



Carlyon Parish Council

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Dear Councillor

You are summoned to attend a **Meeting of Carlyon Parish Council** to be held on **Tuesday 20 June 2023 at 6.00 pm** in **Tregrehan Methodist Church**

Julie Larter

Mrs Julie Larter
Clerk
13 June 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 the Annual Meeting of the Parish Council held on 16 May 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 transacted 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) PA23/03128 – Cotwood, Beach Road: Proposed extensions and improvements to existing dwelling

(ii) PA23/03506 – Hillcrest, Beach Road: Demolition of outbuildings and erection of garage

(iii) PA23/04481 – Brooklea, School Lane, Tregrehan Mills: Proposed gable roof extension and internal alterations

(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
This application was refused by Cornwall Council's Central Sub Area Planning Committee on 5 June

8. Neighbourhood Plan

To note the current situation

9. Parish Projects

(i) History Boards

To receive an update

(ii) 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

To note the current situation

(vi) Highways

To note any concerns

11. Parish Councillor Vacancies

To co-opt to fill one or more of the current vacancies

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

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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)

18 July (C), 19 September (T), 17 October (C), 21 November (T), 19 December (C)

MINUTES of the ANNUAL MEETING OF CARLYON PARISH COUNCIL held on 16 May 2023 at 6.00 pm in Charlestown Primary School

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

In attendance: Cllr James Mustoe, CC; Helen Nicholson, Community Link Officer – Cornwall Council; Julie Larter (Clerk); 11 members of the public

(23/001) Election of a Chairman

Cllr Paul Trudgian was elected as Chairman of the parish council for the forthcoming year.

(23/002) Declaration of Acceptance of Office

Cllr Trudgian duly signed a Declaration of Acceptance of Office.

(23/003) Election of a Vice-Chairman

Cllr Sonia Phillips was elected as Vice-Chairman for the forthcoming year.

(23/004) Apologies for Absence

Apologies were received from Cllrs Ann Taylor and Nathan Cooper.

(23/005) Minutes of a meeting of the Parish Council held on 18 April 2023

It was **RESOLVED** that the amended minutes of the meeting held on 18 April 2023 be signed as an accurate record of the meeting.

(23/006) Declarations of Interest on Items on the Agenda

There were no declarations of Interest.

The Clerk reminded councillors of their duty to amend their Register of Members Interests form should there be any changes in their personal circumstances.

(23/007) Chairman's Announcements

The Chairman thanked the committee that organised the Tregrehan tea party to celebrate the coronation of King Charles III. He commented that a lot of time and effort had gone into the event which made it a very enjoyable afternoon.

(23/008) Public Participation

No members of the public wished to speak.

(23/009) Cornwall Councillor's Report

Cllr Mustoe reported that Cormac has finished various improvements to public rights of way around the parish and he would now be pressing to improvements to the path leading to Charlestown near Polmear Farm.

Cllr Mustoe is awaiting updates from the lead flood officer in Cornwall Council regarding flooding issues in Tregrehan.

Cllr Mustoe spoke of imminent changes to Cornwall's waste and recycling collections and full details of these can be found on Cornwall Council's website.

Cllr Mustoe outlined grant funding opportunities including the Shared Prosperity Fund and the Rural England Prosperity Fund.

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

(23/010) Planning Applications and Related Matters

(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 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 provided work is undertaken in accordance with the Tree Officer's comments.**

(ii) PA23/02647 – Bal House, 18 Appletree Lane: Replacement of existing two storey dwelling with two detached two storey dwellings It was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council objects to the proposals as they stand on the grounds of overdevelopment of the site. However it would accept replacement with a single dwelling.**

(iii) PA23/03128 – Cotwood House, Beach Road: Proposed extension and improvements to existing dwelling

This application was deferred until next month.

(b) Update on outstanding planning applications

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

The Planning Officer has asked the agent to provide more information on possible alternative sites for the sequential test, once this has been reviewed the Planning Authority will consider its position which at the moment is not favourable.

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

This application is being recommended for approval by the planning officer. St Austell Town Council has asked Cllr Jordan Rowse for it to be determined by the planning committee, which is likely to happen in June. The Town Council has asked for a site meeting with the planning officer, the planning committee, Cllr Rowse and residents. Cllrs Phillips and Hermes will try to attend the meeting. As a neighbouring Cornwall Councillor, Cllr Mustoe has offered to speak at the planning committee.

(23/011) Neighbourhood Plan

The Chairman stated that following the last parish council meeting, he and the Clerk had a meeting with Brend Hotels to explain the outcome of the recent neighbourhood plan consultation. At that meeting Brend Hotels stated that they would try to find an alternative use for West Crinnis field after the council's lease expires. However, the council will try to protect the fields as best it can. It was noted that the hotel has submitted an application for pre-application advice on their vision. The Chairman stressed that the parish council would like to keep an open line of communication open with the Hotel.

