bid to the Methodist Church, subject to the following conditions:**

- **Confirmation on the number of days the Methodist organisation wish to have first refusal to use the building in each calendar year (subject to a contribution towards running costs for these days)**
- **Agreement that when the Methodist organisation does not elect to use the chapel on any of the allocated days, the parish council is at liberty to use or rent the building**
- **Agreement that the days that the Methodist organisation intend to use the chapel is made quarterly in advance**
- **Confirmation of any further covenants where they materially impact on the use of the chapel**
- **All fixtures, fittings and chattels are included in the sale**
- **Agreements to retain and protect historical artefacts, ie Feast banner and war memorial are satisfactory to both parties**
- **A full structural survey**

The bid amount to be determined when the public have been excluded at the end of the meeting.

(v) Highways Matters

An Emergency Road Closure has been agreed between Vounder Clay Works and Grey Farm due to a burst water main – 16 – 25 April, 24 hours per day.

Parking on Sea Road was heavy over the Easter weekend and the Clerk will offer to loan no waiting cones to Sea Road Residents Association once more.

### **(21/168) Financial Matters**

Current balances were noted and the following payments were authorised:

BACS	AJ Gallagher	Insurance premium	£483.11
BACS	Lloyds Bank	Credit Card	£163.08
BACS	CALC	Annual subscription and councillor training	£692.58
BACS	Miller Commercial	Valuation on Tregrehan Methodist Centre	£900.00
BACS	Biffa	Annual litter bin emptying (Sea Road)	£280.80
BACS	Duchy Defibrillators	Replacement defibrillator for Tregrehan	£480.00
BACS	Lyreco	Stationery	£26.23
BACS	Cormac Solutions	Removing vegetation	£108.00
BACS	Mrs J Larter	April salary	*
BACS	HMRC	PAYE/NI	*
BACS	Cornwall Council Pension Fund	Clerk's pension	*
BACS	G Kelly	Grant towards Tregrehan Jubilee party	£250.00

### **(21/169) Meetings/Training Attended by Councillors or the Clerk**

16 March – Clerk attended a webinar on the importance of valuation and risk assessment

- 16 March – Cllr Breary attended a meeting of the Eden Community Liaison Group
- 21 March – Cllrs Parsons and Cooper attended Cornwall Council’s Introduction to Planning training
- 25 March – Cllr Taylor and the Clerk attended St Austell and Mevagissey Community Network meeting
- 26 March – Parish Spring Clean
- 30 March – Clerk attended an SLCC branch meeting
- 4 April – The Chairman, Cllrs Taylor and Clemo and the Clerk attended a Tregrehan Methodist Centre working party meeting

**(21/170) Correspondence Received**

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

- Minutes of the St Austell and Mevagissey Community Network meeting held on 25 March
- Invitation to attend Cornwall Council’s briefing on council restructure, business and budget planning

**(21/171) Dates for the Diary**

24 April – Cypress Avenue voluntary clearance, 10.00am

**(21/172) Dates of Forthcoming Meetings**

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

**(21/173) Exclusion of the Public and Press**

Under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it was **RESOLVED to exclude members of the public and press for the next item as it contained sensitive financial details relating to a contract.**

**(21/174) Tregrehan Methodist Centre**

It was **RESOLVED to make an offer to the Methodist organisation for the full amount of the valuation, subject to the conditions agreed in minute number 167 (iv).**

The meeting closed at 7.48 pm

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Chairman

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Date

## Carlyon Parish Council Budget Monitor Report to 30 April 2022

	Budget £	Expenditure £	% of Budget £
<b>Employee Costs</b>			
Clerk's salary (including oncosts)	£ 11,000.00	£ 735.53	6.69%
Training & conference expenses	£ 750.00	£ 60.00	8.00%
Clerks Room Allowance	£ 320.00		0.00%
Clerk's travel and subsistence	£ 350.00		0.00%
<b>Total employee related costs</b>	<b>£ 12,420.00</b>	<b>£ 795.53</b>	<b>6.41%</b>
<b>Administration Costs</b>			
Office expenses	£ 750.00	£ 21.86	2.91%
Postage	£ 200.00		0.00%
Photocopying	£ 150.00		0.00%
Office equipment	£ 600.00		0.00%
Insurance	£ 600.00		0.00%
Subscriptions	£ 800.00	£ 549.36	68.67%
Website	£ 500.00		0.00%
Audit Fees	£ 500.00		0.00%
Bank charges	£ 200.00	£ 3.00	1.50%
Books and Publications	£ 100.00		0.00%
Meeting Expenses	£ 300.00		0.00%
<b>Total Administration Costs</b>	<b>£ 4,700.00</b>	<b>£ 574.22</b>	<b>12.22%</b>
<b>Other Expenses</b>			
Chairman's Allowance	£ 100.00		0.00%
Councillors Travel/Subsistence	£ 500.00		0.00%
Parish Maintenance	£ 10,000.00	£ 234.00	2.34%
Parish Projects	£ 7,000.00	£ 522.45	7.46%
Parish Newsletter	£ 1,000.00		0.00%
Events	£ 2,000.00	£ 520.00	26.00%
Carlyon Recreation Field	£ 1,500.00		0.00%
Tregrehan Recreation Fields	£ 1,500.00	£ 90.00	6.00%
Neighbourhood Plan	£ 2,000.00		0.00%
Tregrehan Methodist Church		£ 750.00	
<b>Total Other Expenses</b>	<b>£ 25,600.00</b>	<b>£ 2,116.45</b>	<b>8.27%</b>
<b>Total VAT</b>	<b>£ 1,500.00</b>	<b>£ 420.02</b>	
<b>Total Expenditure</b>	<b>£ 44,220.00</b>	<b>£ 3,906.22</b>	<b>8.83%</b>
<b>Reserves</b>			
Community building	£ 84,250.00		0.00%
CIL	£ 22,540.00		
<b>Election Fund</b>	<b>£ 1,000.00</b>		
Tregrehan Playing Fields Transfer	£ 3,000.00		
General Contingency	£ 15,000.00	£ -	0.00%
<b>Total Reserves</b>	<b>£ 125,790.00</b>	<b>£ -</b>	<b>0.00%</b>
<b>Income</b>			
Precept	£ 35,069.13	£ 17,534.57	50.00%
CTSG	£ 124.06	£ 62.03	

VAT	£	1,000.00	
CIL	£	-	£ 5,617.00
Other Income			
<b>Total Income</b>	<b>£</b>	<b>36,193.19</b>	<b>£ 23,213.60</b>

<b>Balance as at 31/03/2022</b>		£ 135,317.05
<b>Add income</b>		£ 23,213.60
<b>Less expenditure</b>		£ 3,906.22
		<b>£ 154,624.43</b>

<b>Bank Reconciliation</b>		
Balance as at 30/04/2022	Current Account	£ 63,928.41
	Less outstanding payments	£ -
		£ 63,928.41
Balance as at 30/04/2022	Instant Access	£ 90,696.02
	<b>Total Funds Held</b>	<b>£ 154,624.43</b>

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

- Slides from Cornwall Council's presentation on restructuring, its business plan and budget planning
- Complaint about noise from Masters skips (further correspondence received indicating that Cornwall Council's Environmental Health Officer has visited the site and the matter appears to have been resolved)
- Cornwall Council's Town and Parish Council newsletter
- Complaint about a disturbance on 7 May on the beach and surrounding areas