



Carlyon Parish Council

Trethella Cottage, Ruan Lanihorne, Truro TR2 5NU
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Dear Councillor

You are summoned to attend a **Meeting of Carlyon Parish Council** to be held on **Tuesday 21 March 2023 at 6.00 pm** in **Charlestown Primary School**

Julie Larter

Mrs Julie Larter
Clerk
14 March 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 21 February 2023

To resolve that the minutes of the above meeting be signed as a correct record of the meeting Pages 5-9

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 transacted at the meeting with the exception of matters regarding agenda item 17 as the public will be provided with an opportunity to speak at that point in 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) PA23/01420 – Gwallon Keas, Holmbush Road: Application for tree works in a TPO: Sessile Oak (T17) – Crown raise and crown reduce and remove storm damaged, hanging branch and remove any stubs and deadwood

(ii) PA23/01326 – St Austell Bay Business Park: Construction of 6 new commercial units without compliance with condition 2 of decision notice PA20/01696 dated 22.07.2020

(b) To receive an update on the following applications

(i) 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)

Due to time constraints in determining this application, the parish council has responded stating that it has no objections to the proposed tree work

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

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

8. Coronation of King Charles III

(i) To consider how to support the community in celebrating the coronation of King Charles III

(ii) Tregrehan Jubilee Fields

To consider a request to erect a post on which a commemorative plaque will be placed; to pay for the plaque and contribute towards a tea party for residents

9. Parish Projects

(i) Community Forest Area

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

10. Parish Issues

(i) Tregrehan Jubilee Park

To note any concerns

(ii) Tregrehan Flood Working Party

To receive an update

(iii) Tregrehan Methodist Church

To note the current situation

(iv) West Crinnis Field

To note any concerns

(v) Beach Development

(a) To note that dogs will be allowed on the beach again this summer

(b) To note the current situation

(vi) Highways

To note any concerns

11. Financial Matters

(a) To review the council's asset register

(b) To consider whether the council has adequate insurance cover

(c) To note the current financial position and authorise payments

Previously
circulated

Pages 10-11

12. Training/Meetings Attended

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

13. Correspondence

To note any correspondence received since the last meeting

Page 12

14. Dates for the Diary

To note dates for members' diaries

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

T=Tregrehan Methodist Church)

18 April (C), 16 May (C), 20 June (T), 18 July (C), 19 September (T),

17 October (C), 21 November (T), 19 December (C)

16. Neighbourhood Plan

To receive an update from the Chairman. Members of the public will then be permitted to ask questions specific to the consultation process only. No member of the public will be permitted to speak for more than 2 minutes. Members of the public wishing to speak are requested to inform the clerk prior to commencement of the meeting

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. Cypress Avenue Verge Cutting Contract
To consider tenders and award the contract

MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on 21 February 2023 at 6.00 pm in Tregrehan Methodist Centre

Present: Cllrs Paul Trudgian (Chairman), Nathan Cooper, Ann Taylor, Penny Hermes

In attendance: Cllr James Mustoe, CC; Julie Larter (Clerk); 9 members of the public

(22/135) Apologies for Absence

Apologies were received from Cllrs Sonia Phillips, Myles Breary and Lynn Parsons.

(22/136) Minutes of a meeting of the Parish Council held on 17 January 2023

It was **RESOLVED** that the minutes of the meeting held on 17 January 2023 be signed as an accurate record of the meeting.

(22/137) Declarations of Interest on Items on the Agenda

There were no declarations of Interest.

(22/138) Chairman's Announcements

The Chairman had no announcements to make.

(22/139) Public Participation

A member of the public voiced concerns regarding any loss of Crinnis Field. He said that this was a valuable public open space. The Chairman said the matter was on the agenda for discussion later in the meeting.

(22/140) Cornwall Councillor's Report

Cllr Mustoe reported that he and the Clerk met with Caitlin Lord, Cornwall Council Community Link Officer on 7 February to discuss the devolution of Jubilee Playing Fields and also to look at the various watercourses at the top of Tregrehan Mills. Cllr Mustoe has asked for a meeting with Rhys Hobbs, Cornwall Council's new Flood Prevention Officer to discuss flood issues in the village. Cllr Mustoe had an informative meeting with Brend Hotels recently to learn about their training academy and was very impressed with the variety of options available to staff for in-house training. Cllr Mustoe's full report is available on the parish council's website.

(22/141) Planning Applications and Related Matters

PA23/00548 – 101 Sea Road: Works to trees covered by a TPO, namely T1, removal of overhanging lower limb (photo1), T3, lower limb removal, (photo3), T4, removal of damaged mid-level limb and overhanging lower limbs (photos 3, 4 and 5)

This application was carried over until next month pending 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.

