



# Carlyon Parish Council

Trethella Cottage, Ruan Lanihorne, 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 19 September 2023 at 6.00 pm** in **Tregrehan Methodist Centre**

*Julie Larter*

Mrs Julie Larter  
Clerk  
11 September 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.*

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## AGENDA

### 1. Apologies for Absence

### 2. Minutes of a Meeting of the Parish Council held on 18 July 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) PA23/04374 – Mid-Cornwall Business Centre, Par Moor Road: The demolition of existing industrial units and the erection of new commercial buildings (Use Class E)

(ii) PA23/04539 – Land at Pennys Lane, Par: Construction of a care home (within Class 2), parking, access, hard and soft landscaping, boundary treatments, woodland extension, bat hibernacula, capping of mine shaft and other associated works

(iii) PA23/05327 – The Vicarage, 19 Appletree Lane: Change of use from Annex to Holiday Let

(iv) PA23/06176 – 46 Sea Road: Proposed extension of first floor level over existing attached garage and creation of a further loft level bedroom in the roof space above

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

(i) PA23/05180 -11 Gloucester Avenue: Extension to existing dwellinghouse to form accommodation  
*The parish council responded to this on 10 August having no objections to the proposal.*

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

**8. Neighbourhood Plan**

*To note the current situation*

**9. Campdowns Chapel**

*To receive an update regarding the disposal by Cornwall Council of the building*

**10. Council Policies**

*To review the following policies*

*(i) Standing Orders and Financial Regulations  
Amendment recommended on P11 (ix)*

*(ii) Pension Discretions*

Appendix (i)

Appendix (ii)

**11. Parish Projects**

- (i) History Boards  
*To receive an update*
- (ii) Any other projects

**12. 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) Tregrehan Methodist Church  
*To note the current situation*
- (vi) Highways  
*To note any concerns*

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- (i) *To ratify payments made during August*
- (ii) *To note the current financial position and authorise payments*

Appendix (iii)

Pages 8-9

**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*

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**16. Dates for the Diary**

*To note dates for members' diaries*

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

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**MINUTES** of a **MEETING OF CARLYON PARISH COUNCIL** held on 18 July 2023 at 6.00 pm in Charlestown Primary School

**Present:** Cllrs Paul Trudgian (Chairman), Sonia Phillips, Lynn Parsons, Nathan Cooper, Penny Hermes, Mike Ford, Ann Taylor

In attendance: Cllr James Mustoe, Julie Larter (Clerk); 6 members of the public

**(23/036) Apologies for Absence**

Apologies were received from Cllr Myles Breary.

**(23/037) Minutes of a Parish Council held on 20 June 2023**

It was **RESOLVED** that the minutes of a Meeting held on 20 June 2023 be signed as an accurate record of the meeting.

**(23/038) Declarations of Interest on Items on the Agenda**

There were no declarations of Interest.

**(23/039) Chairman's Announcements**

The Chairman had no announcements to make.

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Cllr Mustoe reported that Cllr Michael Bunney had been elected as Chairman of the South Cornwall Community Area Partnership and he had been elected as Vice-Chairman.

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

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(c) It was **RESOLVED** to delegate powers to the Clerk to respond on behalf of the parish council on any planning consultations received during August, following email consultation with councillors.

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(ii) History Boards

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Cllr Hermes has now received the work from children from Bishop Bronescombe School. A resident kindly offered to design the board using the children's work. In addition, Cllr Hermes will make an entry on Wikipedia based on the childrens' research.

(ii) Any Other Projects

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(23/045) Parish Issues

(i) Tregrehan Jubilee Fields

The Clerk reported that once responsibility for cutting the stream has been established, the devolution process will start.

Cllr Parsons reported that hedges bordering the golf club are getting quite overgrown and the Clerk is to contact Cormac. Cllr Parsons also reported that some of the yellow marker posts near the gate have disappeared. Councillors will look in the hedges once they have been cut back to see if they have been dumped, failing which new posts are to be purchased.

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Cllr Phillips said that the group will be meeting to carry out further river clearance work. She is still awaiting a response from Simon Deverill from Cornwall Council.

