

Carlyon Parish Council

Dear Councillor

You are summoned to attend a **Meeting** of **Carlyon Parish Council** to be held on **Tuesday 18 October 2022 at 6.00 pm** in **Tregrehan Methodist Centre**

Julie Larter

Mrs Julie Larter

Clerk

11 October 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 a Meeting of the Parish Council held on 27 September 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 any applications received after publication of this summons

(b) To receive an update on the following application

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 agree first steps

10. Parish Projects

(i) Parish Council Identity

To receive an update on progress

(ii) Forest School

To receive an update and authorise any expenditure

(iii) History Boards

To receive an update

(iv) Any other projects

11. Parish Issues

(i) Tregrehan Jubilee Park

To note any concerns

(ii) Tregrehan Flooding Issues

To agree Terms of Reference for the group

(iii) Tregrehan Methodist Church

To note the current situation

(iv) West Crinnis Fields

(a) Dog waste bag dispenser – to consider the past month's usage

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(iv) Beach Development

To note the current situation

(v) Highways

To note any concerns

12. Financial Matters

To note the current financial position and authorise payments

Pages 10-11

13. Training/Meetings Attended

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

14. Correspondence

To note any correspondence received since the last meeting

Page 12

15. Dates for the Diary

To note dates for members' diaries

16. Dates of Forthcoming Meetings (Ch = Charlestown Primary School;
T=Tregrehan Methodist Church)
15 November (Ch), 20 December (T)

MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on 27 September 2022 at 6.00 pm in Charlestown Primary School

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

In attendance: Cllr James Mustoe, CC; Julie Larter (Clerk); 10 members of the public.

(22/053) Apologies for Absence

Apologies were received from Cllr Lynn Parsons

(22/054) Minutes of a meeting of the Parish Council held on 19 July 2022

It was **RESOLVED** that the minutes of the meeting held on 19 July 2022 be signed as an accurate record of the meeting.

(22/055) Declarations of Interest on Items on the Agenda

There were no declarations of Interest.

(22/056) Chairman's Announcements

The Chairman thanked everyone for being accommodating regarding the change of meeting date due to the death of the Queen. He announced that Cllr Clemo had resigned and thanked her for her contribution to the council. The Chairman reminded councillors that it was important to release bank payments in a timely manner to avoid the late payment of invoices. The Chairman thanked Penny Hermes for organising a book of condolence for the parish. This will remain in Tregrehan chapel.

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No member of the public wished to speak.

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Cllr Mustoe reported that bids for the Shared Prosperity Fund can now be made and encouraged councillors to share this information with businesses and groups. Cllr Mustoe also reported on Kensa's Heat the Streets initiative around ground source heat pumps. Cllr Mustoe gave an update on Cornwall Council's e-bike project which should go live in October. Cllr Mustoe's full report can be found on the parish council's website.

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It was **RESOLVED to co-opt Penny Hermes and Sonia Phillips to fill 2 vacancies on the council.** Declarations of Acceptance of Office forms were duly signed.

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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

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**

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No objections to the proposal

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(c) Update on 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.

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- (i) It was **RESOLVED to adopt the Civility and Respect Pledge, developed by NALC, SLCC and OVW.**
- (ii) It was **RESOLVED to adopt a Dignity at Work Policy**

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The meeting was briefly adjourned whilst the building was evacuated due to a fire alarm.

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Cllr Hermes is keen to progress this. She is hoping to plant some trees with edible fruit near the Christmas tree in Jubilee Field and some native species in the play park and is meeting an officer from Forest for Cornwall to discuss. They will also look at Crinnis Fields.

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The Chairman asked for volunteers to write another newsletter.

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(a) The Chairman reported that the football nets have now been taken down for the winter. Cllr Hermes will discuss replacing the Jubilee tree with the Forest for Cornwall Officer when they meet

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A working party is to be set up comprising Cllr Parsons, Cllr Phillips, Dave Chitty and Neal Barnes who will look into the various issues and engage with neighbouring parishes. Cllr Parsons is to take the lead. It was **RESOLVED that the parish council would cover the cost of hiring Tregrehan Chapel.** Cllr Mustoe is keen to be involved and will chase up the results of a survey carried out in August.

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(a) Future of the Dog Station

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The Chairman referred to a discussion in the summer with Sea Road Residents Association regarding laying yellow lines in Sea Road in the immediate vicinity of field. The Residents' Association has now discussed the matter with the hotel and it has been determined not to progress at this stage.

(b) There were no other concerns

(v) Beach Development

There was nothing to report.

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(a) Community Speedwatch

Cllr Phillips suggested that a cycle lane could be provided turning off the A390 towards Tregrehan and going up through the village. It was suggested that maybe this could be added to the St Austell Walking and Cycling Infrastructure Plan. Cllr Phillips offered to be involved in future meetings of the group. This is a possible consideration for CIL money.

(b) Daffodil Planting

St Austell Bay PC's Diggers and Doers have offered to plant some daffodil bulbs on the strip of land at the junction of Beach Road and Chatsworth Way. It was **RESOLVED to fund the purchase of a large sack of bulbs.** The Clerk will find out the date the group intend planting the bulbs to see if anyone would like to volunteer to help.

(c) Offer from the Rotary Club of St Austell to plant some saplings

The Rotary Club have obtained some free saplings from the Woodland Trust and have offered to plant them in the parish. Cllr Hermes will discuss the matter with the Forest for Cornwall Officer when they meet

(d) Other Highways Concerns

The Clerk was asked to report overgrown Buddleia at the end of the stream railings in Tregrehan to Highways

The old road markings in Cypress Avenue are still visible causing confusion – the Clerk is to email Cllr Mustoe. Also service buses keep stopping on Par Moor Road by the Cypress Avenue junction and Cllr Mustoe is to report this.

The Town Clerk has written to Cornwall Council's Portfolio Holder for Transport complaining about the lack of maintenance of planting undertaken by SABEF last year (which includes the Britannia Roundabout) and asked the parish council to do likewise, which the Clerk has done.

(22/066) Financial Matters

(i) Annual Audit

It was noted that the annual audit has now been completed.

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

DD	Lloyds Bank	Credit Card	£81.99
BACS	PKF Littlejohn	Annual Audit Fee	£240.00
BACS	James Evans	Conditions Statement for NP	£700.00
BACS	Get Landscaped	Watering Planters	£75.60
BACS	Cornwall Signs	West Crinnis Fields Sign	£210.00
BACS	Paul Trudgian	Reimbursement for litter collection after Beacon Party	£95.00
BACS	Mrs J Larter	Salary and oncosts	*
BACS	HMRC	PAYE/NI Collected	*
BACS	Cornwall Pension Fund	EE and ER contributions	*
DD	Lloyds Bank	Credit Card	£89.75
DD	Unity Trust Banke	Quarterly Bank Charges	£18.00
BACS	St Austell Town Band	Jubilee Beacon party	£150.00
BACS	Lyreco	Stationery	£27.60
BACS	Get Landscaped	Watering Planters	£90.00
DD	Information Commissioner	Data Protection registration renewal	£35.00
BACS	Mrs J Larter	Salary and mileage	*
BACS	HMRC	PAYE/NI collected	*
BACS	Cornwall Pension Fund	EE and ER contributions	*

(22/067) Meetings/Training Attended by Councillors or the Clerk

22 September – Cllr Taylor and the Clerk attended the St Austell and Mevagissey Community Network Panel. The Clerk reported that Cornwall Council is currently reviewing the function and areas of Community Network Panels and that the current 19 areas are to be reduced to 12. There has been a 5.8% reduction in crime in our network area and a 30.7% decrease in ASB. 20 E-bikes are to be stationed in and around St Austell including bays on Par Moor Road, near Pinetum Gardens, in Trenowah Road and in Crinnis beach car park. The issue of "staircasing" affordable homes was discussed.

