



# Carlyon Parish Council

Trethella Cottage, Ruan Laniorne, Truro TR2 5NU

Tel: 01872 501101 Email [clerk@carlyon-pc.gov.uk](mailto:clerk@carlyon-pc.gov.uk)

[www.carlyon-pc.gov.uk](http://www.carlyon-pc.gov.uk)

Dear Councillor

You are summoned to attend a **Meeting of Carlyon Parish Council** to be held on **Tuesday 17 January 2023 at 6.00 pm** in **Charlestown Primary School**

*Julie Larter*

Mrs Julie Larter

Clerk

10 January 2023

01872 501101

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

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

## AGENDA

### 1. Apologies for Absence

### 2. Minutes of a Meeting of the Parish Council held on 20 December 2022

*To resolve that the minutes of the above meeting be signed as a correct record of the meeting* Pages 4-8

### 3. Declarations of Interest on Items on the Agenda

#### (a) Pecuniary Interests

*Declare those interests which have been declared on your Register of Financial Interests relevant to the agenda of the meeting. Whenever the item is being discussed, including public participation, you must leave the room and not take part in the discussion or decision.*

#### (b) Non-registerable Interests

*You must declare Non-Registerable Interests at the start of the meeting or whenever the interest becomes apparent. Then when the matter is being discussed, even during public participation, you must leave the room and not take part in the discussion or decision.*

#### (c) Dispensations

*To consider any requests for dispensations relating to items on the agenda*

#### (d) Gifts and Hospitality

*To declare any gifts or hospitality*

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

### 4. Chairman's Announcements

**5. Public Participation**

*The Chairman will invite Members of the public to address the meeting in relation to the business to be carried out at the meeting 15 minutes will be allocated for public participation (this can be extended at the Chairman's discretion). Each person addressing the Council will be allocated a maximum of two minutes*

**6. Cornwall Councillor's Report**

*To receive a report from Cllr James Mustoe*

**7. Planning Applications and Related Matters**

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

*(i) PA22/11121 – Land west of 86 Beach Road: Proposed new dwelling, creation of new access, landscaping and associated works*

*(ii) PA22/10368 – 9 Appletree Lane: Works to trees subject to a TPO, works include felling of Oak Tree next to Beech (carried over from Dec)*

*(b) To receive an update on the following applications*

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

*(ii) PA22/09153 – Land between Aspen Drive and Boscoppa Road: Outline permission for 50 dwellings*

**8. Neighbourhood Plan**

*To receive an update*

**9. Let Cornwall Decide**

*To consider making a response to Cornwall Council's consultation <https://letstalk.cornwall.gov.uk/bigdeal>*

**10. Salt Bins**

*To consider a quote for refilling salt bins in the parish*

**11. Parish Projects**

*(i) Forest School*

*To receive an update and authorise any expenditure*

*(ii) History Boards*

*To receive an update*

*(iii) Community Energy Project*

*To receive an update*

*(iv) Any other projects*

**12. 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) Brend Hotels  
*To note the current situation*
- (v) West Crinnis Field  
*To note any concerns*
- (vi) Beach Development  
*To note the current situation*
- (vii) Highways  
*To note any concerns*

**13. Financial Matters**

*To note the current financial position and authorise payments*

Pages 9-10

**14. Training/Meetings Attended**

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

**15. Correspondence**

*To note any correspondence received since the last meeting*

Page 11

**16. Dates for the Diary**

*To note dates for members' diaries*

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

T=Tregrehan Methodist Church)

*21 February (T), 21 March (C), 18 April (T), 16 May (C), 20 June (T),  
18 July (C), 19 September (T), 17 October (C), 21 November (T), 19  
December (C)*



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## **MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on 20 December 2022 at 6.00 pm in Tregrehan Methodist Centre**

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

**In attendance:** Cllr James Mustoe, CC; Julie Larter (Clerk); Amar Benkreira and Nigel Pugsley from Terence O'Rourke and Matthew Brend for agenda item 7; 3 members of the public.