(iii) West Crinnis Field

Usage of the dog waste bags remains high and it was noted that over 10,500 bags have been provided since the dispenser was installed.

(v) Beach Development

There was nothing to report.

(vi) Highways

A response from the Highways Officer was noted. Councillors were asked to provide photographic evidence of any cars parked too close to the A390 junction at Nettles Corner, with a view to proposing that additional yellow lining be requested for that section of the road under the next round of the Community Network Highways scheme. It was considered that the best place for a speed monitoring survey would be outside the chapel, between the 2 speed humps.

It was noted that a Road Closure Notice has been issued for Fairway from 17-21 July.

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(23/046) Parish Council IT Equipment

(i) It was **RESOLVED** that the parish council would provide the Clerk with a mobile phone for council work.

(ii) It was **RESOLVED** to replace the parish council's laptop.

(23/047) Financial Matters

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

DD	Lloyds Bank	Credit Card	£415.92
BACS	M A Grigg	Ballast for Cypress Ave bin	£3.06
BACS	Kernow Learning MAT	Hire of classroom	£40.00
BACS	Biffa	Annual servicing Cypress Ave bin	£312.00
BACS	Vision ICT	IT services	£93.60
BACS	Hay Nurseries	Replanting Carlyon Bay planters	£153.60
BACS	GET Landscaping	Watering planters and verge cutting	£224.40
BACS	Mrs J Larter	July salary	*
BACS	Mrs J Larter	Mileage May – June	£85.95
BACS	HMRC	Paye/NI	*
BACS	Cornwall Pension Fund	EE and ER contributions	*

(ii) It was **RESOLVED** to open a **Public Sector Deposit Account with CCLA** and transfer **earmarked funds amounting to £100,000, in order take advantage of favourable interest rates.**

(iii) It was noted that Cllr Taylor conducted an internal control check on 27 June.

(23/048) Meetings/Training Attended by Councillors or the Clerk

26 June – Clerk attended a meeting of clerks to smaller councils

27 June – Cllr Taylor undertook an internal control check

28 June – Cllrs Taylor and Ford together with the Clerk met Sarah Scoltock, the new Community Link Officer  
29 June – Clerk attended an SLCC training day  
10 July – Cllrs Hermes and Breary attended a tree-aftercare workshop  
11 July – Cllr Ford attended Cornwall Council planning training  
17 July – Cllr Ford attended training regarding administration of Community Capacity Funding via Community Area Partnerships

**(23/049) Correspondence Received**

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

Cornwall Council Town and Parish Council newsletter

Invitation to engage with Anesco regarding a proposed solar farm at Menear Farm

Clean Cornwall newsletter

Details of Tamar Toll Action Group's protest march across the Tamar Bridge on 29 July

**(23/050) Dates for the Diary**

**(23/051) Dates of Forthcoming Meetings**

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

(23/052) Under Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it was **RESOLVED to exclude the public and press for Agenda item 18.**

**(23/053) Tregrehan Methodist Church**

See confidential minute.