(22/068) Correspondence Received

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

- Email from a member of the Critical Control Centre team, Cornwall Fire and Rescue Service regarding the possible closure of the call centre and outsourcing their work

- Invitation to attend Cornwall Community Flood Forum's Annual Conference – Cllr Parsons is to attend
- Invitation to attend a consultation event to update Cornwall's Landscape Character Assessment and Areas of Great Landscape value

(22/069) Dates for the Diary

29 September – Cllr Breary and the Clerk are to attend a briefing session from Cormac

(22/070) Dates of Forthcoming Meetings

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

The meeting closed at 7.42 pm

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Chairman

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Date

DRAFT

Carlyon Parish Council Budget Monitor Report to 30 September 2022

	Budget £	Expenditure £	% of Budget £
Employee Costs			
Clerk's salary (including oncosts)	£ 11,000.00	£ 4,713.38	42.85%
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	£ 214.65	61.33%
Total employee related costs	£ 12,420.00	£ 5,159.03	41.54%
Administration Costs			
Office expenses	£ 750.00	£ 290.58	38.74%
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	£ 576.37	72.05%
Website	£ 500.00	£ 126.00	25.20%
Audit Fees	£ 500.00	£ 400.00	80.00%
Bank charges	£ 200.00	£ 54.00	27.00%
Books and Publications	£ 100.00		0.00%
Meeting Expenses	£ 300.00	£ 80.00	26.67%
Total Administration Costs	£ 4,700.00	£ 1,547.00	32.91%
Other Expenses			
Chairman's Allowance	£ 100.00		0.00%
Councillors Travel/Subsistence	£ 500.00		0.00%
Parish Maintenance	£ 10,000.00	£ 2,150.95	21.51%
Parish Projects	£ 7,000.00	£ 909.26	12.99%
Parish Newsletter	£ 1,000.00		0.00%
Events	£ 2,000.00	£ 2,676.23	133.81%
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	
Total Other Expenses	£ 25,600.00	£ 7,466.44	29.17%
Total VAT	£ 1,500.00	£ 1,037.69	
Total Expenditure	£ 44,220.00	£ 15,210.16	34.40%
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	£ 35,069.13	100.00%
CTSG	£ 124.06	£ 124.05	
VAT	£ 1,000.00	£ 424.34	
CIL	£ -	£ 5,617.00	
Other Income		£ 565.75	
Total Income	£ 36,193.19	£ 41,800.27	

Balance as at 31/03/2022		£ 135,317.05
Add income		£ 41,800.27
Less expenditure		£ 15,210.16
		£ 161,907.16

Bank Reconciliation

Balance as at 30/09/2022	Current Account	£ 70,995.59
	Less outstanding payments	£ -
		£ 70,995.59
Balance as at 30/09/2022	Instant Access	£ 90,911.57
	Total Funds Held	£ 161,907.16

Correspondence received since the last meeting

- Cornwall Council's Town and Parish Council newsletters
- Details of CALC training opportunities

Carlyon Parish Council

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

DD	Lloyds Bank	Credit Card	£81.99
BACS	PKF Littlejohn	Annual Audit Fee	£240.00
BACS	James Evans	Conditions Statement for NP	£700.00
BACS	Get Landscaped	Watering Planters	£75.60
BACS	Cornwall Signs	West Crinnis Fields Sign	£210.00
BACS	Paul Trudgian	Reimbursement for litter collection after Beacon Party	£95.00
BACS	Mrs J Larter	Salary and oncosts	*
BACS	HMRC	PAYE/NI Collected	*
BACS	Cornwall Pension Fund	EE and ER contributions	*
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DD	Unity Trust Banke	Quarterly Bank Charges	£18.00
BACS	St Austell Town Band	Jubilee Beacon party	£150.00
BACS	Lyreco	Stationery	£27.60
BACS	Get Landscaped	Watering Planters	£90.00
DD	Information Commissioner	Data Protection registration renewal	£35.00
BACS	Mrs J Larter	Salary and mileage	*
BACS	HMRC	PAYE/NI collected	*
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(22/067) Meetings/Training Attended by Councillors or the Clerk

22 September – Cllr Taylor and the Clerk attended the St Austell and Mevagissey Community Network Panel. The Clerk reported that Cornwall Council is currently reviewing the function and areas of Community Network Panels and that the current 19 areas are to be reduced to 12. There has been a 5.8% reduction in crime in our network area and a 30.7% decrease in ASB. 20 E-bikes are to be stationed in and around St Austell including bays on Par Moor Road, near Pinetum Gardens, in Trenowah Road and in Crinnis beach car park. The issue of "staircasing" affordable homes was discussed.

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

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- Invitation to attend Cornwall Community Flood Forum's Annual Conference – Cllr Parsons is to attend
- Invitation to attend a consultation event to update Cornwall's Landscape Character Assessment and Areas of Great Landscape value

(22/069) Dates for the Diary

29 September – Cllr Breary and the Clerk are to attend a briefing session from Cormac

(22/070) Dates of Forthcoming Meetings

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

The meeting closed at 7.42 pm

.....

Chairman

.....

Date

DRAFT

Carlyon Parish Council Budget Monitor Report to 30 September 2022

	Budget £	Expenditure £	% of Budget £
Employee Costs			
Clerk's salary (including oncosts)	£ 11,000.00	£ 4,713.38	42.85%
Training & conference expenses	£ 750.00	£ 75.00	10.00%
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Parish Projects	£ 7,000.00	£ 909.26	12.99%
Parish Newsletter	£ 1,000.00		0.00%
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Carlyon Recreation Field	£ 1,500.00	£ 100.00	6.67%
Tregrehan Recreation Fields	£ 1,500.00	£ 180.00	12.00%
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Tregrehan Methodist Church		£ 750.00	
Total Other Expenses	£ 25,600.00	£ 7,466.44	29.17%
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Total Reserves	£ 125,790.00	£ -	0.00%

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CIL	£ -	£ 5,617.00	
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Total Income	£ 36,193.19	£ 41,800.27	

Balance as at 31/03/2022		£ 135,317.05
Add income		£ 41,800.27
Less expenditure		£ 15,210.16
		£ 161,907.16

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Balance as at 30/09/2022	Current Account	£ 70,995.59
	Less outstanding payments	£ -
		£ 70,995.59
Balance as at 30/09/2022	Instant Access	£ 90,911.57
	Total Funds Held	£ 161,907.16

Correspondence received since the last meeting

- Cornwall Council's Town and Parish Council newsletters
- Details of CALC training opportunities

Carlyon Parish Council

Dear Councillor

You are summoned to attend a **Meeting** of **Carlyon Parish Council** to be held on **Tuesday 18 October 2022 at 6.00 pm** in **Tregrehan Methodist Centre**

Julie Larter

Mrs Julie Larter

Clerk

11 October 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 a Meeting of the Parish Council held on 27 September 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 any applications received after publication of this summons

(b) To receive an update on the following application

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 agree first steps

10. Parish Projects

(i) Parish Council Identity

To receive an update on progress

(ii) Forest School

To receive an update and authorise any expenditure

(iii) History Boards

To receive an update

(iv) Any other projects

11. Parish Issues

(i) Tregrehan Jubilee Park

To note any concerns

(ii) Tregrehan Flooding Issues

To agree Terms of Reference for the group

(iii) Tregrehan Methodist Church

To note the current situation

(iv) West Crinnis Fields

(a) Dog waste bag dispenser – to consider the past month's usage

(b) To note any concerns

(iv) Beach Development

To note the current situation

(v) Highways

To note any concerns

12. Financial Matters

To note the current financial position and authorise payments

Pages 10-11

13. Training/Meetings Attended

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

14. Correspondence

To note any correspondence received since the last meeting

Page 12

15. Dates for the Diary

To note dates for members' diaries

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

T=Tregrehan Methodist Church)

15 November (Ch), 20 December (T)

MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on 27 September 2022 at 6.00 pm in Charlestown Primary School

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

In attendance: Cllr James Mustoe, CC; Julie Larter (Clerk); 10 members of the public.

(22/053) Apologies for Absence

Apologies were received from Cllr Lynn Parsons

(22/054) Minutes of a meeting of the Parish Council held on 19 July 2022

It was **RESOLVED** that the minutes of the meeting held on 19 July 2022 be signed as an accurate record of the meeting.

(22/055) Declarations of Interest on Items on the Agenda

There were no declarations of Interest.

(22/056) Chairman's Announcements

The Chairman thanked everyone for being accommodating regarding the change of meeting date due to the death of the Queen. He announced that Cllr Clemo had resigned and thanked her for her contribution to the council. The Chairman reminded councillors that it was important to release bank payments in a timely manner to avoid the late payment of invoices. The Chairman thanked Penny Hermes for organising a book of condolence for the parish. This will remain in Tregrehan chapel.

(22/057) Public Participation

No member of the public wished to speak.

(22/058) Cornwall Councillor's Report

Cllr Mustoe reported that bids for the Shared Prosperity Fund can now be made and encouraged councillors to share this information with businesses and groups. Cllr Mustoe also reported on Kensa's Heat the Streets initiative around ground source heat pumps. Cllr Mustoe gave an update on Cornwall Council's e-bike project which should go live in October. Cllr Mustoe's full report can be found on the parish council's website.