Cornwall Council has now restarted the neighbourhood plan process which hopefully will go to public referendum in the summer.

(23/012) Appointments to Working Parties and Other Bodies

The following appointments were made

- (i) Staffing Committee – Cllrs Trudgian, Taylor and Hermes
- (ii) Tregrehan Methodist Church Working Party – Cllrs Trudgian, Taylor and Hermes
- (iii) West Crinnis Fields Working Party – Cllr Taylor, Ken Stark, Robin Malcolm, Juliet Aylward
- (iv) Beach Liaison Group – Cllrs Breary and Phillips
- (v) Tregrehan Flood Working Party – Cllr Phillips and Parsons
- (vi) Eden Geothermal – Cllr Breary
- (vii) Community Area Partnership – Cllr Taylor will attend first one
- (viii) Internal Control Checks – Cllr Taylor

(23/013) Parish Projects

- (i) Jubilee Fields Woodland Area

Cllr Hermes reported that 86 trees have been stolen, in 2 episodes. The matter has been reported to the Police. The community and children involved with planting the trees have been very upset. Cllr Hermes met with the Forest for Cornwall officer on 5 May and have agreed replace the stolen trees next spring. The Forest for Cornwall officer commented how well the remaining trees are doing. Bishop Bronescombe's eco community will keep an eye on progress of the trees. The Forest for Cornwall has offered to facilitate a tree maintenance session and Cllr Hermes will arrange this. It is hoped to plant some edible trees before Christmas. Cllr Hermes will be issuing a statement to the press about the theft.

- (ii) History Boards

Cllr Hermes reported that children from Bishop Bronescombe School will be researching information for the Tregrehan board when SATS finish this week and it is hoped to have something by the end of term.

The Chairman said that one of the respondents to the recent neighbourhood plan questionnaire submitted an aerial photograph of Sea Road and he would like a copy for the Carlyon Bay board and asked residents if they may have a copy.

- (iii) Community Energy Project

This project was put on hold temporarily due to capacity issues. Helen Nicholson suggested that the parish council could think about the Community Capacity Fund to help matters.

(iii) Other Projects

The Chairman spoke about creating a community orchard in Tregrehan Mills and the matter will be discussed at a later date.

(23/014) Parish Issues

(i) Tregrehan Jubilee Fields

The Clerk reported that the devolution process was about to commence. The Chairman suggested that it may be possible for the field to be handed over within the next 12 months.

(ii) Tregrehan Flooding Issues

Cllr Phillips reported that she is waiting to hear back from Rhys Hobbs and Simon Deverell and Cllr Mustoe will chase them. She said it was important that a plan is put in in time for next winter and a resolution is needed over the collapsed leat at the top of the village. She is planning a further river clearance in September.

(iii) Tregrehan Methodist Church

The Clerk reported that she has spoken to the Property Manager for the Methodist Church and this sale has now reached the top of the pile. The parish council's surveyor and the surveyor for the church will not try to make an agreement over the price. It was noted that the parish council's surveyor's hourly rate has increased.

(iv) West Crinnis Field

Use of the dog waste dispenser had increased and it was decided to seasonally adjust the number of bags in the dispenser to 40 per day.

(v) Beach Development

There was nothing to report.

(vi) Highways

The Clerk has received a request for a box junction to be marked out on the Gwallon Keas/A390 junction as it can prove difficult for traffic exiting the estate to join the road at busy times. This will be put forward in due course as a proposal for the Community Network Highways Scheme.

The Clerk reported that Beryl Bikes have had a discussion with the owner of Carlyon Bay Campsite as a suitable location for a bike station. Councillors were supportive of this and the Clerk is to write a letter of support to Beryl Bikes.

(23/015) Financial Matters

(i) The internal Auditor's report was noted.

(ii) It was **RESOLVED to approve the Annual Governance Statement**

(iii) It was **RESOLVED to approve the Accounting Statements**

It was noted that the parish council did not consider that there were any conflicts of interest with the external auditors, BDO LLP.

(iv) It was **RESOLVED that the Clerk could attend the SLCC National Conference in October.** The cost will be split between Carlyon and St Austell Bay Parish Councils.

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

DD	Lloyds Bank	Credit Card	£6.00
BACS	Miller Commercial	Valuation letter update	£270.00
BACS	Kernow Learning MAT	Hire of classroom	£40.00
BACS	GET Landscaped	Cutting Cypress Avenue	£1,560.00
BACS	Vision ICT	Hosted email accounts 23/24	£172.80
BACS	J and JM Hermes	Tregrehan Coronation Tea Party	£800.00
BACS	Mrs J Larter	Salary	*
BACS	Mrs J Larter	Mileage January – April 2023	£156.60
BACS	HMRC	Paye/NI	*
BACS	Cornwall Pension Fund	EE and ER contributions	*

(23/016) Meetings/Training Attended by Councillors or the Clerk

19 April – The Chairman and Clerk met with representatives from Brend Hotels to outline the results of the neighbourhood plan questionnaire

