



Carlyon Parish Council

Trethella Cottage, Ruan Lanihorne, Truro TR2 5NU
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www.carlyon-pc.gov.uk

Dear Councillor

You are summoned to attend a **Meeting of Carlyon Parish Council** to be held on **Tuesday 18 July 2023 at 6.00 pm** in **Charlestown Primary School**

Julie Larter

Mrs Julie Larter
Clerk
11 July 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 20 June 2023

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 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) PA23/05204 – 50 Chatsworth Way: Demolition of existing single-storey rear extension, with other remodelling and associated works

(ii) PA23/04902 – Candra, Tregrehan Mills: Raised deck to the rear of the dwelling

(b) To receive an update on the following application

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

(c) Planning applications received between this meeting and the September parish council meeting

To delegate powers to the Clerk to respond to Cornwall Council on planning applications following email consultation with councillors

8. Neighbourhood Plan

To note the current situation

9. Parish Projects

(i) Community Energy Project

To receive a report from Cllr Ford

(ii) History Boards

To receive an update

(iii) Any other projects

10. Parish Issues

(i) Tregrehan Jubilee Park

To note any progress with devolution of the fields and note any concerns

(ii) Tregrehan Flood Working Party

To receive an update

(iii) West Crinnis Field

To note any concerns

(iv) Beach Development

To note the current situation

(v) Highways

To note a response from Cornwall Council regarding traffic issues in Tregrehan and note any concerns

11. Parish Council IT Equipment

(i) To consider a request from the Clerk for the parish council to provide her with a mobile phone

(ii) To consider a request from the Clerk to replace her laptop

12. Financial Matters

Pages 8-9

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

(ii) To consider transferring earmarked funds to CCLA Public Sector Deposit Fund Appendix (i)

(iii) To note that Cllr Taylor undertook an internal control check on 27 June

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 10

15. Dates for the Diary

To note dates for members' diaries

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

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 to exclude the public and press from the meeting for agenda item 18 as the matter to be discussed is of a confidential nature

18. Tregrehan Methodist Church

To consider a response from the Methodist Church's valuer and consider submitting a bid to purchase the building

MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on 20 June 2023 at 6.00 pm in Tregrehan Methodist Church

Present: Cllrs Paul Trudgian (Chairman), Sonia Phillips, Lynn Parsons, Nathan Cooper, Penny Hermes

In attendance: Cllr James Mustoe, Julie Larter (Clerk); 5 members of the public

(23/020) Apologies for Absence

Apologies were received from Cllrs Ann Taylor and Myles Breary.

(23/021) Minutes of the Annual Meeting of the Parish Council held on 16 May 2023

It was **RESOLVED** that the minutes of the Annual Meeting held on 16 May 2023 be signed as an accurate record of the meeting.

(23/022) Declarations of Interest on Items on the Agenda

There were no declarations of Interest.

(23/023) Chairman's Announcements

The Chairman had no announcements to make.

(23/024) Public Participation

A member of the public commented that when the verge on Cypress Avenue was cut, it shredded a lot of litter that was in the undergrowth. The member of the public then said that there was some confusion amongst residents about the current neighbourhood plan consultation. The Chairman explained that the consultation is part of the process and is aimed at stakeholders, not resident. Residents will have their say when the plan goes to referendum later this year. The member of the public had a large collection of photographs which he thought may be helpful for the proposed history boards.

(23/025) Cornwall Councillor's Report

Cllr Mustoe reported that the planning application for Par Garden Centre has now been approved which will result in the parish council getting further CIL money. He is currently having discussions with officers from Cornwall Council about the use of strategic CIL money which could be used to extend the cycle and footway along Par Moor Road. Cllr Mustoe has enquired whether there is any S106 money remaining from the Gwallon Keas development which could be used locally.

Cllr Mustoe was pleased that the planning application for 50 dwellings in Holmbush was refused by the Planning Committee.

