

Carlyon Parish Council

Dear Councillor

You are summoned to attend a **Meeting** of **Carlyon Parish Council** to be held on **Tuesday 21 June 2022 at 6.00 pm** in **Tregrehan Methodist Centre**

Julie Larter

Mrs Julie Larter
Clerk
14 June 2022

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 the Annual Meeting of the Parish Council held on 17 May 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) PA22/05115 - 33 Sea Road: Removal of conservatory and erection of a sunroom

(ii) PA22/05065 – Land South of 1 Gloucester Avenue: Construction of a new dwelling without compliance with condition 1 of decision notice Pa21/08829 dated 20/10/2022

(iii) PA22/04823 – 31 Fairway: Extensions and general alterations

(b) 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

To receive an update and authorise any expenditure

10. Parish Issues

(i) Tregrehan Playing Fields

To note any concerns

(ii) Carlyon Recreation Area

(a) *To consider naming the field "West Crinnis Field", consider erecting a sign and authorise expenditure*

(b) *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

11. Financial Matters

(i) To consider a quote for pavement weed spraying

(ii) To note that Cllr Taylor undertook an internal control check on 7 June

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

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

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 July (Ch), 20 September (Ch), 18 October (T), 15 November (Ch), 20 December (T)

MINUTES of the ANNUAL MEETING OF CARLYON PARISH COUNCIL held on 17 May 2022 at 6.00 pm in Charlestown Primary School

Present: Cllrs Paul Trudgian (Chairman), Myles Breary, Ann Taylor, Lynn Parsons

In attendance: Cllr James Mustoe, CC; Julie Larter (Clerk); 5 members of the public and 3 stakeholders for planning application PA22/04096.

(22/001) Election of a Chairman

It was **RESOLVED** to elect Cllr Paul Trudgian as Chairman for the forthcoming year.

(22/002) Declaration of Acceptance of Office

The Chairman duly signed a Declaration of Acceptance of Office.

(22/003) Election of a Vice Chairman

It was **RESOLVED** to elect Cllr Heidi Clemo as Vice Chairman for the forthcoming year.

(22/004) Apologies for Absence

Apologies were received from Cllrs Clemo and Cooper.

(22/005) Minutes of a Meeting of the Parish Council held on 19 April 2022

It was **RESOLVED** that the minutes of a Meeting of the Parish Council held on 19 April 2022 be signed as an accurate record of the meeting.

(22/006) Declarations of Interest on Items on the Agenda

There were no declarations of Interest.

(22/007) Chairman's Announcements

The Chairman said that it was with regret that Mark Seckerson had resigned from the council due to work patterns. There are now 3 vacancies for councillors.

(22/008) Public Participation

A member of the public asked for an update on the closure of the SWCP between Carlyon Bay and Charlestown. The Clerk said that one of the objectors to the new Public Path Order has withdrawn their objections but one remains. The matter is to go to the Secretary of State for Transport but the path will remain re-routed in the meantime. Concern was expressed that vegetation adjacent to the railway line in Sea Road was obscuring the traffic lights. The Clerk will report the matter together with overgrown vegetation by the bridge at the Par Moor end of Cypress Avenue.

(22/009) Cornwall Councillor's Report

Cllr Mustoe reported that a works package to mitigate flooding issues at the top of Tregrehan Mills has now been signed off and Cormac will arrange a work date. Par Moor Road improvement works are progressing well and are due to be completed on 19 June.

Additional footway work to the east of Cypress Avenue and Biscovey Road has been agreed and this work will be programmed in to avoid the Jubilee weekend and the summer embargo. Cllr Mustoe has been involved in a motion at Cornwall Council for the protection and consideration of disturbance to coastal and marine wildlife in Cornwall. Cllr Mustoe's full report can be seen on the parish council's website.