(22/059) Parish Councillor Vacancies

It was **RESOLVED to co-opt Penny Hermes and Sonia Phillips to fill 2 vacancies on the council.** Declarations of Acceptance of Office forms were duly signed.

(22/060) Planning Applications and Related Matters

(a) (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

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

It was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) that the parish council supports the Tree Officer's comments**

(b) The following planning decisions made during August were ratified

(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 to the proposal. This application has now been approved.

(c) Update on 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.

Following receipt of a 5 day protocol letter during August, this application is yet to be determined.

(22/061) Neighbourhood Plan

The Clerk was asked to make an alteration to an appendix and append the Basic Conditions Statement and then forward to Cornwall Council. The Chairman said that it is important that the relevant policies are quoted when responding to planning applications and the Clerk is to run off a copy for each councillor. Councillors should bring their copy to future parish council meetings.

(22/062) Community Energy Project

Members were supportive of investigating the feasibility of setting up a project in the parish and decided that the first step in the process is to gauge if there is sufficient interest. This would be a community led initiative, not a parish council initiative. Cllr Hermes expressed an interest in getting involved and will liaise with Mr Cunningham to produce an information leaflet for a leaflet drop. It was **RESOLVED that the parish council would fund the cost of printing residents' leaflets and the hire of 2 venues for information giving sessions.**

(22/063) Civility and Respect

- (i) It was **RESOLVED to adopt the Civility and Respect Pledge, developed by NALC, SLCC and OVW.**
- (ii) It was **RESOLVED to adopt a Dignity at Work Policy**

(22/064) Parish Projects

(i) Parish Council Identity

A couple of suggestions have been circulated and Cllr Cooper's wife has offered to be involved in the designing process. The Clerk has obtained a quote from a design company, but this is expensive. Councillors were asked to forward ideas to the Chairman and a working party will be set up.

The meeting was briefly adjourned whilst the building was evacuated due to a fire alarm.

(ii) Other projects - Forest School

Cllr Hermes is keen to progress this. She is hoping to plant some trees with edible fruit near the Christmas tree in Jubilee Field and some native species in the play park and is meeting an officer from Forest for Cornwall to discuss. They will also look at Crinnis Fields.

History Boards

Cllr Hermes is keen to be involved and will try to source relevant resources.

Newsletter

The Chairman asked for volunteers to write another newsletter.

(22/065) Parish Issues

(i) Jubilee Fields

(a) The Chairman reported that the football nets have now been taken down for the winter. Cllr Hermes will discuss replacing the Jubilee tree with the Forest for Cornwall Officer when they meet

(ii) Tregrehan Flooding Issues

A working party is to be set up comprising Cllr Parsons, Cllr Phillips, Dave Chitty and Neal Barnes who will look into the various issues and engage with neighbouring parishes. Cllr Parsons is to take the lead. It was **RESOLVED that the parish council would cover the cost of hiring Tregrehan Chapel.** Cllr Mustoe is keen to be involved and will chase up the results of a survey carried out in August.

(iii) Tregrehan Methodist Church

It transpires that the Methodist Church is no longer interested in selling property with covenants attached due to difficulty in enforcement. The church has suggested a lease agreement but councillors felt this offered all the liabilities without the ownership. It was **RESOLVED not to progress entering into a lease but agreed in principle to discuss purchasing the building at market value.**

(iv) West Crinnis Fields

(a) Future of the Dog Station

Mr Stark has kindly carried out an in-depth analysis of usage, which remains extremely high. It was **RESOLVED that Mr Stark should only top up the dispenser once a day with 25 bags each time for the next month.**

The Chairman referred to a discussion in the summer with Sea Road Residents Association regarding laying yellow lines in Sea Road in the immediate vicinity of field. The Residents' Association has now discussed the matter with the hotel and it has been determined not to progress at this stage.

(b) There were no other concerns

(v) Beach Development

There was nothing to report.

(vi) Highways

(a) Community Speedwatch

Cllr Phillips suggested that a cycle lane could be provided turning off the A390 towards Tregrehan and going up through the village. It was suggested that maybe this could be added to the St Austell Walking and Cycling Infrastructure Plan. Cllr Phillips offered to be involved in future meetings of the group. This is a possible consideration for CIL money.

(b) Daffodil Planting

St Austell Bay PC's Diggers and Doers have offered to plant some daffodil bulbs on the strip of land at the junction of Beach Road and Chatsworth Way. It was **RESOLVED to fund the purchase of a large sack of bulbs.** The Clerk will find out the date the group intend planting the bulbs to see if anyone would like to volunteer to help.

(c) Offer from the Rotary Club of St Austell to plant some saplings

The Rotary Club have obtained some free saplings from the Woodland Trust and have offered to plant them in the parish. Cllr Hermes will discuss the matter with the Forest for Cornwall Officer when they meet

(d) Other Highways Concerns

The Clerk was asked to report overgrown Buddleia at the end of the stream railings in Tregrehan to Highways

The old road markings in Cypress Avenue are still visible causing confusion – the Clerk is to email Cllr Mustoe. Also service buses keep stopping on Par Moor Road by the Cypress Avenue junction and Cllr Mustoe is to report this.

The Town Clerk has written to Cornwall Council's Portfolio Holder for Transport complaining about the lack of maintenance of planting undertaken by SABEF last year (which includes the Britannia Roundabout) and asked the parish council to do likewise, which the Clerk has done.

(22/066) Financial Matters

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Carlyon Parish Council

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Julie Larter

Mrs Julie Larter

Clerk

11 October 2022

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To note any concerns

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To agree Terms of Reference for the group

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To note the current financial position and authorise payments

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

In attendance: Cllr James Mustoe, CC; Julie Larter (Clerk); 10 members of the public.

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Cllr Mustoe reported that bids for the Shared Prosperity Fund can now be made and encouraged councillors to share this information with businesses and groups. Cllr Mustoe also reported on Kensa's Heat the Streets initiative around ground source heat pumps. Cllr Mustoe gave an update on Cornwall Council's e-bike project which should go live in October. Cllr Mustoe's full report can be found on the parish council's website.

(22/059) Parish Councillor Vacancies

It was **RESOLVED to co-opt Penny Hermes and Sonia Phillips to fill 2 vacancies on the council.** Declarations of Acceptance of Office forms were duly signed.

(22/060) Planning Applications and Related Matters

(a) (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

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

It was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) that the parish council supports the Tree Officer's comments**

(b) The following planning decisions made during August were ratified

(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 to the proposal. This application has now been approved.

(c) Update on 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.

Following receipt of a 5 day protocol letter during August, this application is yet to be determined.

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The Clerk was asked to make an alteration to an appendix and append the Basic Conditions Statement and then forward to Cornwall Council. The Chairman said that it is important that the relevant policies are quoted when responding to planning applications and the Clerk is to run off a copy for each councillor. Councillors should bring their copy to future parish council meetings.

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Members were supportive of investigating the feasibility of setting up a project in the parish and decided that the first step in the process is to gauge if there is sufficient interest. This would be a community led initiative, not a parish council initiative. Cllr Hermes expressed an interest in getting involved and will liaise with Mr Cunningham to produce an information leaflet for a leaflet drop. It was **RESOLVED that the parish council would fund the cost of printing residents' leaflets and the hire of 2 venues for information giving sessions.**

(22/063) Civility and Respect

- (i) It was **RESOLVED to adopt the Civility and Respect Pledge, developed by NALC, SLCC and OVW.**
- (ii) It was **RESOLVED to adopt a Dignity at Work Policy**

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A couple of suggestions have been circulated and Cllr Cooper's wife has offered to be involved in the designing process. The Clerk has obtained a quote from a design company, but this is expensive. Councillors were asked to forward ideas to the Chairman and a working party will be set up.

The meeting was briefly adjourned whilst the building was evacuated due to a fire alarm.

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Cllr Hermes is keen to progress this. She is hoping to plant some trees with edible fruit near the Christmas tree in Jubilee Field and some native species in the play park and is meeting an officer from Forest for Cornwall to discuss. They will also look at Crinnis Fields.

History Boards

Cllr Hermes is keen to be involved and will try to source relevant resources.

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The Chairman asked for volunteers to write another newsletter.

