



Carlyon Parish Council

Trethella Cottage, Ruan Lanihorne, Truro TR2 5NU
Tel: 01872 501101 Email clerk@carlyon-pc.gov.uk
www.carlyon-pc.gov.uk

Dear Councillor

You are summoned to attend a **Meeting** of **Carlyon Parish Council** to be held on **Tuesday 21 February 2023 at 6.00 pm** in **Tregrehan Methodist Centre**

Julie Larter

Mrs Julie Larter
Clerk
14 February 2023

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 17 January 2023

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

PA23/00548 – 101 Sea Road: Works to trees covered by a TPO, namely T1, removal of overhanging lower limb (Photo 1), T3, lower limb removal, (Photo 3), T4, removal of damaged mid-level limb and overhanging lower limbs (Photos 3, 4 and 5)

(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 and authorise expenditure

9. Jubilee Playing Field

To consider a complaint from a resident about the play equipment

Appendix (i)

10. 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

11. Parish Issues

(i) Tregrehan Jubilee Park

To consider installing a commemorative bench for the King's coronation and note any concerns

(ii) Tregrehan Flood Working Party

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

(a) *To note the outcome of the Bodelva Hill traffic calming consultation*

(b) *To note any concerns*

12. Financial Matters

To note the current financial position and authorise payments

Pages 9-10

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 11

15. Dates for the Diary

To note dates for members' diaries

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

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)

17. Exclusion of Public and Press

Under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, it is proposed because of the confidential nature of the business to be transacted, the public and press be excluded from the meeting for agenda item 18

18. Parish Maintenance

To award contracts for the next 3 years for

(i) Maintaining West Crinnis Field

(ii) Cutting Inland Public Rights of Way and the South West Coast Path



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MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on 17 January 2023 at 6.00 pm in Charlestown Primary School

Present: Cllrs Paul Trudgian (Chairman), Myles Breary, Sonia Phillips, Nathan Cooper, Lynn Parsons

In attendance: Cllr James Mustoe, CC; Julie Larter (Clerk); Oliver Gibbins (Lighthouse Planning) for PA22/11397, 56 Sea Road; 9 members of the public

(22/118) Apologies for Absence

Apologies were received from Cllr Ann Taylor and Cllr Penny Hermes

(22/119) Minutes of a meeting of the Parish Council held on 20 December 2022

It was **RESOLVED** that the minutes of the meeting held on 20 December 2022 be signed as an accurate record of the meeting subject to the following amendment:

(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. It was **RESOLVED** to give authority for the Chairman and Clerk to meet and have discussions with Brend Hotels.

(22/120) Declarations of Interest on Items on the Agenda

There were no declarations of Interest.

(22/121) Chairman's Announcements

The Chairman had no announcements to make.

(22/122) Public Participation

A member of the public asked for feedback from Brend Hotels and asked for permission for members of the public to be able to ask questions when agenda item 12.(iv) is discussed. The Chairman agreed to his request.

(22/123) Cornwall Councillor's Report

Cllr Mustoe reported that Cormac will be laying woodchips on the newly created stretch of the SWCP between Charlestown and Carlyon Bay in the next few days. Cllr Mustoe gave an update on flooding issues at Tregrehan. Cllr Mustoe was pleased to report that Cornwall

Council today passed a resolution that will require second home owners to pay 100% additional council tax. Cllr Mustoe's full report can be found on the parish council's website.

(22/124) Planning Applications and Related Matters

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

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

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

(iii) PA22/11397 – 56 Sea Road: Demolition of a single dwelling and garage: Erection of a block of five flats; provision of nine parking spaces and associated landscaping without compliance with condition 2 of decision PA16/06018 dated 04/10/2016

Oliver Gibbons from Lighthouse Planning outlined the application. It was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council has no objections to the proposal.**

(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

The Clerk reported that it is likely to take some time before determination as the planning officer is awaiting some additional reports.

(22/125) Neighbourhood Plan

This was dealt with under agenda item 12 (iv).

