

# Carlyon Parish Council

Dear Councillor

You are summoned to attend a **Meeting** of **Carlyon Parish Council** to be held on **Tuesday 15 November 2022 at 6.00 pm** in **Charlestown Primary School**

Julie Larter

Mrs Julie Larter

Clerk

8 November 2022

01872 501101

[clerk@carlyon-pc.gov.uk](mailto:clerk@carlyon-pc.gov.uk)

*Please note that under the Openness of Local Government Bodies Regulations 2014 this meeting may be recorded.*

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## AGENDA

### 1. Apologies for Absence

### 2. Minutes of a Meeting of the Parish Council held on 18 October 2022

*To resolve that the minutes of the above meeting be signed as a correct record of the meeting* Pages 4-7

### 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 applications*

*(i) 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. This application has been refused.*

*(ii) PA22/08297 – Land adjacent to 9 Boscundle Close: Proposed woodland holiday lodges and associated works*

**8. Neighbourhood Plan**

*To note the current situation*

**9. Community Network Review**

*To consider response*

**10. Parish Projects**

*(i) Parish Council Identity*

*To receive an update on progress and authorise any expenditure*

*(ii) Forest School*

*To receive an update and authorise any expenditure*

*(iii) History Boards*

*To receive an update*

*(iv) Community Energy Project*

*To receive an update*

*(v) Any other projects*

**11. Parish Issues**

*(i) Tregrehan Jubilee Park*

*To note any concerns*

*(ii) Tregrehan Flooding Issues*

*To receive an update*

*(iii) Tregrehan Methodist Church*

*To note the current situation*

*(iv) West Crinnis Fields*

*To note any concerns*

*(v) Beach Development*

*To note the current situation*

*(vi) Highways*

*To note any concerns*

**12. Financial Matters**

*(i) To note that the Local Government Salary Award 2022/23 has now been agreed, to be backdated to 1 April 2022 with the addition of 1 days additional annual leave from April 2023*

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

**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*

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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)

*20 December (T)*

**MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on 18 October 2022 at 6.00 pm in Tregrehan Methodist Centre**

**Present:** Cllrs Paul Trudgian (Chairman), Myles Breary, Ann Taylor, Penny Hermes, Sonia Phillips, Lynn Parsons

**In attendance:** Cllr James Mustoe, CC; Julie Larter (Clerk); 3 members of the public.

**(22/071) Apologies for Absence**

Apologies were received from Cllr Nathan Cooper.

**(22/072) Minutes of a meeting of the Parish Council held on 27 September 2022**

It was **RESOLVED** that the minutes of the meeting held on 27 September 2022 be signed as an accurate record of the meeting.

**(22/073) Declarations of Interest on Items on the Agenda**

There were no declarations of Interest.

**(22/074) Chairman's Announcements**

The Chairman had no announcements to make.

**(22/075) Public Participation**

A member of the public enquired about progress on re-opening the SWCP between Charlestown Battery and Carrickowel. The Clerk replied that work was nearly complete and Cornwall Council is hoping to re-open the path at the end of the week.

**(22/076) Cornwall Councillor's Report**

Cllr Mustoe reported that he has asked for an update from Cormac regarding flooding issues in Tregrehan and is awaiting a response. He also reported that Cornwall Council has submitted an Expression of Interest to the Government's proposed opportunity to establish Investment Zones in Cornwall and has put forward Crinnis beach. Cllr Mustoe's full report can be found on the parish council's website.

**(22/077) Planning Applications and Related Matters**

PA22/08297 – Land adjacent to 9 Boscundle Close: Proposed woodland lodges and associated works

It was **RESOLVED** that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council maintains the same objections it held the first time this application was submitted (PA20/04542) and for reference these objections include:

- The development will erode the “green wedge” contrary to the policy of this council, St Austell Town Council and Cornwall Council
- The site is a mine spoil heap and there could be one or more mineshafts in close proximity, posing a danger to the public. Metres of hardcore have been brought onto the site filling deep depressions. If approved the site should be subject to drilling to ascertain the extent of the danger to the public. A shaft collapsed a while ago in a nearby field
- Access is via a narrow lane which is not suitable for more traffic, with inadequate opportunities to pass
- The planning officer should be confident that adequate drainage is to be provided – currently a neighbouring property is suffering from excessive run off into their garden from the site

(b) 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.

The Clerk reported that this application is going to be refused.

### **(22/078) Neighbourhood Plan**

The draft plan is with Cornwall Council who have asked for amendments which have been sent.

### **(22/079) Community Energy Project**

The matter is underway.

### **(22/080) Parish Projects**

(i) Parish Council Identity

In the absence of Cllr Cooper, this matter was deferred.

(ii) Forest School

Cllr Hermes reported that the planned meeting with the Forestry Officer has been postponed so the matter was deferred.

(iii) History Boards

Cllr Hermes has spoken to the Headteacher of Bishop Bronescombe School who is keen to get involved with the Tregrehan board. Cllr Cooper was nominated to take the lead on the Carlyon Bay board.

### **(22/081) Parish Issues**

(i) Tregrehan Jubilee Fields

Cllr Parsons reported that debris has fallen from the Oak tree in the top corner of the field. The Clerk was asked to contact Cormac and ask for a survey of all the trees in the park. The Clerk stressed it was important that individuals must not carry out any work on the trees.

