

# Carlyon Parish Council

Dear Councillor

You are summoned to attend a **Meeting** of **Carlyon Parish Council** to be held on **Tuesday 27 September 2022 at 6.00 pm** in **Charlestown Primary School**

*Julie Larter*

Mrs Julie Larter  
Clerk  
20 September 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.*

---

## AGENDA

- 1. Apologies for Absence**
- 2. Minutes of a Meeting of the Parish Council held on 19 July 2022**  
*To resolve that the minutes of the above meeting be signed as a correct record of the meeting*
- 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*

Pages 4-8

*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. Parish Council Vacancies**

*To co-opt to fill 2 of the current councillor vacancies*

Appendix (i)

**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) PA22/05234 – Shorthorn Beach and Polgaver Beach: Hybrid planning application (part Full and part Outline) seeking (i) detailed permission for 21 cabins for holiday accommodation on Shorthorn Beach, associated car parking at Crinnis Beach, landscaping, and associated works and infrastructure; and (ii) outline permission (all matters reserved) for 21 cabins for holiday accommodation on Shorthorn Beach, a central pavilion on Shorthorn Beach and a smaller pavilion on Polgaver Beach both to accommodate a range of uses within Use Classes E (a), E(b), E(d), F1(a), F2(c) and to provide a function/events venue for live performances, weddings and the hire of beach equipment (Sui Generis), landscaping, associated works and infrastructure. All for a temporary period of 5 years

*A representative from CEG will be in attendance to answer councillors' questions*

(ii) PA22/07516 – 12 Crinnis Wood Avenue: To fell 3 Sycamore trees subject to a TPO

*(b) To ratify planning delegated decisions made during August*

(i) PA22/04992 – Demolition and construction of orangery.  
Replacement double glazing to main house  
*No objections to the proposal*

(ii) PA22/05871 – 39 Chatsworth Way: Retention and completion of remodelling of bungalow with a rear kitchen/en-suite extension  
*No objections the proposal*

*(c) To receive an update on the following application*

(ii) PA22/05533 – Cuddra Aquatics: Change of use of previously developed land from A1 retail to 9 residential park homes, including external terraces and internal access.

**8. Neighbourhood Plan**

*To note the current situation*

**9. Community Energy Projects**

*To consider whether to progress a community energy project*

**11. Civility and Respect**

*(i) To consider signing up to the Civility and Respect Pledge, developed by the National Association of Local Councils, the Society of Local Council Clerks and Cornwall Association of Local Councils* Appendix (i)

*(ii) To adopt a Dignity at Work Policy* Appendix (ii)

**12. Parish Projects**

*(i) Parish Council Identity*

*To consider any ideas councillors may have and authorise any expenditure*

*(ii) To receive an update and authorise any expenditure*

**13. Parish Issues**

*(i) Tregrehan Jubilee Park*

*To note any concerns*

*(ii) Tregrehan Flooding Issues*

*To discuss concerns and consider the next steps*

*(iii) Tregrehan Methodist Church*

*To note the current situation*

*(iv) West Crinnis Fields*

*(a) To consider the future of the dog waste bag dispenser*

*(b) To note any concerns*

*(iv) Beach Development*

*To note the current situation*

*(v) Tregrehan Methodist Church*

*To note the current situation*

*(vi) Highways*

*(a) Community Speedwatch for Tregrehan*

*- to decided whether to progress*

*(b) To consider an offer from St Austell Bay PC's Diggers and Doers to plant daffodil bulbs*

*(c) To consider an offer from the Rotary Club of St Austell to plant some saplings*

*(d) To note any concerns*

**14. Financial Matters**

*(i) To note that the Annual Audit has now been completed*

Appendix (iii)

*(ii) To note the current financial position and authorise payments for August and September*

Page 9

**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*

Page 10

**17. Dates for the Diary**

*To note dates for members' diaries*

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

*18 October (T), 15 November (Ch), 20 December (T)*

**MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on 19 JULY 2022 at 6.00 pm** in Charlestown Primary School

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

In attendance: Cllr James Mustoe, CC; Julie Larter (Clerk); 8 members of the public.

**(22/035) Apologies for Absence**

There were no apologies.

**(22/036) Minutes of a meeting of the Parish Council held on 21 June 2022**

It was RESOLVED that the minutes of the meeting held on 21 June 2022 be signed as an accurate record of the meeting.

**(22/037) Declarations of Interest on Items on the Agenda**

There were no declarations of Interest.

**(22/038) Chairman's Announcements**

The Chairman had no announcements to make.

**(21/039) Public Participation**

A member of the public expressed his concern over the removal of a tree behind Trenowah House and the subsequent loss of amenity value. Whilst it was acknowledged by the member of the public that the land is private and the tree's removal was not subject to a TPO, he did feel it was part of a general threat to the landscape character of the village if trees are removed and no replanting is undertaken. Further to this point, the member of the has noted that several trees in the Jubilee field have Ash Dieback and wanted to know if the parish council has any plans for future tree planting. Cllr Mustoe said that he was instrumental in getting Cornwall Council to declare an ecological emergency and would be happy to speak to the Forest for Cornwall Officer at the council and ask her to advise the parish council. Cllr Mustoe is happy to be involved in any future tree planting projects. Another member of the public explained that she is hoping to instigate a Forest School in Jubilee Park shortly whereby young people will plant and nurture new trees.