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

(23/026) Planning Applications and Related Matters

(a)

(i) PA23/03128 – Cotwood, Beach Road: Proposed extensions and improvements to existing dwelling

It was **RESOLVED that the Clerk should contact the Planning Authority (Cornwall Council) stating that the parish council has no objections to the application.**

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

It was **RESOLVED that the Clerk should contact the Planning Authority (Cornwall Council) stating that the parish council has no objections to the application.**

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

It was **RESOLVED that the Clerk should contact the Planning Authority (Cornwall Council) stating that the parish council has no objections to the application.**

(b) Update on outstanding 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

It was noted that this application was refused by Cornwall Council's Central Sub Area Planning Committee on 5 June.

(23/027) Neighbourhood Plan

It was noted that the Regulation 16 consultation started on 8 June and closes on 19 July.

(23/028) Parish Projects

(i) History Boards

Cllr Hermes reported that it is hoped that work from Bishop Bronescombe pupils will be ready at the end of the term. The Clerk is to arrange for the Perspex cover on the village noticeboard in Tregrehan to be changed.

Cllr Cooper has spoken to the Headteacher of Charlestown School who is very keen to be involved and Cllr Cooper will arrange a meeting with the Headteacher to progress the project.

(ii) Other Projects

Cllr Hermes has arranged a "How to look after your trees" workshop in Tregrehan on 3 July at 10.30. The workshop is open to everyone and she will make a post on Facebook. Cllr Hermes said that she has been watering the saplings during the dry weather.

(23/029) Parish Issues

(i) Tregrehan Jubilee Fields

It was noted that a team from Tregorrick YFC undertook a training session on the field last Tuesday, which resulted in dangerous parking on the roads by parents. The club did not have permission to use the field. It was noted that Charlestown YFC have permission to use the field on Wednesday evenings for training during the summer. It was felt that the pitch could not sustain organised 2 training sessions a week so if Tregorrick ask for permission to use the field, it will be declined. The field should be available to local youngsters to use on an ad hoc basis. Cllr Mustoe offered to contact the Tregorrick YFC. It was noted that permission has been given to the Scouts to hold their annual BBQ on the field on 11 July.

(ii) Tregrehan Flooding Issues

Cllr Phillips said that she is waiting to hear from Cornwall Council/Environment Agency. The Clerk is to write to the officers concerned and request an update.

(iii) Tregrehan Methodist Church

The Clerk reported that the Methodist Church only formally instructed their valuer to enter into negotiations with the parish council's valuer at the beginning of June.

(iv) West Crinnis Field

It was noted that the seaward hedge adjacent to the stretch of improved SWCP has grown up and is covering the warning signs now. The Clerk is to remove the signs as they are obsolete. The Clerk will also arrange to have the long grass in centre of the field topped.

(v) Beach Development

There was nothing to report on the development and there are still some outstanding ecological issues in relation to PA22/05234. The applicant is seeking to address these with Cornwall Council's ecologist and the Environment Agency.

(vi) Highways

It was **RESOLVED that the council should arrange for pavement weedspraying to be undertaken again this year.**

Cllr Hermes has reported the emergence of Japanese Knotweed in Tregrehan to Cornwall Council.

Cllr Parsons raised the issue of speeding through Tregrehan and asked whether the parish council could request that some 20 MPH repeater signs be erected. The Clerk is to ask for a site meeting with the Highways Manager to discuss the matter. She is also to ask if Cormac's mobile flashing speed warning sign could be sited in the village temporarily.

Cllr Phillips raised concerns about parking close to the junction of Tregrehan Road and A390. She is to check whether there are yellow lines which have faded or covered by undergrowth and let Cllr Mustoe know. If there are no yellow lines, the Clerk suggested this could go forward to the Community Network Highways Scheme.

Cllr Mustoe has reported some potholes on Trenowah Road to Cornwall Council.

(23/030) Parish Councillor Vacancies

It was **RESOLVED to co-opt Michael Ford to fill one of the vacancies in the Carlyon ward. Mr Ford subsequently signed a Declaration of Acceptance of Office form.** Cllr Ford offered to take the lead on a Community Energy Project.