# Carlyon Parish Council Budget Monitor Report to 31 August 2023

	Budget £	Expenditure £	% of Budget £
<b>Employee Costs</b>			
Clerk's salary (including oncosts)	£ 12,000.00	£ 4,164.70	34.71%
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	£ 242.55	60.64%
<b>Total employee related costs</b>	<b>£ 13,470.00</b>	<b>£ 4,813.25</b>	<b>35.73%</b>
<b>Administration Costs</b>			
Office expenses	£ 750.00	£ 215.56	28.74%
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	£ 222.00	44.40%
Audit Fees	£ 500.00	£ 200.00	40.00%
Bank charges	£ 200.00	£ 33.00	16.50%
Books and Publications	£ 100.00		0.00%
Meeting Expenses	£ 300.00	£ 120.00	40.00%
<b>Total Administration Costs</b>	<b>£ 5,250.00</b>	<b>£ 1,378.12</b>	<b>26.25%</b>
<b>Other Expenses</b>			
Chairman's Allowance	£ 100.00		0.00%
Councillors Travel/Subsistence	£ 500.00		0.00%
Parish Maintenance	£ 8,000.00	£ 2,412.50	30.16%
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	£ 11.25	0.75%
Neighbourhood Plan	£ 500.00		0.00%
Community Building	£ -	£ 225.00	
<b>Total Other Expenses</b>	<b>£ 20,100.00</b>	<b>£ 3,636.26</b>	<b>18.09%</b>
<b>Total VAT</b>	<b>£ 1,500.00</b>	<b>£ 792.52</b>	
<b>Total Expenditure</b>	<b>£ 40,320.00</b>	<b>£ 10,620.15</b>	<b>26.34%</b>
<b>Reserves</b>			
Community building	£ 96,511.80	£ -	0.00%
CIL	£ 22,540.00		
<b>Election Fund</b>	<b>£ 1,000.00</b>		
Tregrehan Playing Fields Transfer	£ 3,000.00		
General Contingency	£ 10,000.00	£ -	0.00%
<b>Total Reserves</b>	<b>£ 133,051.80</b>	<b>£ -</b>	<b>0.00%</b>
<b>Income</b>			
Precept	£ 37,099.75	£ 18,549.88	50.00%
CTSG			
VAT		£ 822.11	
CIL	£ -	£ 835.26	
Other Income			



<b>Total Income</b>	<b>£ 37,099.75</b>	<b>£ 20,207.25</b>
<b>Balance as at 31/03/2023</b>		£ 152,532.47
<b>Add income</b>		£ 20,207.25
<b>Less expenditure</b>		£ 10,620.15
		<b>£ 162,119.57</b>
<b>Bank Reconciliation</b>		
Balance as at 31/08/2023	Current Account	£ 10,837.30
	Less outstanding payments	£ -
		£ 10,837.30
Balance as at 31/08/2023	Instant Access	£ 151,282.27
	<b>Total Funds Held</b>	<b>£ 162,119.57</b>

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

- Community Capacity Fund – application from Mevagissey Museum
- Cornwall Council's Town and Parish Council bulletins
- Invitation to attend Cornwall Council Local Energy Plan engagement event
- Notification of vacancies on Cornwall Council's Standards Committee
- Devon and Cornwall Police – St Austell Neighbourhood Team newsletter
- Cornwall Council's Neighbourhood Planning newsletter
- Details of CALC's training courses
- Complaint about disabled access to Crinnis Beach
- Request for permission to launch a Paramotor from Jubilee Playing Fields
- Cornwall Council's Affordable Housing newsletter
- Details of an on-line briefing on Cornwall Council's budget
- Details of Cornwall Council's new recycling arrangements
- Invitation to attend a "Lets talk" webinar with South West Water



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BACS	Kernow Learning MAT	Hire of classroom	£40.00
BACS	Biffa	Annual servicing Cypress Ave bin	£312.00
BACS	Vision ICT	IT services	£93.60
BACS	Hay Nurseries	Replanting Carlyon Bay planters	£153.60
BACS	GET Landscaping	Watering planters and verge cutting	£224.40
BACS	Mrs J Larter	July salary	*
BACS	Mrs J Larter	Mileage May – June	£85.95
BACS	HMRC	Paye/NI	*
BACS	Cornwall Pension Fund	EE and ER contributions	*

(ii) It was **RESOLVED to open a Public Sector Deposit Account with CCLA and transfer earmarked funds amounting to £100,000, in order take advantage of favourable interest rates.**

(iii) It was noted that Cllr Taylor conducted an internal control check on 27 June.

(23/048) Meetings/Training Attended by Councillors or the Clerk

26 June – Clerk attended a meeting of clerks to smaller councils

27 June – Cllr Taylor undertook an internal control check



28 June – Cllrs Taylor and Ford together with the Clerk met Sarah Scoltock, the new Community Link Officer  
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10 July – Cllrs Hermes and Breary attended a tree-aftercare workshop  
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17 July – Cllr Ford attended training regarding administration of Community Capacity Funding via Community Area Partnerships

**(23/049) Correspondence Received**

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

Cornwall Council Town and Parish Council newsletter

Invitation to engage with Anesco regarding a proposed solar farm at Menear Farm

Clean Cornwall newsletter

Details of Tamar Toll Action Group's protest march across the Tamar Bridge on 29 July

**(23/050) Dates for the Diary**

**(23/051) Dates of Forthcoming Meetings**

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

(23/052) Under Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it was **RESOLVED to exclude the public and press for Agenda item 18.**

**(23/053) Tregrehan Methodist Church**

See confidential minute.