(22/126) Let Cornwall Decide

The Chairman suggested that this would be difficult to discuss as a council and councillors may like to respond individually. The Chairman asked Cllr Mustoe how much the proposed change in governance structure may cost and Cllr Mustoe suggested that the cost of a referendum was in the region of £1m, which has not been budgeted for by Cornwall Council. It is likely that the Mayoral post will be cost neutral for the first 2 years.

(22/127) Salt Bins

The Clerk has received 2 quotes to re-fill the bins but explained that although Cormac offer a refill service, they may be unlikely to be able to fill the bins immediately.

It was **RESOLVED to contract Alun Jones to fill bins in the parish on a reactive basis at a cost of £8.00 per 25kg bag.**

The council's request for Beach Road to be included on Cormac's primary gritting route will be considered at the end of the March.

(22/128) Parish Projects

(i) Forest School

Cllr Hermes had submitted a written report. The design is being finalised which will be discussed at the council's February meeting. It is hoped that the trees will be delivered in February/March.

(ii) History Boards

Cllr Hermes has a meeting arranged with the Headteacher of Bishop Bronescombe to look at developing a board for Tregrehan and also possible dates children may be able to help with tree planting. The Headteacher may attend next month's parish council meeting. Cllr Hermes is looking at organising a village history evening in Tregrehan with Valerie Brokenshire.

(iii) Community Energy Project

Cllr Hermes has arranged a meeting next week.

(iv) Other Projects

There was nothing to report.

(22/129) Parish Issues

(i) Tregrehan Jubilee Fields

The Clerk reported that the bench that has been removed was taken by Cormac as it was deemed unsafe. Cornwall Council has a policy of not replacing benches. The Clerk suggested that it may be an idea to replace it with a bench to commemorate the Coronation of King Charles III. The matter will be discussed next month.

(ii) Tregrehan Flooding Issues

Cllr Phillips reported that the working party met on 16 January. They have now received a quote for a mapping survey and the minimum cost is likely to be in the region of £12,000 - £17,000. The group is to approach the STARR project to try to tap into funding and will also ask the Environment Agency. Cllr Phillips reported that the volume of water the equivalent to 4 Olympic sized swimming pools passes through the village every hour. Notes from meetings the working party have are to go on the parish council's website in order to keep residents up to date with progress.

(iii) Tregrehan Methodist Church

The council's valuer has stated that due to the building being in a flood risk area and the change in the property marked over the past 12 months, in her opinion the value of the building is the same as previously quoted. The Clerk is to contact the Methodist Church to ascertain what figure they would find acceptable.

(iv) Brend Hotels

The Chairman explained that intended works are still only a vision, no plans have been drawn up yet and things may change. He explained that the council's lease on the field expires in 4 years and the council has 2 options – say no and risk losing public access for the field or liaise and try to meet a compromise.

The Chairman and Clerk met with 2 hotel directors and their planning consultants on 12 January. At the meeting the Chairman suggested 12 initiatives that the hotel could consider that may make the vision more acceptable to the community, but he made it clear that the council is not predetermining its response to any planning application that may come forward. The points had been circulated to councillors prior to that meeting. The points were: Transfer the freehold of West Crinnis Field; transfer the freehold of the look-out opposite Porth Avallen; offer the PC a leasehold or contractual agreement for full public access to the field behind the hotel; applications to make all the current walked paths PRoW; provision of disabled access where the current field gate is; disabled parking bays; support for Sea Road Residents' Association to paint double yellow lines from the field gate to the Fairway junction; contribution towards resurfacing work to Sea Road; agreement to commit time/resources to

further enhance Cypress Avenue; agreement that Brend will hold annual meetings with the PC and SRRA; create parking bays between the hotel entrance and Beach Road junction. At the meeting the Chairman warned that any proposal for podium parking is likely to meet stiff opposition from residents and the planning consultants were happy to consider options. The Chairman said that Brends plan to meet with SRRA and will be holding a public consultation event in the future. A planning application could be submitted in April.

A member of the public stated that the fields are designated as green space in the draft neighbourhood plan. The Chairman said that he felt it would be underhand to amend the plan at this stage and is going to take advice from Cornwall Council.

A member of the public is concerned that Cornwall Council has put a stop to the neighbourhood plan process and the plan shouldn't be delayed for one planning application. The Chairman said that he is expecting further communication from Brends in the next week or so and the council will then make a decision about progressing the neighbourhood plan.