(ii) Tregrehan Flooding Issues

Draft Terms of Reference for the group had been previously submitted, and it was agreed that Geoff Parsons should join the group. It was **RESOLVED to adopt the Terms of Reference subject to the inclusion of Mr Parsons**. The first meeting of the group is provisionally scheduled for 7 November.

(iii) Tregrehan Methodist Church

The Clerk has written to the church to state that the parish council is not interested in entering into a lease agreement for the building, but consider purchasing it at market value and is awaiting a reply. The Clerk has also contacted the valuer that undertook the original valuation of the building.

(iv) West Crinnis Fields

(a) Future of the Dog Station

Mr Stark reported that reducing the number of bags replaced each day is working and the item is to be removed from the agenda

(b) The Clerk reported that fireworks are being let off at night, and she had thanked a resident for clearing up debris.

(v) Beach Development

There was nothing to report.

(vi) Highways

There was nothing to report.

**(22/082) Financial Matters**

Current balances were noted and the following payments were authorised:

DD	Lloyds Bank	Credit Card	£3.00
BACS	Get Landscaped	Watering Planters	£60.00
BACS	Mrs J Larter	Salary	*
BACS	Mrs J Larter	Working from Home Allowance	£156.00
BACS	HMRC	PAYE/NI Collected	*
BACS	Cornwall Pension Fund	EE and ER contributions	*

The Clerk reported that she has transferred £40,000 from the current account to the savings account as that account is now paying interest again.

**(22/083) Meetings/Training Attended by Councillors or the Clerk**

29 September – Cllr Breary and the Clerk attended a briefing by Cormac on service delivery (notes had been previously circulated to councillors)

12 October – The Clerk attended i-Connect training by Cornwall Pension Fund

13 October – The Clerk attended Cornwall Council's Casework Assist training

17 October – Cllr Phillips attended Cornwall Council's Introduction to Planning training

#### **(22/084) Correspondence Received**

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

- A request for a memorial bench for Crinnis Field

#### **(22/085) Dates for the Diary**

4 November – Cllr Parsons to attend Cornwall Flood Forum’s Annual Conference

#### **(22/086) Dates of Forthcoming Meetings**

15 November (Ch), 20 December (T)

The meeting closed at 6.38 pm

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Chairman

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Date

DRAFT

# **Carlyon Parish Council Budget Monitor Report to 31 October 2022**

	Budget £	Expenditure £	% of Budget £
<b>Employee Costs</b>			
Clerk's salary (including oncosts)	£ 11,000.00	£ 5,449.11	49.54%
Training & conference expenses	£ 750.00	£ 75.00	10.00%
Clerks Room Allowance	£ 320.00	£ 312.00	97.50%
Clerk's travel and subsistence	£ 350.00	£ 214.65	61.33%
<b>Total employee related costs</b>	<b>£ 12,420.00</b>	<b>£ 6,050.76</b>	<b>48.72%</b>
<b>Administration Costs</b>			
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	£ 75.00	37.50%
Books and Publications	£ 100.00		0.00%
Meeting Expenses	£ 300.00	£ 80.00	26.67%
<b>Total Administration Costs</b>	<b>£ 4,700.00</b>	<b>£ 1,568.00</b>	<b>33.36%</b>
<b>Other Expenses</b>			
Chairman's Allowance	£ 100.00		0.00%
Councillors Travel/Subsistence	£ 500.00		0.00%
Parish Maintenance	£ 10,000.00	£ 2,200.95	22.01%
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	
<b>Total Other Expenses</b>	<b>£ 25,600.00</b>	<b>£ 7,516.44</b>	<b>29.36%</b>
<b>Total VAT</b>	<b>£ 1,500.00</b>	<b>£ 1,047.69</b>	
<b>Total Expenditure</b>	<b>£ 44,220.00</b>	<b>£ 16,182.89</b>	<b>36.60%</b>
<b>Reserves</b>			
Community building	£ 84,250.00		0.00%
CIL	£ 22,540.00		
<b>Election Fund</b>	<b>£ 1,000.00</b>		
Tregrehan Playing Fields			
Transfer	£ 3,000.00		
General Contingency	£ 15,000.00	£ -	0.00%



<b>Total Reserves</b>	<b>£ 125,790.00</b>	£ -	<b>0.00%</b>
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#### 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	
<b>Total Income</b>	<b>£ 36,193.19</b>	<b>£ 41,800.27</b>	

#### Balance as at 31/03/2022

	£ 135,317.05
<b>Add income</b>	£ 41,800.27
<b>Less expenditure</b>	£ 16,182.89
	<b>£ 160,934.43</b>

#### Bank Reconciliation

			<b>*£40,000</b>
			<b>transferred to</b>
Balance as at 30/09/2022	Current Account	£ 70,995.59	<b>savings</b>
	Less outstanding payments	£ -	<b>account 06/10/2022</b>
		£ 70,995.59	
Balance as at 30/09/2022	Instant Access	£ 90,911.57	
	<b>Total Funds Held</b>	<b>£ 161,907.16</b>	

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

- Invitation to attend A Monumental Improvement hand tool training
- Notification that the public consultation regarding the proposed Bodelva Hill traffic calming scheme will take place in November
- Information regarding warmth bank provision
- Request for independent volunteers to sit on Cornwall Schools Appeal Panel
- Town and Parish Council newsletter