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(a) The Chairman reported that the football nets have now been taken down for the winter. Cllr Hermes will discuss replacing the Jubilee tree with the Forest for Cornwall Officer when they meet

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A working party is to be set up comprising Cllr Parsons, Cllr Phillips, Dave Chitty and Neal Barnes who will look into the various issues and engage with neighbouring parishes. Cllr Parsons is to take the lead. It was **RESOLVED that the parish council would cover the cost of hiring Tregrehan Chapel.** Cllr Mustoe is keen to be involved and will chase up the results of a survey carried out in August.

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It transpires that the Methodist Church is no longer interested in selling property with covenants attached due to difficulty in enforcement. The church has suggested a lease agreement but councillors felt this offered all the liabilities without the ownership. It was **RESOLVED not to progress entering into a lease but agreed in principle to discuss purchasing the building at market value.**

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Mr Stark has kindly carried out an in-depth analysis of usage, which remains extremely high. It was **RESOLVED that Mr Stark should only top up the dispenser once a day with 25 bags each time for the next month.**

The Chairman referred to a discussion in the summer with Sea Road Residents Association regarding laying yellow lines in Sea Road in the immediate vicinity of field. The Residents' Association has now discussed the matter with the hotel and it has been determined not to progress at this stage.

(b) There were no other concerns

(v) Beach Development

There was nothing to report.

(vi) Highways

(a) Community Speedwatch

Cllr Phillips suggested that a cycle lane could be provided turning off the A390 towards Tregrehan and going up through the village. It was suggested that maybe this could be added to the St Austell Walking and Cycling Infrastructure Plan. Cllr Phillips offered to be involved in future meetings of the group. This is a possible consideration for CIL money.

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St Austell Bay PC's Diggers and Doers have offered to plant some daffodil bulbs on the strip of land at the junction of Beach Road and Chatsworth Way. It was **RESOLVED to fund the purchase of a large sack of bulbs.** The Clerk will find out the date the group intend planting the bulbs to see if anyone would like to volunteer to help.

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The Rotary Club have obtained some free saplings from the Woodland Trust and have offered to plant them in the parish. Cllr Hermes will discuss the matter with the Forest for Cornwall Officer when they meet

(d) Other Highways Concerns

The Clerk was asked to report overgrown Buddleia at the end of the stream railings in Tregrehan to Highways

The old road markings in Cypress Avenue are still visible causing confusion – the Clerk is to email Cllr Mustoe. Also service buses keep stopping on Par Moor Road by the Cypress Avenue junction and Cllr Mustoe is to report this.

The Town Clerk has written to Cornwall Council's Portfolio Holder for Transport complaining about the lack of maintenance of planting undertaken by SABEF last year (which includes the Britannia Roundabout) and asked the parish council to do likewise, which the Clerk has done.

(22/066) Financial Matters

(i) Annual Audit

It was noted that the annual audit has now been completed.

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

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BACS	Get Landscaped	Watering Planters	£75.60
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BACS	Lyreco	Stationery	£27.60
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(22/067) Meetings/Training Attended by Councillors or the Clerk

22 September – Cllr Taylor and the Clerk attended the St Austell and Mevagissey Community Network Panel. The Clerk reported that Cornwall Council is currently reviewing the function and areas of Community Network Panels and that the current 19 areas are to be reduced to 12. There has been a 5.8% reduction in crime in our network area and a 30.7% decrease in ASB. 20 E-bikes are to be stationed in and around St Austell including bays on Par Moor Road, near Pinetum Gardens, in Trenowah Road and in Crinnis beach car park. The issue of "staircasing" affordable homes was discussed.

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

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- Invitation to attend Cornwall Community Flood Forum's Annual Conference – Cllr Parsons is to attend
- Invitation to attend a consultation event to update Cornwall's Landscape Character Assessment and Areas of Great Landscape value

(22/069) Dates for the Diary

29 September – Cllr Breary and the Clerk are to attend a briefing session from Cormac

(22/070) Dates of Forthcoming Meetings

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

The meeting closed at 7.42 pm

.....

Chairman

.....

Date

DRAFT

Carlyon Parish Council Budget Monitor Report to 30 September 2022

	Budget £	Expenditure £	% of Budget £
Employee Costs			
Clerk's salary (including oncosts)	£ 11,000.00	£ 4,713.38	42.85%
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	£ 214.65	61.33%
Total employee related costs	£ 12,420.00	£ 5,159.03	41.54%
Administration Costs			
Office expenses	£ 750.00	£ 290.58	38.74%
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	£ 576.37	72.05%
Website	£ 500.00	£ 126.00	25.20%
Audit Fees	£ 500.00	£ 400.00	80.00%
Bank charges	£ 200.00	£ 54.00	27.00%
Books and Publications	£ 100.00		0.00%
Meeting Expenses	£ 300.00	£ 80.00	26.67%
Total Administration Costs	£ 4,700.00	£ 1,547.00	32.91%
Other Expenses			
Chairman's Allowance	£ 100.00		0.00%
Councillors Travel/Subsistence	£ 500.00		0.00%
Parish Maintenance	£ 10,000.00	£ 2,150.95	21.51%
Parish Projects	£ 7,000.00	£ 909.26	12.99%
Parish Newsletter	£ 1,000.00		0.00%
Events	£ 2,000.00	£ 2,676.23	133.81%
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	
Total Other Expenses	£ 25,600.00	£ 7,466.44	29.17%
Total VAT	£ 1,500.00	£ 1,037.69	
Total Expenditure	£ 44,220.00	£ 15,210.16	34.40%
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	£ 35,069.13	100.00%
CTSG	£ 124.06	£ 124.05	
VAT	£ 1,000.00	£ 424.34	
CIL	£ -	£ 5,617.00	
Other Income		£ 565.75	
Total Income	£ 36,193.19	£ 41,800.27	

Balance as at 31/03/2022		£ 135,317.05
Add income		£ 41,800.27
Less expenditure		£ 15,210.16
		£ 161,907.16

Bank Reconciliation

Balance as at 30/09/2022	Current Account	£ 70,995.59
	Less outstanding payments	£ -
		£ 70,995.59
Balance as at 30/09/2022	Instant Access	£ 90,911.57
	Total Funds Held	£ 161,907.16

Correspondence received since the last meeting

- Cornwall Council's Town and Parish Council newsletters
- Details of CALC training opportunities

Carlyon Parish Council

Dear Councillor

You are summoned to attend a **Meeting** of **Carlyon Parish Council** to be held on **Tuesday 18 October 2022 at 6.00 pm** in **Tregrehan Methodist Centre**

Julie Larter

Mrs Julie Larter

Clerk

11 October 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 a Meeting of the Parish Council held on 27 September 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 any applications received after publication of this summons

(b) To receive an update on the following application

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 agree first steps

10. Parish Projects

(i) Parish Council Identity

To receive an update on progress

(ii) Forest School

To receive an update and authorise any expenditure

(iii) History Boards

To receive an update

(iv) Any other projects

11. Parish Issues

(i) Tregrehan Jubilee Park

To note any concerns

(ii) Tregrehan Flooding Issues

To agree Terms of Reference for the group

(iii) Tregrehan Methodist Church

To note the current situation

(iv) West Crinnis Fields

(a) Dog waste bag dispenser – to consider the past month's usage

(b) To note any concerns

(iv) Beach Development

To note the current situation

(v) Highways

To note any concerns

12. Financial Matters

To note the current financial position and authorise payments

Pages 10-11

13. Training/Meetings Attended

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

14. Correspondence

To note any correspondence received since the last meeting

Page 12

15. Dates for the Diary

To note dates for members' diaries

16. Dates of Forthcoming Meetings (Ch = Charlestown Primary School;
T=Tregrehan Methodist Church)
15 November (Ch), 20 December (T)

MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on 27 September 2022 at 6.00 pm in Charlestown Primary School

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

In attendance: Cllr James Mustoe, CC; Julie Larter (Clerk); 10 members of the public.

(22/053) Apologies for Absence

Apologies were received from Cllr Lynn Parsons

(22/054) Minutes of a meeting of the Parish Council held on 19 July 2022

It was **RESOLVED** that the minutes of the meeting held on 19 July 2022 be signed as an accurate record of the meeting.

(22/055) Declarations of Interest on Items on the Agenda

There were no declarations of Interest.

(22/056) Chairman's Announcements

The Chairman thanked everyone for being accommodating regarding the change of meeting date due to the death of the Queen. He announced that Cllr Clemo had resigned and thanked her for her contribution to the council. The Chairman reminded councillors that it was important to release bank payments in a timely manner to avoid the late payment of invoices. The Chairman thanked Penny Hermes for organising a book of condolence for the parish. This will remain in Tregrehan chapel.