(22/142) Neighbourhood Plan

The Chairman explained that West Crinnis Fields have been designated as a Local Green Space in the draft neighbourhood plan. If this plan is approved at referendum (later this year) then the designation would give the fields protection from future development. Brend Hotels, as the owners of West Crinnis Fields, have challenged this designation as they hope to submit plans to develop eco-lodges at the rear of the west field. Consequently they have asked if the parish council will consider amending the Local Green Space designation to exclude the area at the rear of the west field.

Given the amenity and landscape character value of West Crinnis Fields to the community, and the potential complexities of guaranteeing continued public access, the Chairman has drafted a public consultation document to be sent to all residents in the parish. The consultation document has been agreed with Cornwall Council's Neighbourhood Planning Officer, the Neighbourhood Plan working party and Brend Hotels. It was **RESOLVED that the consultation document should be posted to all residents in the parish and the consequential printing and mailing costs were agreed.**

(22/143) Tregrehan Jubilee Playing Field

The council had received a complaint from a resident regarding the state of the play equipment. The Chairman explained that Cornwall Council still own and operate the playing fields and the fields remain their responsibility until they are devolved to the parish council. Further to this the equipment is regularly inspected and is deemed safe by Cornwall Council.

Whilst the parish council may consider like-for-like replacement if any piece of equipment is deemed unusable, undertaking a major upgrade is not within the parish council's budget. Also, given the relatively small number of households within walking distance it serves, major expenditure solely funded by the parish council would not be justifiable in the context of the wider parish.

Cllr Hermes has investigated whether there are any grant funding streams available to the parish council but nothing is available to us as a local authority and even Lottery funding is not available to the council. There needs to be a local committee in order to apply.

It was **RESOLVED that the parish council's current position is that the play equipment is regularly inspected and is safe. Whilst it would be nice to update the equipment, financially it is not feasible at the moment. However if a resident would**

like to start up a group to ascertain if there is demand, and identify additional streams of funding, then the parish council would further consider how it could support such an initiative.

(22/144) Parish Projects

(i) Community Forest Area

Cllr Hermes said that she is now waiting for a date to plant the trees. Children from Bishop Bronescombe school will help with the planting and it is hoped local residents will join in as well. The next stage will be to plant some fruit trees in the football field.

(ii) History Boards

Cllr Hermes reported that it has been agreed with the Head that children from Bishop Bronescombe School will be involved in the project. Cllr Hermes is awaiting confirmation of a date for Val Brokenshire's history talk. Cllr Cooper will email the Headteacher of Charlestown Primary School and invite the school to be involved in the board for Carlyon Bay.

(iii) Community Energy Project

A leaflet is being put together.

(iv) Other Projects

There was nothing to report.

(22/145) Parish Issues

(i) Tregrehan Jubilee Fields

The Clerk reported that Cormac have replaced the rotten bench they had earlier removed. Councillors decided not to purchase a coronation bench.

(ii) Tregrehan Flooding Issues

The working party has drafted a questionnaire that will be hand delivered to all homes in Tregrehan regarding residents' experiences of flooding issues.

It was **RESOLVED to purchase 20 sandbags for the new sandbag store.**

(iii) Tregrehan Methodist Church

There was nothing to report.

(iv) Brend Hotels

This matter had been covered under 22/142 Neighbourhood Plan.

(v) West Crinnis Fields

It was noted that a new section of the South West Coast Path has been laid which has been very well received. However the contractors removed some scrub from the cliff edge and there have been complaints about this from a safety point of view. It was **RESOLVED to approve expenditure on 3 warning signs to be placed along the cliff edge.** The Clerk has raised the issue with the Countryside Officer and she does not view it as an issue and said the scrub will regenerate itself reasonably quickly.

(vi) Beach Development

There was nothing to report.

(vi) Highways

(a) It was noted that the Bodelva Hill speed reduction consultation received no objections and will proceed.

(b) Any other concerns

Cypress Avenue Verge Cutting

The Clerk has now received documentation regarding entering into a partnership agreement with Cornwall Council to cut the verges as previously agreed by the parish Council. It was **RESOLVED to enter into a local maintenance partnership agreement with Cornwall Council to cut the verges for 2023/24.** The work will be put out to tender.

It was noted that the railings on the bridge in Tregrehan Mills have been painted.

It was noted that the A391 will be closed between 1900 and 0600 from 6 – 24 March.

It was noted that a new South West Coast Path fingerpost recently erected in Carlyon Bay has incorrect signage. The Clerk has informed Cormac and the sign will be removed shortly and replaced with correct signage.