### **(22/102) Apologies for Absence**

Apologies were received from Cllr Nathan Cooper and Cllr Lynn Parsons

### **(22/103) Minutes of a meeting of the Parish Council held on 15 November 2022**

It was **RESOLVED** that the minutes of the meeting held on 15 November 2022 be signed as an accurate record of the meeting.

### **(22/104) Declarations of Interest on Items on the Agenda**

There were no declarations of Interest.

### **(22/105) Chairman's Announcements**

The Chairman had no announcements to make.

### **(22/106) Public Participation**

A member of the public noted that the provision of 2 grit bins was on the agenda for discussion and asked if consideration could be given for additional bins for Carlyon Bay. Cllr Mustoe said that he has requested that Cormac add Crinnis Road/Beach Road/Cypress Avenue to their road gritting schedule.

### **(22/107) Cornwall Councillor's Report**

Cllr Mustoe reported that he made several calls to Cormac over the icy weekend of 10 and 11 December and arranged for all the grit bins in his division to be refilled and has asked for the roads from Church Road down to Par Moor Road to be added to the main road gritting schedule. The matter will be considered by Cormac at the end of the season and Cllr Mustoe asked if the parish council would contact Cormac and support his request.

Cllr Mustoe was pleased to see that the Carlyon Neighbourhood Plan had moved to the legal compliance and examination stage and thanked everyone involved.

Cllr Mustoe said that following the closure of Cornwall Council's Penwinnick Road offices, their face to face services have temporarily transferred to Carlyon House, adjacent to Polkyth leisure centre.

Cllr Mustoe wished everyone a Happy Christmas and thanked councillors for all they do for the parish.

Cllr Mustoe's full report can be seen on the parish council's website.

Cllr Taylor proposed a vote of thanks to Cllr Mustoe for his hard work over the past year.

### **(22/108) Brend Hotels**

Mr Brend gave a brief history of the Brend Hotel group and Mr Pugsley and Mr Benkreira outlined the company's vision for the future. The Chairman stressed that it was important to involve the Sea Road Residents' Association at the earliest stage. He also said that it was important to put pace on discussions to prevent the neighbourhood plan from being delayed. Mr Pugsley and Mr Benkreira confirmed that they will refresh the vision document and will contact SRRA straight away. A meeting with the Chairman and Clerk was arranged in January. A working party of interested parties will be set up in due course and a public consultation will be arranged.

### **(22/109) Planning Applications and Related Matters**

(i) PA22/10552 – Motor Museum, Par Moor Road: Non-material amendment to decision PA15/10510 dated 15/02/2016 to amend the description of the development and condition 1 to enable the use of the site for an overspill car park and contractors compound for a further 7 years

It was noted that this application has been approved already due to time constraints

(ii) PA22/10368 – 9 Appletree Lane: Works to trees subject to a TPO, works include felling of Oak tree next to Beech

Councillors wished to defer submitting comments until they have sight of the Tree Officer's report

(b) Update on outstanding planning applications

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

No update was available

(ii) PA22/09153 – Land between Aspen Drive and Boscoppa Road: Outline permission for 50 dwellings

No update was available

### **(22/110) Neighbourhood Plan**

Brend Hotels had requested a meeting with the parish council and Cornwall Council's neighbourhood planning officer to discuss green space designation in relation to their vision

and this had taken place on 16 December. The parish council is keen that there is no delay in progressing the neighbourhood plan and this will be discussed when the parties meet again in January.

## **(22/111) Parish Projects**

### (i) Parish Council Identity

It was **RESOLVED to adopt design A, but councillors were unsure whether all the lettering should be in black and the Clerk will ask Mrs Cooper to make a proof with black lettering.**

The Clerk was asked to pass on to Mrs Cooper the sincere gratitude of the parish council.

### (ii) Forest School

Designs are currently being drawn up for a scheme in the play park. There will be no cost to the parish council for either the trees or the design input and it is hoped that planting will take place in February. It is hoped that a replacement Jubilee tree will also be provided.