(22/057) Public Participation

No member of the public wished to speak.

(22/058) Cornwall Councillor's Report

Cllr Mustoe reported that bids for the Shared Prosperity Fund can now be made and encouraged councillors to share this information with businesses and groups. Cllr Mustoe also reported on Kensa's Heat the Streets initiative around ground source heat pumps. Cllr Mustoe gave an update on Cornwall Council's e-bike project which should go live in October. Cllr Mustoe's full report can be found on the parish council's website.

(22/059) Parish Councillor Vacancies

It was **RESOLVED to co-opt Penny Hermes and Sonia Phillips to fill 2 vacancies on the council.** Declarations of Acceptance of Office forms were duly signed.

(22/060) Planning Applications and Related Matters

(a) (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

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**

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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	
Total Other Expenses	£ 25,600.00	£ 7,466.44	29.17%
Total VAT	£ 1,500.00	£ 1,037.69	
Total Expenditure	£ 44,220.00	£ 15,210.16	34.40%
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	Total Funds Held	£ 161,907.16

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- Cornwall Council's Town and Parish Council newsletters
- Details of CALC training opportunities

Carlyon Parish Council

Dear Councillor

You are summoned to attend a **Meeting** of **Carlyon Parish Council** to be held on **Tuesday 18 October 2022 at 6.00 pm** in **Tregrehan Methodist Centre**

Julie Larter

Mrs Julie Larter

Clerk

11 October 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

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2. Minutes of a Meeting of the Parish Council held on 27 September 2022

To resolve that the minutes of the above meeting be signed as a correct record of the meeting Pages 4-9

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(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.

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(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

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To receive a report from Cllr James Mustoe

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

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To note the current situation

9. Community Energy Projects

To agree first steps

10. Parish Projects

(i) Parish Council Identity

To receive an update on progress

(ii) Forest School

To receive an update and authorise any expenditure

(iii) History Boards

To receive an update

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To note any concerns

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To agree Terms of Reference for the group

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(a) Dog waste bag dispenser – to consider the past month's usage

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To note the current financial position and authorise payments

Pages 10-11

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

14. Correspondence

To note any correspondence received since the last meeting

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15. Dates for the Diary

To note dates for members' diaries

16. Dates of Forthcoming Meetings (Ch = Charlestown Primary School;
T=Tregrehan Methodist Church)
15 November (Ch), 20 December (T)

MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on 27 September 2022 at 6.00 pm in Charlestown Primary School

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

In attendance: Cllr James Mustoe, CC; Julie Larter (Clerk); 10 members of the public.

(22/053) Apologies for Absence

Apologies were received from Cllr Lynn Parsons

(22/054) Minutes of a meeting of the Parish Council held on 19 July 2022

It was **RESOLVED** that the minutes of the meeting held on 19 July 2022 be signed as an accurate record of the meeting.

(22/055) Declarations of Interest on Items on the Agenda

There were no declarations of Interest.

(22/056) Chairman's Announcements

The Chairman thanked everyone for being accommodating regarding the change of meeting date due to the death of the Queen. He announced that Cllr Clemo had resigned and thanked her for her contribution to the council. The Chairman reminded councillors that it was important to release bank payments in a timely manner to avoid the late payment of invoices. The Chairman thanked Penny Hermes for organising a book of condolence for the parish. This will remain in Tregrehan chapel.

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No member of the public wished to speak.

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Cllr Mustoe reported that bids for the Shared Prosperity Fund can now be made and encouraged councillors to share this information with businesses and groups. Cllr Mustoe also reported on Kensa's Heat the Streets initiative around ground source heat pumps. Cllr Mustoe gave an update on Cornwall Council's e-bike project which should go live in October. Cllr Mustoe's full report can be found on the parish council's website.

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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

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No objections to the proposal

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- (ii) It was **RESOLVED to adopt a Dignity at Work Policy**

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Cllr Hermes is keen to progress this. She is hoping to plant some trees with edible fruit near the Christmas tree in Jubilee Field and some native species in the play park and is meeting an officer from Forest for Cornwall to discuss. They will also look at Crinnis Fields.

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The Chairman asked for volunteers to write another newsletter.

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(a) The Chairman reported that the football nets have now been taken down for the winter. Cllr Hermes will discuss replacing the Jubilee tree with the Forest for Cornwall Officer when they meet

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A working party is to be set up comprising Cllr Parsons, Cllr Phillips, Dave Chitty and Neal Barnes who will look into the various issues and engage with neighbouring parishes. Cllr Parsons is to take the lead. It was **RESOLVED that the parish council would cover the cost of hiring Tregrehan Chapel.** Cllr Mustoe is keen to be involved and will chase up the results of a survey carried out in August.

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It transpires that the Methodist Church is no longer interested in selling property with covenants attached due to difficulty in enforcement. The church has suggested a lease agreement but councillors felt this offered all the liabilities without the ownership. It was **RESOLVED not to progress entering into a lease but agreed in principle to discuss purchasing the building at market value.**

(iv) West Crinnis Fields

(a) Future of the Dog Station

Mr Stark has kindly carried out an in-depth analysis of usage, which remains extremely high. It was **RESOLVED that Mr Stark should only top up the dispenser once a day with 25 bags each time for the next month.**

The Chairman referred to a discussion in the summer with Sea Road Residents Association regarding laying yellow lines in Sea Road in the immediate vicinity of field. The Residents' Association has now discussed the matter with the hotel and it has been determined not to progress at this stage.

(b) There were no other concerns

(v) Beach Development

There was nothing to report.

(vi) Highways

(a) Community Speedwatch

Cllr Phillips suggested that a cycle lane could be provided turning off the A390 towards Tregrehan and going up through the village. It was suggested that maybe this could be added to the St Austell Walking and Cycling Infrastructure Plan. Cllr Phillips offered to be involved in future meetings of the group. This is a possible consideration for CIL money.

(b) Daffodil Planting

St Austell Bay PC's Diggers and Doers have offered to plant some daffodil bulbs on the strip of land at the junction of Beach Road and Chatsworth Way. It was **RESOLVED to fund the purchase of a large sack of bulbs.** The Clerk will find out the date the group intend planting the bulbs to see if anyone would like to volunteer to help.

(c) Offer from the Rotary Club of St Austell to plant some saplings

The Rotary Club have obtained some free saplings from the Woodland Trust and have offered to plant them in the parish. Cllr Hermes will discuss the matter with the Forest for Cornwall Officer when they meet

(d) Other Highways Concerns

The Clerk was asked to report overgrown Buddleia at the end of the stream railings in Tregrehan to Highways

The old road markings in Cypress Avenue are still visible causing confusion – the Clerk is to email Cllr Mustoe. Also service buses keep stopping on Par Moor Road by the Cypress Avenue junction and Cllr Mustoe is to report this.

The Town Clerk has written to Cornwall Council's Portfolio Holder for Transport complaining about the lack of maintenance of planting undertaken by SABEF last year (which includes the Britannia Roundabout) and asked the parish council to do likewise, which the Clerk has done.

(22/066) Financial Matters

(i) Annual Audit

It was noted that the annual audit has now been completed.

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

DD	Lloyds Bank	Credit Card	£81.99
BACS	PKF Littlejohn	Annual Audit Fee	£240.00
BACS	James Evans	Conditions Statement for NP	£700.00
BACS	Get Landscaped	Watering Planters	£75.60
BACS	Cornwall Signs	West Crinnis Fields Sign	£210.00
BACS	Paul Trudgian	Reimbursement for litter collection after Beacon Party	£95.00
BACS	Mrs J Larter	Salary and oncosts	*
BACS	HMRC	PAYE/NI Collected	*
BACS	Cornwall Pension Fund	EE and ER contributions	*
DD	Lloyds Bank	Credit Card	£89.75
DD	Unity Trust Banke	Quarterly Bank Charges	£18.00
BACS	St Austell Town Band	Jubilee Beacon party	£150.00
BACS	Lyreco	Stationery	£27.60
BACS	Get Landscaped	Watering Planters	£90.00
DD	Information Commissioner	Data Protection registration renewal	£35.00
BACS	Mrs J Larter	Salary and mileage	*
BACS	HMRC	PAYE/NI collected	*
BACS	Cornwall Pension Fund	EE and ER contributions	*

(22/067) Meetings/Training Attended by Councillors or the Clerk

22 September – Cllr Taylor and the Clerk attended the St Austell and Mevagissey Community Network Panel. The Clerk reported that Cornwall Council is currently reviewing the function and areas of Community Network Panels and that the current 19 areas are to be reduced to 12. There has been a 5.8% reduction in crime in our network area and a 30.7% decrease in ASB. 20 E-bikes are to be stationed in and around St Austell including bays on Par Moor Road, near Pinetum Gardens, in Trenowah Road and in Crinnis beach car park. The issue of "staircasing" affordable homes was discussed.