(22/146) Financial Matters

Current balances were noted and the following payments were authorised:

DD	Lloyds Bank	Credit Card	£4.75
BACS	Just Fir	Sandbag store	£465.00
BACS	A & A Garden Services	Clearance work Haddon Way	£660.00
BACS	St Austell Bay PC	Printing recharge	£59.58
BACS	Lyreco	Printer paper	£41.82
BACS	Cornwall ALC	Planning training for Cllr Phillips	£36.00
BACS	Mrs J Larter	February salary	*
		Postage 28/08/2022-09/02/2023	£30.60
BACS	HMRC	Paye/Ni	*
BACS	Cornwall Pension Fund	EE and ER contributions	*

(22/147) Meetings/Training Attended by Councillors or the Clerk

23 January – The Clerk attended a meeting of clerks to smaller councils

25 January – The Chairman and Clerk attended a meeting with Cornwall Council's Neighbourhood Planning Officer

1 and 6 February – The Chairman and Clerk attended a meeting with Brend Hotels

7 February – Cllr Breary attended a meeting of the Eden Geothermal Liaison Group

7 February – The Clerk attended a meeting with Cllr Mustoe and Caitlin Lord

8 February – Cllr Parsons and the Clerk attended a Cornwall Council briefing on the Government's consultation on changes to the planning system

20 February – Cllrs Parsons and Phillips attended a meeting of the Tregrehan Flood Working Party

20 February – Cllr Hermes attended a meeting about a possible community energy project

21 February – Cllrs Phillips and Breary attended the AGM of Cornwall ALC

(22/148) Correspondence Received

A list of correspondence had previously been circulated.

(22/149) Dates for the Diary

2 April – Parish litter pick – 10.00 am

(22/150) Dates of Forthcoming Meetings

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)

(22/151) Exclusion of Public and Press

Under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, it was **RESOLVED to exclude the public and press from agenda item 18 because of the confidential nature of the business to be transacted.**

(22/152) Parish Maintenance

(i) Maintaining West Crinnis Field

Two tenders had been received and it was **RESOLVED to award the contract for the next 3 years to A & A Garden Services.**

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

One tender had been received and it was **RESOLVED to award the contracts for the next 3 years to A & A Garden Services.**

The meeting closed at 7.10 pm

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Chairman

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Date

Carlyon Parish Council Budget Monitor Report to 28 February 2023

	Budget £	Expenditure £	% of Budget £
Employee Costs			
Clerk's salary (including oncosts)	£ 11,000.00	£ 8,991.19	81.74%
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	£ 10,071.79	81.09%
Administration Costs			
Office expenses	£ 750.00	£ 352.20	46.96%
Postage	£ 200.00	£ 50.65	25.33%
Photocopying	£ 150.00	£ 59.58	39.72%
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	£ 105.00	52.50%
Books and Publications	£ 100.00		0.00%
Meeting Expenses	£ 300.00	£ 80.00	26.67%
Total Administration Costs	£ 4,700.00	£ 2,129.62	45.31%
Other Expenses			
Chairman's Allowance	£ 100.00		0.00%
Councillors Travel/Subsistence	£ 500.00		0.00%
Parish Maintenance	£ 10,000.00	£ 4,460.95	44.61%
Parish Projects	£ 7,000.00	£ 1,766.86	25.24%
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	£ 11,054.04	43.18%
Total VAT	£ 1,500.00	£ 1,487.70	
Total Expenditure	£ 44,220.00	£ 24,743.15	55.95%
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		£ 24,743.15
		£ 153,380.66
Bank Reconciliation		
Balance as at 28/02/2023	Current Account	£ 23,302.00
	Less outstanding payments	£ -
		£ 23,302.00
Balance as at 28/02/2023	Instant Access	£ 131,330.66
	Total Funds Held	£ 154,632.66

Correspondence received since the last meeting

- Cornwall Council's Neighbourhood Plan Newsletter
- Email regarding the Community Capacity Fund
- Notes from the St Austell and Mevagissey Community Network Panel meeting held on 13 January
- Cornwall Council's Affordable Housing newsletter
- Correspondence regarding Brend Hotels' vision
- Details of Cornwall Council's consultation on the 2023 Off-Street Parking Order
- Correspondence from a resident concerned about the lack of signage in Beach Road warning of pedestrians in the road where the pavement crosses to the other side of the road
- Cornwall Council's Town and Parish Newsletter
- Buildings at Risk newsletter
- Details of climate change training workshops
- Notification of roadworks on A380 between the Texaco garage and Mount Charles Roundabout between 20th and 28th March and from Cromwell Road junction to Tregorrick crossroads between 27th and 30th March