(iii) Cllr Hermes will follow up with Bishop Bronescombe School.

### (iv) Community Energy Project

Cllr Hermes reported that due to issues with Covid, there had been no progress.

### (v) Other Projects

There was nothing to report.

## **(22/112) Parish Issues**

### (i) Tregrehan Jubilee Fields

(a) The Chairman had discovered that the solar Christmas lights were not working and it was **RESOLVED to purchase replacement Christmas lights at a cost of £52.**

(b) The Clerk had chased progress regarding the devolution of the fields to the parish council. A number of years ago a query was raised regarding access rights to the field and the officer dealing with the current devolution process asked whether the parish council was willing to proceed with this degree of uncertainty. It was **RESOLVED that the parish council would like to proceed.**

### (ii) Tregrehan Flooding Issues

The working party is awaiting 3 quotes for a survey to be undertaken.

The Clerk had obtained 3 quotes for a garden store for sandbags and it was **RESOLVED to approve the purchase of a wooden garden store from Just Fir. A & A Maintenance are to be instructed to lay a concrete base.**

### (iii) Tregrehan Methodist Church

The Church's surveyor has made contact with the parish councils and they will try to reach a mutually acceptable figure early in the new year.

### (iv) West Crinnis Fields

The Chairman thanked Mr Stark for his continued monitoring of dog waste bags usage.

There were no concerns.

(v) Beach Development

There was nothing to report.

(vi) Highways

(a) A number of requests for grit bins had been received. Councillors considered the requests carefully and it was **RESOLVED not to purchase any further bins. However the council would request that bins be included as part of the road adoption scheme for Gwallon Keas.**

The Clerk was asked to write to Cormac to support Cllr Mustoe's request for Crinnis Road, Beach Road, Sea Road and Cypress Avenue to be included in their review of gritting routes as previously reported.

Councillors will review the way existing bins are re-filled next month.

(b) The consultation for speed reduction measures as part of the Community Network Highways Scheme is now live and can be found at [https://www.engagespace.co.uk/cornwall/uploaddocs/Consult2155/EDG2114\\_SN16%20P01.03%20Tregrehan%20Mills.pdf](https://www.engagespace.co.uk/cornwall/uploaddocs/Consult2155/EDG2114_SN16%20P01.03%20Tregrehan%20Mills.pdf)

(c) The Clerk was asked to ask Cormac to repaint markings on the speed humps in Beach Road.

**(22/113) Financial Matters**

(i) 2023/2024 Budget

The budget for 2023/24 was agreed and it was **RESOLVED to submit a precept demand to Cornwall Council for £37,099.75 which will result in no increase to residents.**

(ii) It was **RESOLVED to appoint Linda Coles as the parish council's internal auditor.**

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

DD	Lloyds Bank	Credit Card	£12.50
BACS	Complete Weed Control	Pavement weed spraying	£1,056.00
BACS	Duchy Defibrillators	Annual Monitoring fee, Tregrehan and Beach Road	£456.00
BACS	Hay Nurseries	Clearing and replanting planters	£132.00
BACS	SLCC	Membership renewal for Clerk	£124.08
BACS	Cornwall ALC	Planning training for Cllr Phillips	£36.00
BACS	Mrs J Larter	December salary	*
BACS	HMRC	PAYE/NI	*
BACS	Cornwall Pension Fund	EE and ER contributions	*

**(22/114) Meetings/Training Attended by Councillors or the Clerk**

17 November – Cllr Hermes attending planning training

22 November – The Clerk attended a Cornwall Council briefing on Safeguarding

7 December – The Clerk attended an SLCC branch meeting

8 December – The Clerk attended Cornwall Council’s Town and Parish Council briefing

16 December – The Chairman and members of the Neighbourhood Plan working party attended a meeting with Brend Hotels and the NP officer from Cornwall Council regarding the neighbourhood plan.