(22/068) Correspondence Received

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

- Email from a member of the Critical Control Centre team, Cornwall Fire and Rescue Service regarding the possible closure of the call centre and outsourcing their work

- Invitation to attend Cornwall Community Flood Forum's Annual Conference – Cllr Parsons is to attend
- Invitation to attend a consultation event to update Cornwall's Landscape Character Assessment and Areas of Great Landscape value

(22/069) Dates for the Diary

29 September – Cllr Breary and the Clerk are to attend a briefing session from Cormac

(22/070) Dates of Forthcoming Meetings

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

The meeting closed at 7.42 pm

.....

Chairman

.....

Date

DRAFT

Carlyon Parish Council Budget Monitor Report to 30 September 2022

	Budget £	Expenditure £	% of Budget £
Employee Costs			
Clerk's salary (including oncosts)	£ 11,000.00	£ 4,713.38	42.85%
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	£ 214.65	61.33%
Total employee related costs	£ 12,420.00	£ 5,159.03	41.54%
Administration Costs			
Office expenses	£ 750.00	£ 290.58	38.74%
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	£ 576.37	72.05%
Website	£ 500.00	£ 126.00	25.20%
Audit Fees	£ 500.00	£ 400.00	80.00%
Bank charges	£ 200.00	£ 54.00	27.00%
Books and Publications	£ 100.00		0.00%
Meeting Expenses	£ 300.00	£ 80.00	26.67%
Total Administration Costs	£ 4,700.00	£ 1,547.00	32.91%
Other Expenses			
Chairman's Allowance	£ 100.00		0.00%
Councillors Travel/Subsistence	£ 500.00		0.00%
Parish Maintenance	£ 10,000.00	£ 2,150.95	21.51%
Parish Projects	£ 7,000.00	£ 909.26	12.99%
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Julie Larter

Mrs Julie Larter

Clerk

11 October 2022

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(iv) West Crinnis Fields

(a) Future of the Dog Station

Mr Stark has kindly carried out an in-depth analysis of usage, which remains extremely high. It was **RESOLVED that Mr Stark should only top up the dispenser once a day with 25 bags each time for the next month.**

The Chairman referred to a discussion in the summer with Sea Road Residents Association regarding laying yellow lines in Sea Road in the immediate vicinity of field. The Residents' Association has now discussed the matter with the hotel and it has been determined not to progress at this stage.

(b) There were no other concerns

(v) Beach Development

There was nothing to report.

(vi) Highways

(a) Community Speedwatch

Cllr Phillips suggested that a cycle lane could be provided turning off the A390 towards Tregrehan and going up through the village. It was suggested that maybe this could be added to the St Austell Walking and Cycling Infrastructure Plan. Cllr Phillips offered to be involved in future meetings of the group. This is a possible consideration for CIL money.

(b) Daffodil Planting

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The Rotary Club have obtained some free saplings from the Woodland Trust and have offered to plant them in the parish. Cllr Hermes will discuss the matter with the Forest for Cornwall Officer when they meet

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The old road markings in Cypress Avenue are still visible causing confusion – the Clerk is to email Cllr Mustoe. Also service buses keep stopping on Par Moor Road by the Cypress Avenue junction and Cllr Mustoe is to report this.

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(22/066) Financial Matters

(i) Annual Audit

It was noted that the annual audit has now been completed.

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

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- Invitation to attend Cornwall Community Flood Forum's Annual Conference – Cllr Parsons is to attend
- Invitation to attend a consultation event to update Cornwall's Landscape Character Assessment and Areas of Great Landscape value

(22/069) Dates for the Diary

29 September – Cllr Breary and the Clerk are to attend a briefing session from Cormac

(22/070) Dates of Forthcoming Meetings

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

The meeting closed at 7.42 pm

.....

Chairman

.....

Date

DRAFT

Carlyon Parish Council Budget Monitor Report to 30 September 2022

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Tregrehan Methodist Church		£ 750.00	
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	Total Funds Held	£ 161,907.16

Correspondence received since the last meeting

- Cornwall Council's Town and Parish Council newsletters
- Details of CALC training opportunities

Carlyon Parish Council

Dear Councillor

You are summoned to attend a **Meeting** of **Carlyon Parish Council** to be held on **Tuesday 18 October 2022 at 6.00 pm** in **Tregrehan Methodist Centre**

Julie Larter

Mrs Julie Larter

Clerk

11 October 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 a Meeting of the Parish Council held on 27 September 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 any applications received after publication of this summons

(b) To receive an update on the following application

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 agree first steps

10. Parish Projects

(i) Parish Council Identity

To receive an update on progress

(ii) Forest School

To receive an update and authorise any expenditure

(iii) History Boards

To receive an update

(iv) Any other projects

11. Parish Issues

(i) Tregrehan Jubilee Park

To note any concerns

(ii) Tregrehan Flooding Issues

To agree Terms of Reference for the group

(iii) Tregrehan Methodist Church

To note the current situation

(iv) West Crinnis Fields

(a) Dog waste bag dispenser – to consider the past month's usage

(b) To note any concerns

(iv) Beach Development

To note the current situation

(v) Highways

To note any concerns

12. Financial Matters

To note the current financial position and authorise payments

Pages 10-11

13. Training/Meetings Attended

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

14. Correspondence

To note any correspondence received since the last meeting

Page 12

15. Dates for the Diary

To note dates for members' diaries

16. Dates of Forthcoming Meetings (Ch = Charlestown Primary School;
T=Tregrehan Methodist Church)
15 November (Ch), 20 December (T)

MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on 27 September 2022 at 6.00 pm in Charlestown Primary School

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

In attendance: Cllr James Mustoe, CC; Julie Larter (Clerk); 10 members of the public.

(22/053) Apologies for Absence

Apologies were received from Cllr Lynn Parsons

(22/054) Minutes of a meeting of the Parish Council held on 19 July 2022

It was **RESOLVED** that the minutes of the meeting held on 19 July 2022 be signed as an accurate record of the meeting.

(22/055) Declarations of Interest on Items on the Agenda

There were no declarations of Interest.

(22/056) Chairman's Announcements

The Chairman thanked everyone for being accommodating regarding the change of meeting date due to the death of the Queen. He announced that Cllr Clemo had resigned and thanked her for her contribution to the council. The Chairman reminded councillors that it was important to release bank payments in a timely manner to avoid the late payment of invoices. The Chairman thanked Penny Hermes for organising a book of condolence for the parish. This will remain in Tregrehan chapel.

(22/057) Public Participation

No member of the public wished to speak.

(22/058) Cornwall Councillor's Report

Cllr Mustoe reported that bids for the Shared Prosperity Fund can now be made and encouraged councillors to share this information with businesses and groups. Cllr Mustoe also reported on Kensa's Heat the Streets initiative around ground source heat pumps. Cllr Mustoe gave an update on Cornwall Council's e-bike project which should go live in October. Cllr Mustoe's full report can be found on the parish council's website.

(22/059) Parish Councillor Vacancies

It was **RESOLVED to co-opt Penny Hermes and Sonia Phillips to fill 2 vacancies on the council.** Declarations of Acceptance of Office forms were duly signed.

(22/060) Planning Applications and Related Matters

(a) (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

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

It was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) that the parish council supports the Tree Officer's comments**

(b) The following planning decisions made during August were ratified

(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 to the proposal. This application has now been approved.

(c) Update on 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.

Following receipt of a 5 day protocol letter during August, this application is yet to be determined.

(22/061) Neighbourhood Plan

The Clerk was asked to make an alteration to an appendix and append the Basic Conditions Statement and then forward to Cornwall Council. The Chairman said that it is important that the relevant policies are quoted when responding to planning applications and the Clerk is to run off a copy for each councillor. Councillors should bring their copy to future parish council meetings.