**(22/040) Cornwall Councillor's Report**

The Ramblers have now withdrawn their objection to the new Public Path Order and the South West Coast Path between Carlyon Bay and Charlestown is now open again, as is the path from Charlestown to Charlestown Battery. Work will commence on 8 August to re-align the SWCP between Charlestown Battery and Porthpean, with all work being completed by the end of October.

Cllr Mustoe said that good progress is being made in seeking an alternative provider to run Porthpean Outdoor Education Centre. Cornwall Council has given reassurances that the public toilets at the beach will remain open until a new provider has been found.

Work continues on the St Austell Local Cycling and Walking Infrastructure Plan.

Cllr Mustoe's full report is on the parish council's website.

### **(22/041) Planning Applications and Related Matters**

(a)

(i) PA22/04993 – Boscundle Manor: Listed Building Consent for demolition and construction of orangery, replacement double glazing to main house

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) PA22/05533 – Cuddra Aquatics: Change of use of previously developed land from A1 retail to 9 residential park homes, including external terraces and internal access.

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 Chairman wished it to be recorded that he objected.

(iii) PA22/05871 – 39 Chatsworth Way: Retention and completion of remodelling of bungalow with a rear kitchen/en-suite extension

This application has been invalidated.

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

The parish council have been issued with a 5 day protocol letter and responded to say that it retains its objection, but on this occasion will agree to disagree with the planning officer's decision to approve planning permission.

### **(22/042) Neighbourhood Plan**

Awaiting the Basic Conditions Statement from the consultant.

### **(22/043) Community Energy Projects**

Peter Cunningham explained about opportunities for communities to generate their own electricity, which can be stored locally in batteries. Grants are available. A number of companies will conduct a feasibility study free of charge.

This subject is to be included on the next Agenda and Mr Cunningham will be pleased to work with the parish council.

### **(22/044) Government Review into Short Term Tourist Accommodation**

Cllr Mustoe outlined the current consultation which suggests setting up a register of holiday lets with the aim of creating parity with hotels and guest houses for compliance and fire

safety. It is likely that Steve Double, MP, will carry out a survey of local town and parish councils to feed into his response. Cllr Mustoe encouraged the parish council to take part.

### **(22/045) Policies and Procedures**

#### **(i) Standing Orders**

Draft amended Standing Orders had been previously circulated and it was RESOLVED to adopt the amended Standing Orders. No change has been made to Financial Regulations.

#### **(ii) Expenses Policy**

A draft Expenses Policy had been previously circulated and it was RESOLVED to adopt an Expenses Policy.

### **(22/046) Parish Projects**

The Chairman would like to create some form of corporate identity. Councillors were asked to let the Clerk have any ideas they may have. The Clerk will speak to a graphic designer and the matter will be an agenda item in September.

### **(22/047) Parish Issues**

#### **(i) Jubilee Fields**

(a) A member of the Repair Café has made a Parking sign to be clipped onto the railings when the field is open for parking. It was RESOLVED to make a donation of £10 to the Repair Café by way of thanks.

#### **(b) Other concerns**

Biffa have replaced the dog waste bin with a general litter bin as requested. The Chairman and Cllr Parsons will move the new bin to a more prominent place and the Clerk will ask the handyman to make a permanent fixing for it.

#### **(ii) West Crinnis Fields**

##### **(a) Dog Station**

Excessive use of the dog waste bag dispenser continues. The council will keep a watching brief and will review the matter at the end of the summer. Thanks were expressed to Mr Stark's deputy for replenishing the bags in his absence.

##### **(b) Other Concerns**

There were no other concerns.

#### **(iii) Beach Development**

There was nothing to report.

#### **(iv) Tregrehan Methodist Church**

No update was available.

(v) Highways Matters

The Chairman, Clerk and Cllr Mustoe met with the Highways Manager on 5 July to discuss continuing concerns about safety on Cypress Avenue. The Highways Manager has contacted the Environment Agency and asked them to consider changing the fencing over the stream. The Highways Manager will also contact BT to ascertain whether they would be willing to move the telegraph pole – this is likely to be at the parish council’s expense. Replacement bollards are to be installed at the end of July.

A member of the public expressed concern about speeding in Tregrehan - the Chairman suggested a Community Speedwatch check and will pass contact details on. Cllr Parsons volunteered to be involved. The subject will appear on the next agenda.

**(22/048) Financial Matters**

(i) Jubilee Expenditure

Jubilee celebrations totalled £2,732 and it was noted that this expenditure had exceeded the £2,500 allocated budget.