# **Carlyon Parish Council Budget Monitor Report to 31 August 2023**

	Budget £	Expenditure £	% of Budget £
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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	£ 242.55	60.64%
<b>Total employee related costs</b>	<b>£ 13,470.00</b>	<b>£ 4,813.25</b>	<b>35.73%</b>
<b>Administration Costs</b>			
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<b>Total Administration Costs</b>	<b>£ 5,250.00</b>	<b>£ 1,378.12</b>	<b>26.25%</b>
<b>Other Expenses</b>			
Chairman's Allowance	£ 100.00		0.00%
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<b>Total VAT</b>	<b>£ 1,500.00</b>	<b>£ 792.52</b>	
<b>Total Expenditure</b>	<b>£ 40,320.00</b>	<b>£ 10,620.15</b>	<b>26.34%</b>
<b>Reserves</b>			
Community building	£ 96,511.80	£ -	0.00%
CIL	£ 22,540.00		
<b>Election Fund</b>	<b>£ 1,000.00</b>		
Tregrehan Playing Fields Transfer	£ 3,000.00		
General Contingency	£ 10,000.00	£ -	0.00%
<b>Total Reserves</b>	<b>£ 133,051.80</b>	<b>£ -</b>	<b>0.00%</b>
<b>Income</b>			
Precept	£ 37,099.75	£ 18,549.88	50.00%
CTSG			
VAT		£ 822.11	
CIL	£ -	£ 835.26	
Other Income			

<b>Total Income</b>	<b>£ 37,099.75</b>	<b>£ 20,207.25</b>
<b>Balance as at 31/03/2023</b>		£ 152,532.47
	<b>Add income</b>	£ 20,207.25
	<b>Less expenditure</b>	£ 10,620.15
		<b>£ 162,119.57</b>
<b>Bank Reconciliation</b>		
Balance as at 31/08/2023	Current Account	£ 10,837.30
	Less outstanding payments	£ -
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Balance as at 31/08/2023	Instant Access	£ 151,282.27
	<b>Total Funds Held</b>	<b>£ 162,119.57</b>

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

- Community Capacity Fund – application from Mevagissey Museum
- Cornwall Council's Town and Parish Council bulletins
- Invitation to attend Cornwall Council Local Energy Plan engagement event
- Notification of vacancies on Cornwall Council's Standards Committee
- Devon and Cornwall Police – St Austell Neighbourhood Team newsletter
- Cornwall Council's Neighbourhood Planning newsletter
- Details of CALC's training courses
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- Details of an on-line briefing on Cornwall Council's budget
- Details of Cornwall Council's new recycling arrangements
- Invitation to attend a "Lets talk" webinar with South West Water



# Carlyon Parish Council

Trethella Cottage, Ruan Lanihorne, 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 19 September 2023 at 6.00 pm** in **Tregrehan Methodist Centre**

*Julie Larter*

Mrs Julie Larter  
Clerk  
11 September 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 18 July 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) PA23/04374 – Mid-Cornwall Business Centre, Par Moor Road: The demolition of existing industrial units and the erection of new commercial buildings (Use Class E)

(ii) PA23/04539 – Land at Pennys Lane, Par: Construction of a care home (within Class 2), parking, access, hard and soft landscaping, boundary treatments, woodland extension, bat hibernacula, capping of mine shaft and other associated works

(iii) PA23/05327 – The Vicarage, 19 Appletree Lane: Change of use from Annex to Holiday Let

(iv) PA23/06176 – 46 Sea Road: Proposed extension of first floor level over existing attached garage and creation of a further loft level bedroom in the roof space above