The Chairman and Clerk attended a meeting with SRRA on 16 January and they confirmed that they are planning to contact all residents shortly.

A member of the public thanked the Chairman for outlining the proposal, but he stressed that so much work has gone into the neighbourhood plan and it shouldn't be kicked into touch. The member of public expressed his disappointment that SRRA did not send a representative to the meeting

(v) West Crinnis Fields

There was nothing to report.

(vi) Beach Development

There was nothing to report.

(vi) Highways

It was noted that the Clerk has received a complaint about speeding on Haddon Way.

(22/130) Financial Matters

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	*

(22/131) Meetings/Training Attended by Councillors or the Clerk

12 January – The Chairman and Clerk met with directors of Brend Hotels and their planning agents

16 January – Cllrs Parsons and Phillips attended a meeting of Tregrehan Flooding Working Party

16 January – The Chairman and Clerk met with Sea Road Residents’ Association

(22/132) Correspondence Received

A list of correspondence had previously been circulated and in addition the following correspondence had been received

Correspondence about flooding in Tregrehan

Details of Royal Cornwall Hospital’s Patient Leader recruitment drive

(22/133) Dates for the Diary

21 February – CALC AGM – Cllrs Phillips and Breary

(22/134) Dates of Forthcoming Meetings

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 7.05 pm

DRAFT

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Chairman

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Date

Carlyon Parish Council Budget Monitor Report to 31 January 2023

	Budget £	Expenditure £	% of Budget £
Employee Costs			
Clerk's salary (including oncosts)	£ 11,000.00	£ 8,204.21	74.58%
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	£ 383.60	109.60%
Total employee related costs	£ 12,420.00	£ 9,284.81	74.76%
Administration Costs			
Office expenses	£ 750.00	£ 315.60	42.08%
Postage	£ 200.00	£ 20.05	10.03%
Photocopying	£ 150.00		0.00%
Office equipment	£ 600.00	£ 72.99	12.17%
Insurance	£ 600.00		0.00%
Subscriptions	£ 800.00	£ 700.45	87.56%
Website	£ 500.00	£ 308.75	61.75%
Audit Fees	£ 500.00	£ 400.00	80.00%
Bank charges	£ 200.00	£ 102.00	51.00%
Books and Publications	£ 100.00		0.00%
Meeting Expenses	£ 300.00	£ 80.00	26.67%
Total Administration Costs	£ 4,700.00	£ 1,999.84	42.55%
Other Expenses			
Chairman's Allowance	£ 100.00		0.00%
Councillors Travel/Subsistence	£ 500.00		0.00%
Parish Maintenance	£ 10,000.00	£ 3,800.95	38.01%
Parish Projects	£ 7,000.00	£ 1,379.36	19.71%
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	
Total Other Expenses	£ 25,600.00	£ 10,006.54	39.09%
Total VAT	£ 1,500.00	£ 1,403.23	
Total Expenditure	£ 44,220.00	£ 22,694.42	51.32%
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	£ 1,011.74
CIL	£ -	£ 5,617.00
Other Income		£ 984.84
Total Income	£ 36,193.19	£ 42,806.76

Balance as at 31/03/2022		£ 135,317.05
Add income		£ 42,806.76
Less expenditure		£ 22,694.42
		£ 155,429.39

Bank Reconciliation

Balance as at 31/01/2023	Current Account	£ 26,603.45
	Less outstanding payments	£ -
		£ 26,603.45
	Instant	
Balance as at 31/01/2023	Access	£ 131,330.66
	Total Funds Held	£ 157,934.11

Correspondence received since the last meeting

- Cornwall Council's Planning News for Local Councils and Agents
- Details of CALC training events
- Papers relating to CALC's AGEM on 21 February
- Letter from the Tamar Toll Action Group
- Email from Luxulyan Parish Council regarding the Cornwall Devolution Deal
- Notification of the availability of the Community Capacity Fund
- Invitation to attend Cornwall Council's planning training on the Climate Emergency Development Plan document
- Invitation to attend safeguarding training