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

Payments made since last meeting:

BACS	K B Carter	Fixing Jubilee tree plaque	£	10.00
BACS	P Trudgian	Miscellaneous expenses for Jubilee party	£	175.54
Payments this month				
DD	Lloyds Bank	Credit card*	£	146.88
BACS	Vision ICT	Data backup Sept 22 - Aug 23	£	72.00
BACS	Get Landscaped	Watering flower planters	£	25.20
BACS	Tregrehan Methodist Church	Hire charge	£	80.00
BACS	Mrs J Larter	July salary	*	
		Postage 10 March - 12 July	£	20.05
BACS	HMRC	PAYE/NI	*	
BACS	Cornwall Pension Fund	EE and ER contributions	*	
		Total Payments	£	1379.86

### **(22/049) Meetings/Training Attended by Councillors or the Clerk**

23 June – Cllr Parsons attended a briefing from Cornwall Council on event safety and emergency management

5 July – Chairman and the Clerk met with the Highways Manager to discuss Cypress Avenue safety concerns

6 July – Clerk attended an SLCC training day

13 July – Cllr Parsons and the Clerk attended defibrillator training in Tregrehan

### **(22/050) 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 a Hedgehogs R Us highways project

### **(22/051) Dates for the Diary**

There were no dates for the diary.

### **(22/052) Dates of Forthcoming Meetings**

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

If the parish council receives any planning consultations during August, the Clerk will liaise with the Chairman and circulate details to councillors by email for their comments. The Clerk will collate responses and it was RESOLVED to delegate responsibility to the Clerk to respond on behalf of the parish council.

The meeting closed at 7.15 pm

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

	Budget £	Expenditure £	% of Budget £
<b>Employee Costs</b>			
Clerk's salary (including oncosts)	£ 11,000.00	£ 3,861.98	35.11%
Training & conference expenses	£ 750.00	£ 75.00	10.00%
Clerks Room Allowance	£ 320.00	£ 156.00	48.75%
Clerk's travel and subsistence	£ 350.00	£ 129.15	36.90%
<b>Total employee related costs</b>	<b>£ 12,420.00</b>	<b>£ 4,222.13</b>	<b>33.99%</b>
<b>Administration Costs</b>			
Office expenses	£ 750.00	£ 267.58	35.68%
Postage	£ 200.00	£ 20.05	10.03%
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	£ 400.00	80.00%
Bank charges	£ 200.00	£ 33.00	16.50%
Books and Publications	£ 100.00		0.00%
Meeting Expenses	£ 300.00	£ 80.00	26.67%
<b>Total Administration Costs</b>	<b>£ 4,700.00</b>	<b>£ 1,468.00</b>	<b>31.23%</b>
<b>Other Expenses</b>			
Chairman's Allowance	£ 100.00		0.00%
Councillors Travel/Subsistence	£ 500.00		0.00%
Parish Maintenance	£ 10,000.00	£ 2,003.00	20.03%
Parish Projects	£ 7,000.00	£ 909.26	12.99%
Parish Newsletter	£ 1,000.00		0.00%
Events	£ 2,000.00	£ 2,526.23	126.31%
Carlyon Recreation Field	£ 1,500.00	£ 100.00	6.67%
Tregrehan Recreation Fields	£ 1,500.00	£ 180.00	12.00%
Neighbourhood Plan	£ 2,000.00	£ 700.00	35.00%
Tregrehan Methodist Church		£ 750.00	
<b>Total Other Expenses</b>	<b>£ 25,600.00</b>	<b>£ 7,168.49</b>	<b>28.00%</b>
<b>Total VAT</b>	<b>£ 1,500.00</b>	<b>£ 1,004.29</b>	
<b>Total Expenditure</b>	<b>£ 44,220.00</b>	<b>£ 13,862.91</b>	<b>31.35%</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	£ 424.34
CIL	£ -	£ 5,617.00
Other Income		£ 428.47
<b>Total Income</b>	<b>£ 36,193.19</b>	<b>£ 24,066.41</b>

<b>Balance as at 31/03/2022</b>		£ 135,317.05
	<b>Add income</b>	£ 24,066.41
	<b>Less expenditure</b>	£ 13,862.91
		<b>£ 145,520.55</b>

#### Bank Reconciliation

Balance as at 30/06/2022	Current Account	£ 56,686.52
	Less outstanding payments	£ 1,940.26
		£ 54,746.26
	Instant Access	£ 90,774.29
Balance as at 30/06/2022	<b>Total Funds Held</b>	<b>£ 145,520.55</b>

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

- St Austell Local Cycle Infrastructure presentation
- Update on the Eden Geothermal project
- Complaint about dangerous driving outside Charlestown School and a request for a Zebra crossing (St Austell Bay Parish Council will be considering whether submit a request for this to be included in Cornwall Council's Community Network Highways Scheme)
- Invitation to attend a virtual meeting to update on the St Austell Walking and Cycling Network Infrastructure Project
- Carlyon's view on a Mayor for Cornwall (The Clerk has written to Steve Double, MP and Cllr Mustoe)
- Complaint from a resident about the lack of discussion regarding Gwallon Keas
- Correspondence advising on Protocol for Operation London Bridge