(21/010) Planning Applications and Related Matters

(a) (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

Following a presentation from Ellen Mitchell, agent for the application, 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) PA22/03878 – Poolside, 55b Sea Road: Erection of a single storey side extension

It was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council strongly objects to the application as it feels that this is overdevelopment of the existing site. Furthermore, it supports the concerns raised by neighbours.**

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

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) PA22/01466 – Trenowah House, Tregrehan Mills: Non-material amendment in relation to decision notice PA20/06168 dated 14/09/2022 to change the Juliet balconies into windows on the first floor

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 amendment.**

(v) PA22/02088 – Boscundle Lodge: Replacement summerhouse

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.**

(b) The Clerk updated members on Pa22/00415 – Mid Cornwall Business Centre: Construction of a new vehicular access

Following a virtual meeting with the planning officer attended by the Chairman and Clerk, Historic Gardens and Historic England have been consulted on the application as Cypress Avenue historically is the drive to Tregrehan House. The agent has submitted an additional landscaping plan and it is likely that the planning officer will approve the application, however the council maintains its objection.

(22/011) Neighbourhood Plan

Following recent amendments to the draft plan, it was **RESOLVED that the parish council accepted the current version as the final document. The Chairman will now arrange for a Basic Conditions Statement to be compiled prior to formal submission to Cornwall Council.**

(22/012) Appointments to Working Parties and other bodies

(i) Staffing Committee

The Chairman, Cllr Ann Taylor, Cllr Heidi Clemo

(ii) Tregrehan Methodist Centre Working Party

The Chairman, Cllr Ann Taylor, Cllr Heidi Clemo

(iii) Crinnis Field

Cllr Ann Taylor, Robin Malcolm, Juliet Aylward, Ken Stark

(iv) Environment and Climate Change Working Party

It was RESOLVED not to continue with this working party.

(v) Beach Liaison Group

Cllr Heidi Clemo, Cllr Myles Breary

(vi) Eden Geothermal Liaison Group

Cllr Myles Breary

(vii) St Austell and Mevagissey Community Network Panel

Cllr Ann Taylor

Cllr Taylor will continue to undertake internal control checks.

(22/013) Parish Projects

(i) Jubilee Celebrations

The Chairman outlined the plan for the evening and Cllr James Mustoe was invited to read the proclamation and light the beacon. It was **RESOLVED to increase the budget for the event to £3,000 although final expenditure is more likely to be around £2,500.**

(ii) Cypress Avenue

It was **RESOLVED to agree in principle to enter into an agreement with Cormac to maintain the verges along Cypress Avenue. The verges are to remain grass with spring bulbs. The Clerk is awaiting confirmation from Highways that they are agreeable to this and how much they will pay by way of grant to the parish council.** The work will be put out to tender.

(iii) Other projects

The Clerk has been approached by a family who would like to replace one of the older wooden benches in Crinnis fields. The council is not aware that this is a memorial bench and there were no objections to this course of action.

(22/014) Parish Issues

(i) Tregrehan Playing Fields

Cllr Parsons expressed dismay that Cormac had cut the grass in the football field but only the football pitch and swathes leading up to the benches. An operative had told her that this was how the field would be cut in future. This was unacceptable to councillors and the Clerk was asked to speak to Cormac about their current policy.

(ii) Crinnis Field

The Clerk reported that the pedestrian gate will be taken away and repaired at some stage.

(iii) Beach Development

There was nothing to report.

(iv) Tregrehan Methodist Church

The Clerk has submitted the bid agreed last month but has not heard anything back.

(v) Highways Matters

It was noted that Sea Road Residents Association have asked for more no parking cones.

(22/015) Financial Matters

(i) The Internal Auditor's Report was noted

(ii) The Annual Governance Statement was approved

(iii) The Annual Accounting Statement was approved

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

BACS	M Rundle	Jubilee Bunting	£270.00
		Sound equipment and engineer for	
BACS	Freq Audio Systems	Jubilee event	£780.00
DD	Lloyds Band	Credit card statement	£11.48
		Fencing for Crinnis field and replace	
BACS	A & A Maintenance	Carhouse roof (min20/162)	£1,500.00
BACS	Ellis Event Power Services	Generator and fuel for beacon event	£942.60
BACS	Vision ICT	Hosted email accounts July 22- June 23	£151.20
		Contracts and Procurement training	
BACS	Cornwall ALC	(Clerk)	£18.00
BACS	L Coles	Internal Audit fee	200.00
BACS	Mrs J Larter	May salary	*
BACS	HMRC	PAYE/NI	*
	Cornwall Council Pension		
BACS	Fund	Clerk's pension	*

(22/016) Meetings/Training Attended by Councillors or the Clerk

21 April – Chairman and Clerk attended a virtual meeting with the Planning Case officer dealing with PA22/00415 – Mid Cornwall Business Centre