24 April – The Clerk attended a meeting of clerks to smaller councils

26 April – The Chairman and Clerk met with Colleen O’Sullivan regarding progressing the neighbourhood plan

5 May – Cllr Hermes met with Cornwall Council’s Forest for Cornwall officer

(23/117) Correspondence Received

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

- Compliments about the Cypress Avenue hedge and verge cutting
- Request for a meeting with the parish council to discuss redevelopment of the Pendruff Clay Dry. Councillors decided that as this is outside of the parish and the parish council would not be consulted on the matter, there was little to be gained by meeting

(23/118) Dates for the Diary

- 11 July – Inaugural Community Partnership Meeting

(23/119) Dates of Forthcoming Meetings

20 June (T), 18 July (C), 19 September (T), 17 October (C), 21 November (T), 19 December (C)

The meeting closed at 7.40 pm

Carlyon Parish Council Budget Monitor Report to 31 May 2023

	Budget £	Expenditure £	% of Budget £
Employee Costs			
Clerk's salary (including oncosts)	£ 12,000.00	£ 1,785.88	14.88%
Training & conference expenses	£ 750.00		0.00%
Clerks Room Allowance	£ 320.00		0.00%
Clerk's travel and subsistence	£ 400.00	£ 156.60	39.15%
Total employee related costs	£ 13,470.00	£ 1,942.48	14.42%
Administration Costs			
Office expenses	£ 750.00	£ 12.00	1.60%
Postage	£ 150.00		0.00%
Photocopying	£ 150.00		0.00%
Office equipment	£ 1,200.00		0.00%
Insurance	£ 600.00		0.00%
Subscriptions	£ 800.00	£ 551.49	68.94%
Website	£ 500.00	£ 144.00	28.80%
Audit Fees	£ 500.00		0.00%
Bank charges	£ 200.00	£ 6.00	3.00%
Books and Publications	£ 100.00		0.00%
Meeting Expenses	£ 300.00	£ 40.00	13.33%
Total Administration Costs	£ 5,250.00	£ 753.49	14.35%
Other Expenses			
Chairman's Allowance	£ 100.00		0.00%
Councillors Travel/Subsistence	£ 500.00		0.00%
Parish Maintenance	£ 8,000.00	£ 1,364.00	17.05%
Parish Projects	£ 6,000.00	£ 224.49	3.74%
Parish Newsletter	£ 1,000.00		0.00%
Events	£ 1,000.00	£ 746.67	74.67%
West Crinnis Field	£ 1,500.00		0.00%
Tregrehan Jubilee Playing Fields	£ 1,500.00		0.00%
Neighbourhood Plan	£ 500.00		0.00%
Community Building	£ -	£ 225.00	
Total Other Expenses	£ 20,100.00	£ 2,560.16	12.74%
Total VAT	£ 1,500.00	£ 529.65	
Total Expenditure	£ 40,320.00	£ 5,785.78	14.35%
Reserves			
Community building	£ 96,511.80	£ -	0.00%
CIL	£ 22,540.00		
Election Fund	£ 1,000.00		
Tregrehan Playing Fields Transfer	£ 3,000.00		
General Contingency	£ 10,000.00	£ -	0.00%
Total Reserves	£ 133,051.80	£ -	0.00%
Income			
Precept	£ 37,099.75	£ 18,549.88	50.00%

CTSG		
VAT		
CIL	£	-
Other Income		
Total Income	£ 37,099.75	£ 18,549.88

Balance as at 31/03/2023		£ 152,532.47
Add income		£ 18,549.88
Less expenditure		£ 5,785.78
		<u>£ 165,296.57</u>

Bank Reconciliation		
Balance as at 30/05/2023	Current Account	£ 14,849.56
	Less outstanding payments	£ -
		<u>£ 14,849.56</u>
	Instant	
Balance as at 30/04/2023	Access	£ 150,447.01
		<u>£ 165,296.57</u>
	Total Funds Held	<u>£ 165,296.57</u>

Correspondence received since the last meeting

- Letter from the agent for Brend Hotels regarding the neighbourhood plan consultation process
- Reply from a representative of Beryl Bikes regarding a possible bike station at Carlyon Bay Campsite – they are to meet the owner and undertake a feasibility study
- Complaint about the safety matting under the play equipment in Jubilee Park – the Clerk has referred this to Cormac for inspection
- Thank you note from Trigg Morris dancers
- Cornwall Council's Town and Parish Council newsletter regarding Armed Forces Day National event in Falmouth
- CALC Training bulletin
- Details of Cornwall Council's Off-Street Parking Order
- Cornwall Council's Town and Parish Council newsletter
- Details of a CALC event regarding the Community Prosperity Fund
- Details of Code of Conduct training
- Notification of an emergency road closure: Vounder Clay Works to Grey Farm, 12-16 June