**(22/115) Correspondence Received**

A list of correspondence had previously been circulated.

**(22/116) Dates for the Diary**

There were no dates for the diary.

**(22/117) Dates of Forthcoming Meetings**

*17 January (C), 21 February (T), 21 March (C), 18 April (T), 16 May (C), 20 June (T), 18 July (C), 19 September (T), 17 October (C), 21 November (T), 19 December (C)*

The meeting closed at 7.15 pm

DRAFT



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

	Budget £	Expenditure £	% of Budget £
<b>Employee Costs</b>			
Clerk's salary (including oncosts)	£ 11,000.00	£ 7,417.23	67.43%
Training & conference expenses	£ 750.00	£ 385.00	51.33%
Clerks Room Allowance	£ 320.00	£ 312.00	97.50%
Clerk's travel and subsistence	£ 350.00	£ 260.65	74.47%
<b>Total employee related costs</b>	<b>£ 12,420.00</b>	<b>£ 8,374.88</b>	<b>67.43%</b>
<b>Administration Costs</b>			
Office expenses	£ 750.00	£ 315.60	42.08%
Postage	£ 200.00	£ 20.05	10.03%
Photocopying	£ 150.00		0.00%
Office equipment	£ 600.00	£ 7.99	1.33%
Insurance	£ 600.00		0.00%
Subscriptions	£ 800.00	£ 700.45	87.56%
Website	£ 500.00	£ 126.00	25.20%
Audit Fees	£ 500.00	£ 400.00	80.00%
Bank charges	£ 200.00	£ 99.00	49.50%
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>£ 1,749.09</b>	<b>37.21%</b>
<b>Other Expenses</b>			
Chairman's Allowance	£ 100.00		0.00%
Councillors Travel/Subsistence	£ 500.00		0.00%
Parish Maintenance	£ 10,000.00	£ 2,920.95	29.21%
Parish Projects	£ 7,000.00	£ 1,336.04	19.09%
Parish Newsletter	£ 1,000.00		0.00%
Events	£ 2,000.00	£ 2,676.23	133.81%
Carlyon Recreation Field	£ 1,500.00	£ 520.00	34.67%
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>£ 9,083.22</b>	<b>35.48%</b>
<b>Total VAT</b>	<b>£ 1,500.00</b>	<b>£ 1,345.01</b>	
<b>Total Expenditure</b>	<b>£ 44,220.00</b>	<b>£ 20,552.20</b>	<b>46.48%</b>
<b>Reserves</b>			
Community building	£ 84,250.00		0.00%
CIL	£ 22,540.00		
<b>Election Fund</b>	<b>£ 1,000.00</b>		
Tregrehan Playing Fields Transfer	£ 3,000.00		
General Contingency	£ 15,000.00	£ -	0.00%
<b>Total Reserves</b>	<b>£ 125,790.00</b>	<b>£ -</b>	<b>0.00%</b>
<b>Income</b>			
Precept	£ 35,069.13	£ 35,069.13	100.00%

CTSG	£ 124.06	£ 124.05
VAT	£ 1,000.00	£ 1,011.74
CIL	£ -	£ 5,617.00
Other Income		£ 984.84
<b>Total Income</b>	<b>£ 36,193.19</b>	<b>£ 42,806.76</b>

<b>Balance as at 31/03/2022</b>		£ 135,317.05
	<b>Add income</b>	£ 42,806.76
	<b>Less expenditure</b>	£ 20,552.20
		<b>£ 157,571.61</b>

<b>Bank Reconciliation</b>		
Balance as at 31/12/2022	Current Account	£ 26,603.45
	Less outstanding payments	£ -
		£ 26,603.45
Balance as at 31/12/2022	Instant Access	£ 131,330.66
	<b>Total Funds Held</b>	<b>£ 157,934.11</b>

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

- Notice of the emergency closure of Bridleway 10 in Tregrehan Mills
- Invitation to attend Cornwall ALC's AGM on 21 February