(23/031) Financial Matters

Current balances were noted and the following payments were authorised:

DD	Lloyds Bank	Credit Card	£10.20
DD	Unity Trust Banke	Quarterly bank charges	£18.00
BACS	Kernow Learning MAT	Hire of classroom	£40.00
BACS	Mrs L Coles	Internal Audit Fee	£200.00
BACS	Mrs J Larter	Salary	*
BACS	Mrs J Larter	Working from Home Allowance	£156.00
BACS	Mrs J Larter	Postage	£36.07
BACS	HMRC	Paye/NI	*
BACS	Cornwall Pension Fund	EE and ER contributions	*
BACS	St Austell Bay PC	50% cost of Clerks' attendance at SLCC Conference	£250.00

It was noted that Cllr Trudgian is to become a programme administrator for the council's credit card in place of former councillor Chantrill-Burns.

(23/032) Meetings/Training Attended by Councillors or the Clerk

There was nothing to report.

(23/033) Correspondence Received

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

- Details of levelling up funding targeted at tackling deprivation and supporting local communities

(23/034) Dates for the Diary

- 25 June- Chairman to attend AGM of Sea Road Residents Association
- 11 July – Inaugural Community Partnership Meeting (Cllr Taylor to attend)

(23/035) Dates of Forthcoming Meetings

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

The meeting closed at 6.39 pm

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Chairman

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Date

Carlyon Parish Council Budget Monitor Report to 30 June 2023

	Budget £	Expenditure £	% of Budget £
Employee Costs			
Clerk's salary (including oncosts)	£ 12,000.00	£ 2,578.82	21.49%
Training & conference expenses	£ 750.00	£ 250.00	33.33%
Clerks Room Allowance	£ 320.00	£ 156.00	48.75%
Clerk's travel and subsistence	£ 400.00	£ 156.60	39.15%
Total employee related costs	£ 13,470.00	£ 3,141.42	23.32%
Administration Costs			
Office expenses	£ 750.00	£ 19.00	2.53%
Postage	£ 150.00	£ 36.07	24.05%
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	£ 200.00	40.00%
Bank charges	£ 200.00	£ 27.00	13.50%
Books and Publications	£ 100.00		0.00%
Meeting Expenses	£ 300.00	£ 80.00	26.67%
Total Administration Costs	£ 5,250.00	£ 1,057.56	20.14%
Other Expenses			
Chairman's Allowance	£ 100.00		0.00%
Councillors Travel/Subsistence	£ 500.00		0.00%
Parish Maintenance	£ 8,000.00	£ 1,620.00	20.25%
Parish Projects	£ 6,000.00	£ 240.84	4.01%
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	£ 2,832.51	14.09%
Total VAT	£ 1,500.00	£ 580.85	
Total Expenditure	£ 40,320.00	£ 7,612.34	18.88%
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	£	-	£	835.26
Other Income				
Total Income	£	37,099.75	£	19,385.14

Balance as at 31/03/2023		£	152,532.47
Add income		£	19,385.14
Less expenditure		£	7,612.34
		£	164,305.27

Bank Reconciliation

Balance as at 30/06/2023	Current Account	£	13,023.00
	Less outstanding payments	£	-
		£	13,023.00
Balance as at 30/06/2023	Instant Access	£	151,282.27
	Total Funds Held	£	164,305.27

Correspondence received since the last meeting

- Cornwall and Isles of Scilly Integrated Care Board – details of the Integrated Care Strategy consultation
- Cornwall Council's Affordable Housing Newsletter
- Details of the Community Capacity Fund
- Confirmation that a Beryl Bike station has been installed on Cypress Avenue
- Notification of a Road Closure Order for Fairway from 17 – 21 July (24 hours) for SWW work
- Invitation to attend Imerys Community Liaison Group meeting
- Invitation to attend CAP training sessions