(22/062) Community Energy Project

Members were supportive of investigating the feasibility of setting up a project in the parish and decided that the first step in the process is to gauge if there is sufficient interest. This would be a community led initiative, not a parish council initiative. Cllr Hermes expressed an interest in getting involved and will liaise with Mr Cunningham to produce an information leaflet for a leaflet drop. It was **RESOLVED that the parish council would fund the cost of printing residents' leaflets and the hire of 2 venues for information giving sessions.**

(22/063) Civility and Respect

- (i) It was **RESOLVED to adopt the Civility and Respect Pledge, developed by NALC, SLCC and OVW.**
- (ii) It was **RESOLVED to adopt a Dignity at Work Policy**

(22/064) Parish Projects

(i) Parish Council Identity

A couple of suggestions have been circulated and Cllr Cooper's wife has offered to be involved in the designing process. The Clerk has obtained a quote from a design company, but this is expensive. Councillors were asked to forward ideas to the Chairman and a working party will be set up.

The meeting was briefly adjourned whilst the building was evacuated due to a fire alarm.

(ii) Other projects - Forest School

Cllr Hermes is keen to progress this. She is hoping to plant some trees with edible fruit near the Christmas tree in Jubilee Field and some native species in the play park and is meeting an officer from Forest for Cornwall to discuss. They will also look at Crinnis Fields.

History Boards

Cllr Hermes is keen to be involved and will try to source relevant resources.

Newsletter

The Chairman asked for volunteers to write another newsletter.

(22/065) Parish Issues

(i) Jubilee Fields

(a) The Chairman reported that the football nets have now been taken down for the winter. Cllr Hermes will discuss replacing the Jubilee tree with the Forest for Cornwall Officer when they meet

(ii) Tregrehan Flooding Issues

A working party is to be set up comprising Cllr Parsons, Cllr Phillips, Dave Chitty and Neal Barnes who will look into the various issues and engage with neighbouring parishes. Cllr Parsons is to take the lead. It was **RESOLVED that the parish council would cover the cost of hiring Tregrehan Chapel.** Cllr Mustoe is keen to be involved and will chase up the results of a survey carried out in August.

(iii) Tregrehan Methodist Church

It transpires that the Methodist Church is no longer interested in selling property with covenants attached due to difficulty in enforcement. The church has suggested a lease agreement but councillors felt this offered all the liabilities without the ownership. It was **RESOLVED not to progress entering into a lease but agreed in principle to discuss purchasing the building at market value.**

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Carlyon Parish Council

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Julie Larter

Mrs Julie Larter

Clerk

11 October 2022

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(a) Dog waste bag dispenser – to consider the past month's usage

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(iv) Beach Development

To note the current situation

(v) Highways

To note any concerns

12. Financial Matters

To note the current financial position and authorise payments

Pages 10-11

13. Training/Meetings Attended

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

14. Correspondence

To note any correspondence received since the last meeting

Page 12

15. Dates for the Diary

To note dates for members' diaries

16. Dates of Forthcoming Meetings (Ch = Charlestown Primary School;
T=Tregrehan Methodist Church)
15 November (Ch), 20 December (T)

MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on 27 September 2022 at 6.00 pm in Charlestown Primary School

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

In attendance: Cllr James Mustoe, CC; Julie Larter (Clerk); 10 members of the public.

(22/053) Apologies for Absence

Apologies were received from Cllr Lynn Parsons

(22/054) Minutes of a meeting of the Parish Council held on 19 July 2022

It was **RESOLVED** that the minutes of the meeting held on 19 July 2022 be signed as an accurate record of the meeting.

(22/055) Declarations of Interest on Items on the Agenda

There were no declarations of Interest.

(22/056) Chairman's Announcements

The Chairman thanked everyone for being accommodating regarding the change of meeting date due to the death of the Queen. He announced that Cllr Clemo had resigned and thanked her for her contribution to the council. The Chairman reminded councillors that it was important to release bank payments in a timely manner to avoid the late payment of invoices. The Chairman thanked Penny Hermes for organising a book of condolence for the parish. This will remain in Tregrehan chapel.

(22/057) Public Participation

No member of the public wished to speak.

(22/058) Cornwall Councillor's Report

Cllr Mustoe reported that bids for the Shared Prosperity Fund can now be made and encouraged councillors to share this information with businesses and groups. Cllr Mustoe also reported on Kensa's Heat the Streets initiative around ground source heat pumps. Cllr Mustoe gave an update on Cornwall Council's e-bike project which should go live in October. Cllr Mustoe's full report can be found on the parish council's website.

(22/059) Parish Councillor Vacancies

It was **RESOLVED to co-opt Penny Hermes and Sonia Phillips to fill 2 vacancies on the council.** Declarations of Acceptance of Office forms were duly signed.

(22/060) Planning Applications and Related Matters

(a) (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

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

It was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) that the parish council supports the Tree Officer's comments**

(b) The following planning decisions made during August were ratified

(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 to the proposal. This application has now been approved.

(c) Update on 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.

Following receipt of a 5 day protocol letter during August, this application is yet to be determined.

(22/061) Neighbourhood Plan

The Clerk was asked to make an alteration to an appendix and append the Basic Conditions Statement and then forward to Cornwall Council. The Chairman said that it is important that the relevant policies are quoted when responding to planning applications and the Clerk is to run off a copy for each councillor. Councillors should bring their copy to future parish council meetings.

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Members were supportive of investigating the feasibility of setting up a project in the parish and decided that the first step in the process is to gauge if there is sufficient interest. This would be a community led initiative, not a parish council initiative. Cllr Hermes expressed an interest in getting involved and will liaise with Mr Cunningham to produce an information leaflet for a leaflet drop. It was **RESOLVED that the parish council would fund the cost of printing residents' leaflets and the hire of 2 venues for information giving sessions.**

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- (i) It was **RESOLVED to adopt the Civility and Respect Pledge, developed by NALC, SLCC and OVW.**
- (ii) It was **RESOLVED to adopt a Dignity at Work Policy**

(22/064) Parish Projects

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A couple of suggestions have been circulated and Cllr Cooper's wife has offered to be involved in the designing process. The Clerk has obtained a quote from a design company, but this is expensive. Councillors were asked to forward ideas to the Chairman and a working party will be set up.

The meeting was briefly adjourned whilst the building was evacuated due to a fire alarm.

(ii) Other projects - Forest School

Cllr Hermes is keen to progress this. She is hoping to plant some trees with edible fruit near the Christmas tree in Jubilee Field and some native species in the play park and is meeting an officer from Forest for Cornwall to discuss. They will also look at Crinnis Fields.

History Boards

Cllr Hermes is keen to be involved and will try to source relevant resources.

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The Chairman asked for volunteers to write another newsletter.

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(a) The Chairman reported that the football nets have now been taken down for the winter. Cllr Hermes will discuss replacing the Jubilee tree with the Forest for Cornwall Officer when they meet

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A working party is to be set up comprising Cllr Parsons, Cllr Phillips, Dave Chitty and Neal Barnes who will look into the various issues and engage with neighbouring parishes. Cllr Parsons is to take the lead. It was **RESOLVED that the parish council would cover the cost of hiring Tregrehan Chapel.** Cllr Mustoe is keen to be involved and will chase up the results of a survey carried out in August.

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It transpires that the Methodist Church is no longer interested in selling property with covenants attached due to difficulty in enforcement. The church has suggested a lease agreement but councillors felt this offered all the liabilities without the ownership. It was **RESOLVED not to progress entering into a lease but agreed in principle to discuss purchasing the building at market value.**

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(a) Future of the Dog Station

Mr Stark has kindly carried out an in-depth analysis of usage, which remains extremely high. It was **RESOLVED that Mr Stark should only top up the dispenser once a day with 25 bags each time for the next month.**

The Chairman referred to a discussion in the summer with Sea Road Residents Association regarding laying yellow lines in Sea Road in the immediate vicinity of field. The Residents' Association has now discussed the matter with the hotel and it has been determined not to progress at this stage.

(b) There were no other concerns

(v) Beach Development

There was nothing to report.

(vi) Highways

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Cllr Phillips suggested that a cycle lane could be provided turning off the A390 towards Tregrehan and going up through the village. It was suggested that maybe this could be added to the St Austell Walking and Cycling Infrastructure Plan. Cllr Phillips offered to be involved in future meetings of the group. This is a possible consideration for CIL money.

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St Austell Bay PC's Diggers and Doers have offered to plant some daffodil bulbs on the strip of land at the junction of Beach Road and Chatsworth Way. It was **RESOLVED to fund the purchase of a large sack of bulbs.** The Clerk will find out the date the group intend planting the bulbs to see if anyone would like to volunteer to help.