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

(i) PA23/05180 -11 Gloucester Avenue: Extension to existing dwellinghouse to form accommodation  
*The parish council responded to this on 10 August having no objections to the proposal.*

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

**8. Neighbourhood Plan**

*To note the current situation*

**9. Campdowns Chapel**

*To receive an update regarding the disposal by Cornwall Council of the building*

**10. Council Policies**

*To review the following policies*

*(i) Standing Orders and Financial Regulations  
Amendment recommended on P11 (ix)*

*(ii) Pension Discretions*

Appendix (i)

Appendix (ii)

**11. Parish Projects**

- (i) History Boards  
*To receive an update*
- (ii) Any other projects

**12. 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) Tregrehan Methodist Church  
*To note the current situation*
- (vi) Highways  
*To note any concerns*

**13. Financial Matters**

- (i) *To ratify payments made during August*
- (ii) *To note the current financial position and authorise payments*

Appendix (iii)

Pages 8-9

**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 10

**16. Dates for the Diary**

*To note dates for members' diaries*

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

T=Tregrehan Methodist Church)

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

**MINUTES** of a **MEETING OF CARLYON PARISH COUNCIL** held on 18 July 2023 at 6.00 pm in Charlestown Primary School

**Present:** Cllrs Paul Trudgian (Chairman), Sonia Phillips, Lynn Parsons, Nathan Cooper, Penny Hermes, Mike Ford, Ann Taylor

In attendance: Cllr James Mustoe, Julie Larter (Clerk); 6 members of the public

**(23/036) Apologies for Absence**

Apologies were received from Cllr Myles Breary.

**(23/037) Minutes of a Parish Council held on 20 June 2023**

It was **RESOLVED** that the minutes of a Meeting held on 20 June 2023 be signed as an accurate record of the meeting.

**(23/038) Declarations of Interest on Items on the Agenda**

There were no declarations of Interest.

**(23/039) Chairman's Announcements**

The Chairman had no announcements to make.

**(23/040) Public Participation**

A member of the public enquired whether the parish council was aware of a challenge to the neighbourhood plan by Brend Hotels. The Chairman confirmed that it was.

A member of the public said that the hedge bordering the golf club in Sea Road was overgrown and she witnessed a carer walking in the road with a pushchair as brambles were at the child's face height. The Clerk will report the matter to Brend Hotels and the Chairman encouraged other residents to contact the hotel.

A member of the public reported a loose service cover at the junction of Crinnis Close and Sea Road. The Clerk will report the matter.

A member of the public enquired whether the lookout opposite the Porth Avallen Hotel is likely to re-open to the public. The Chairman said that this was unlikely.

A member of the public reported a blocked drain by the railway bridge. The Clerk suggested that the quickest way to get this rectified was to report it directly to Cornwall Council on their website (<https://www.cornwall.gov.uk/report-something/>).

**(23/041) Cornwall Councillor's Report**

Cllr Mustoe reported on correspondence regarding flooding issues in Tregrehan Mills and gave details of a Government drive to increase the number of public access defibrillators and available funding to purchase them. The Clerk enquired whether this initiative would include future servicing and maintenance. Cllr Mustoe asked the Clerk to write to him and he will investigate.

Cllr Mustoe reported that Cllr Michael Bunney had been elected as Chairman of the South Cornwall Community Area Partnership and he had been elected as Vice-Chairman.

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

**(23/042) Planning Applications and Related Matters**

(a)

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



It was **RESOLVED** that the Clerk should respond to the consultation stating that the parish council has no objections to the proposal.

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

It was **RESOLVED** that the Clerk should respond to the consultation stating that the parish council has no objections to the proposal.

(iii) PA23/05180 – 11 Gloucester Avenue: Extension to existing dwellinghouse to form self contained annex

This application was deferred.

(b) Update on outstanding application

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

No update was available.

(c) It was **RESOLVED** to delegate powers to the Clerk to respond on behalf of the parish council on any planning consultations received during August, following email consultation with councillors.