24 April – Chairman, Cllr Breary and the Clerk together with volunteers undertook more clearance work on Cypress Avenue

26 April – Clerk attended Contracts and Procurement training

(22/017) Correspondence Received

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

Email from Cornwall Council regarding training for climate change opportunities

(22/018) Dates for the Diary

2 June – Jubilee Beacon Party

9 June – St Austell and Mevagissey Community Network Panel meeting (Cllr Taylor to attend)

Defibrillator training in Tregrehan – date to be confirmed

(22/019) Dates of Forthcoming Meetings

21 June (T), 19 July (Ch), 20 September (Ch), 18 October (T), 15 November (Ch), 20 December (T)

The meeting closed at 7.27 pm

DRAFT

Carlyon Parish Council Budget Monitor Report to 31 May 2022

	Budget £	Expenditure £	% of Budget £
Employee Costs			
Clerk's salary (including oncosts)	£ 11,000.00	£ 1,471.06	13.37%
Training & conference expenses	£ 750.00	£ 75.00	10.00%
Clerks Room Allowance	£ 320.00		0.00%
Clerk's travel and subsistence	£ 350.00		0.00%
Total employee related costs	£ 12,420.00	£ 1,546.06	12.45%
Administration Costs			
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	£ 541.37	67.67%
Website	£ 500.00	£ 126.00	25.20%
Audit Fees	£ 500.00	£ 200.00	40.00%
Bank charges	£ 200.00	£ 6.00	3.00%
Books and Publications	£ 100.00		0.00%
Meeting Expenses	£ 300.00		0.00%
Total Administration Costs	£ 4,700.00	£ 895.23	19.05%
Other Expenses			
Chairman's Allowance	£ 100.00		0.00%
Councillors Travel/Subsistence	£ 500.00		0.00%
Parish Maintenance	£ 10,000.00	£ 1,634.00	16.34%
Parish Projects	£ 7,000.00	£ 786.76	11.24%
Parish Newsletter	£ 1,000.00		0.00%
Events	£ 2,000.00	£ 1,705.50	85.28%
Carlyon Recreation Field	£ 1,500.00	£ 100.00	6.67%
Tregrehan Recreation Fields	£ 1,500.00	£ 90.00	6.00%
Neighbourhood Plan	£ 2,000.00		0.00%
Tregrehan Methodist Church		£ 750.00	
Total Other Expenses	£ 25,600.00	£ 5,066.26	19.79%
Total VAT	£ 1,500.00	£ 737.48	
Total Expenditure	£ 44,220.00	£ 8,245.03	18.65%
Reserves			
Community building	£ 84,250.00		0.00%
CIL	£ 22,540.00		
Election Fund	£ 1,000.00		
Tregrehan Playing Fields Transfer	£ 3,000.00		
General Contingency	£ 15,000.00	£ -	0.00%
Total Reserves	£ 125,790.00	£ -	0.00%
Income			
Precept	£ 35,069.13	£ 17,534.57	50.00%

CTSG	£ 124.06	£ 62.03
VAT	£ 1,000.00	
CIL	£ -	£ 5,617.00
Other Income		
Total Income	£ 36,193.19	£ 23,213.60

Balance as at 31/03/2022		£ 135,317.05
	Add income	£ 23,213.60
	Less expenditure	£ 8,245.03
		<u>£ 150,285.62</u>

Bank Reconciliation

Balance as at 31/05/2022	Current Account	£ 59,706.80
	Less outstanding payments	£ 117.20
		<u>£ 59,589.60</u>
	Instant Access	£ 90,696.02
Balance as at 31/05/2022		
	Total Funds Held	<u><u>£ 150,285.62</u></u>

Correspondence received since the last meeting

- Numerous complaints about the closure of the SWCP between Carlyon Bay and Charlestown
- Invitation to attend Cornwall Council's Town and Parish Council briefing on The County Deal on 30 June
- Cornwall AONB Management Plan 2022-2027
- Opportunity to comment on Cornwall Council's consultation on Public Space Protection Orders (Dogs on beaches)
- Cornwall Council Town and Parish Council newsletter
- Details of CALC training dates: Code of Conduct and Being a Good Chair
- CALC briefing: Protect Duty Implications, event safety and Emergency Management