(c) Offer from the Rotary Club of St Austell to plant some saplings

The Rotary Club have obtained some free saplings from the Woodland Trust and have offered to plant them in the parish. Cllr Hermes will discuss the matter with the Forest for Cornwall Officer when they meet

(d) Other Highways Concerns

The Clerk was asked to report overgrown Buddleia at the end of the stream railings in Tregrehan to Highways

The old road markings in Cypress Avenue are still visible causing confusion – the Clerk is to email Cllr Mustoe. Also service buses keep stopping on Par Moor Road by the Cypress Avenue junction and Cllr Mustoe is to report this.

The Town Clerk has written to Cornwall Council's Portfolio Holder for Transport complaining about the lack of maintenance of planting undertaken by SABEF last year (which includes the Britannia Roundabout) and asked the parish council to do likewise, which the Clerk has done.

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(i) Annual Audit

It was noted that the annual audit has now been completed.

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

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BACS	PKF Littlejohn	Annual Audit Fee	£240.00
BACS	James Evans	Conditions Statement for NP	£700.00
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BACS	Mrs J Larter	Salary and oncosts	*
BACS	HMRC	PAYE/NI Collected	*
BACS	Cornwall Pension Fund	EE and ER contributions	*
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DD	Unity Trust Banke	Quarterly Bank Charges	£18.00
BACS	St Austell Town Band	Jubilee Beacon party	£150.00
BACS	Lyreco	Stationery	£27.60
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(22/067) Meetings/Training Attended by Councillors or the Clerk

22 September – Cllr Taylor and the Clerk attended the St Austell and Mevagissey Community Network Panel. The Clerk reported that Cornwall Council is currently reviewing the function and areas of Community Network Panels and that the current 19 areas are to be reduced to 12. There has been a 5.8% reduction in crime in our network area and a 30.7% decrease in ASB. 20 E-bikes are to be stationed in and around St Austell including bays on Par Moor Road, near Pinetum Gardens, in Trenowah Road and in Crinnis beach car park. The issue of "staircasing" affordable homes was discussed.

(22/068) Correspondence Received

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

- Email from a member of the Critical Control Centre team, Cornwall Fire and Rescue Service regarding the possible closure of the call centre and outsourcing their work

- Invitation to attend Cornwall Community Flood Forum's Annual Conference – Cllr Parsons is to attend
- Invitation to attend a consultation event to update Cornwall's Landscape Character Assessment and Areas of Great Landscape value

(22/069) Dates for the Diary

29 September – Cllr Breary and the Clerk are to attend a briefing session from Cormac

(22/070) Dates of Forthcoming Meetings

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

The meeting closed at 7.42 pm

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Chairman

.....

Date

DRAFT

Carlyon Parish Council Budget Monitor Report to 30 September 2022

	Budget £	Expenditure £	% of Budget £
Employee Costs			
Clerk's salary (including oncosts)	£ 11,000.00	£ 4,713.38	42.85%
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	£ 214.65	61.33%
Total employee related costs	£ 12,420.00	£ 5,159.03	41.54%
Administration Costs			
Office expenses	£ 750.00	£ 290.58	38.74%
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	£ 576.37	72.05%
Website	£ 500.00	£ 126.00	25.20%
Audit Fees	£ 500.00	£ 400.00	80.00%
Bank charges	£ 200.00	£ 54.00	27.00%
Books and Publications	£ 100.00		0.00%
Meeting Expenses	£ 300.00	£ 80.00	26.67%
Total Administration Costs	£ 4,700.00	£ 1,547.00	32.91%
Other Expenses			
Chairman's Allowance	£ 100.00		0.00%
Councillors Travel/Subsistence	£ 500.00		0.00%
Parish Maintenance	£ 10,000.00	£ 2,150.95	21.51%
Parish Projects	£ 7,000.00	£ 909.26	12.99%
Parish Newsletter	£ 1,000.00		0.00%
Events	£ 2,000.00	£ 2,676.23	133.81%
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	
Total Other Expenses	£ 25,600.00	£ 7,466.44	29.17%
Total VAT	£ 1,500.00	£ 1,037.69	
Total Expenditure	£ 44,220.00	£ 15,210.16	34.40%
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	£ 35,069.13	100.00%
CTSG	£ 124.06	£ 124.05	
VAT	£ 1,000.00	£ 424.34	
CIL	£ -	£ 5,617.00	
Other Income		£ 565.75	
Total Income	£ 36,193.19	£ 41,800.27	

Balance as at 31/03/2022		£ 135,317.05
Add income		£ 41,800.27
Less expenditure		£ 15,210.16
		£ 161,907.16

Bank Reconciliation

Balance as at 30/09/2022	Current Account	£ 70,995.59
	Less outstanding payments	£ -
		£ 70,995.59
Balance as at 30/09/2022	Instant Access	£ 90,911.57
	Total Funds Held	£ 161,907.16

Correspondence received since the last meeting

- Cornwall Council's Town and Parish Council newsletters
- Details of CALC training opportunities

Carlyon Parish Council

Dear Councillor

You are summoned to attend a **Meeting** of **Carlyon Parish Council** to be held on **Tuesday 18 October 2022 at 6.00 pm** in **Tregrehan Methodist Centre**

Julie Larter

Mrs Julie Larter

Clerk

11 October 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 a Meeting of the Parish Council held on 27 September 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 any applications received after publication of this summons

(b) To receive an update on the following application

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 agree first steps

10. Parish Projects

(i) Parish Council Identity

To receive an update on progress

(ii) Forest School

To receive an update and authorise any expenditure

(iii) History Boards

To receive an update

(iv) Any other projects

11. Parish Issues

(i) Tregrehan Jubilee Park

To note any concerns

(ii) Tregrehan Flooding Issues

To agree Terms of Reference for the group

(iii) Tregrehan Methodist Church

To note the current situation

(iv) West Crinnis Fields

(a) Dog waste bag dispenser – to consider the past month's usage

(b) To note any concerns

(iv) Beach Development

To note the current situation

(v) Highways

To note any concerns

12. Financial Matters

To note the current financial position and authorise payments

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

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To note dates for members' diaries

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

In attendance: Cllr James Mustoe, CC; Julie Larter (Clerk); 10 members of the public.

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Date

DRAFT

Carlyon Parish Council Budget Monitor Report to 30 September 2022

	Budget £	Expenditure £	% of Budget £
Employee Costs			
Clerk's salary (including oncosts)	£ 11,000.00	£ 4,713.38	42.85%
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	£ 214.65	61.33%
Total employee related costs	£ 12,420.00	£ 5,159.03	41.54%
Administration Costs			
Office expenses	£ 750.00	£ 290.58	38.74%
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	£ 576.37	72.05%
Website	£ 500.00	£ 126.00	25.20%
Audit Fees	£ 500.00	£ 400.00	80.00%
Bank charges	£ 200.00	£ 54.00	27.00%
Books and Publications	£ 100.00		0.00%
Meeting Expenses	£ 300.00	£ 80.00	26.67%
Total Administration Costs	£ 4,700.00	£ 1,547.00	32.91%
Other Expenses			
Chairman's Allowance	£ 100.00		0.00%
Councillors Travel/Subsistence	£ 500.00		0.00%
Parish Maintenance	£ 10,000.00	£ 2,150.95	21.51%
Parish Projects	£ 7,000.00	£ 909.26	12.99%
Parish Newsletter	£ 1,000.00		0.00%
Events	£ 2,000.00	£ 2,676.23	133.81%
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	
Total Other Expenses	£ 25,600.00	£ 7,466.44	29.17%
Total VAT	£ 1,500.00	£ 1,037.69	
Total Expenditure	£ 44,220.00	£ 15,210.16	34.40%
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	£ 35,069.13	100.00%
CTSG	£ 124.06	£ 124.05	
VAT	£ 1,000.00	£ 424.34	
CIL	£ -	£ 5,617.00	
Other Income		£ 565.75	
Total Income	£ 36,193.19	£ 41,800.27	

Balance as at 31/03/2022		£ 135,317.05
Add income		£ 41,800.27
Less expenditure		£ 15,210.16
		£ 161,907.16

Bank Reconciliation

Balance as at 30/09/2022	Current Account	£ 70,995.59
	Less outstanding payments	£ -
		£ 70,995.59
Balance as at 30/09/2022	Instant Access	£ 90,911.57
	Total Funds Held	£ 161,907.16

Correspondence received since the last meeting

- Cornwall Council's Town and Parish Council newsletters
- Details of CALC training opportunities