(23/043) Neighbourhood Plan

It was noted that the Regulation 16 consultation closes on 19 July. The Clerk reported that Liz Beth has been appointed as the Inspector for the plan. The Chairman reported that to date 2 businesses have submitted comments to Cornwall Council however it was decided that there was no need to amend the narrative in the plan. The Clerk will ask whether the parish council will need to respond to responses received. The parish council has been asked to re-draw one map and the Clerk was asked to request that Cornwall Council does this as they provided the original maps.

(23/044) Parish Projects

(i) Community Energy Projects

A report from Cllr Ford had been previously circulated. It was **RESOLVED** not to proceed with a project as it was felt to be outside the remit of the parish council and was concerned about endorsing any particular company. Cllr Ford will inform Mr Cunningham.

(ii) History Boards

Cllr Cooper will continue to try to liaise with the Head teacher of Charlestown School.

Cllr Hermes has now received the work from children from Bishop Bronescombe School. A resident kindly offered to design the board using the children's work. In addition, Cllr Hermes will make an entry on Wikipedia based on the childrens' research.

(ii) Any Other Projects

There were no other current projects to consider.

(23/045) Parish Issues

(i) Tregrehan Jubilee Fields

The Clerk reported that once responsibility for cutting the stream has been established, the devolution process will start.

Cllr Parsons reported that hedges bordering the golf club are getting quite overgrown and the Clerk is to contact Cormac. Cllr Parsons also reported that some of the yellow marker posts near the gate have disappeared. Councillors will look in the hedges once they have been cut back to see if they have been dumped, failing which new posts are to be purchased.

(ii) Tregrehan Flooding Issues

Cllr Phillips said that the group will be meeting to carry out further river clearance work. She is still awaiting a response from Simon Deverill from Cornwall Council.

(iii) West Crinnis Field

Usage of the dog waste bags remains high and it was noted that over 10,500 bags have been provided since the dispenser was installed.

(v) Beach Development

There was nothing to report.

(vi) Highways

A response from the Highways Officer was noted. Councillors were asked to provide photographic evidence of any cars parked too close to the A390 junction at Nettles Corner, with a view to proposing that additional yellow lining be requested for that section of the road under the next round of the Community Network Highways scheme. It was considered that the best place for a speed monitoring survey would be outside the chapel, between the 2 speed humps.

It was noted that a Road Closure Notice has been issued for Fairway from 17-21 July.

The Clerk was asked to chase repainting the speed humps on Beach Road.

(23/046) Parish Council IT Equipment

(i) It was **RESOLVED that the parish council would provide the Clerk with a mobile phone for council work.**

(ii) It was **RESOLVED to replace the parish council's laptop.**

(23/047) Financial Matters

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# 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 19 September 2023 at 6.00 pm** in **Tregrehan Methodist Centre**

*Julie Larter*

Mrs Julie Larter  
Clerk  
11 September 2023

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

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*To review the following policies*

*(i) Standing Orders and Financial Regulations  
Amendment recommended on P11 (ix)*

*(ii) Pension Discretions*

Appendix (i)

Appendix (ii)



**11. Parish Projects**

- (i) History Boards  
*To receive an update*
- (ii) Any other projects

**12. 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*
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*To note the current situation*
- (v) Tregrehan Methodist Church  
*To note the current situation*
- (vi) Highways  
*To note any concerns*

**13. Financial Matters**

- (i) *To ratify payments made during August*
- (ii) *To note the current financial position and authorise payments*

Appendix (iii)

Pages 8-9

**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 10

**16. Dates for the Diary**

*To note dates for members' diaries*

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

T=Tregrehan Methodist Church)

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

**MINUTES** of a **MEETING OF CARLYON PARISH COUNCIL** held on 18 July 2023 at 6.00 pm in Charlestown Primary School

**Present:** Cllrs Paul Trudgian (Chairman), Sonia Phillips, Lynn Parsons, Nathan Cooper, Penny Hermes, Mike Ford, Ann Taylor

In attendance: Cllr James Mustoe, Julie Larter (Clerk); 6 members of the public

**(23/036) Apologies for Absence**

Apologies were received from Cllr Myles Breary.

**(23/037) Minutes of a Parish Council held on 20 June 2023**

It was **RESOLVED** that the minutes of a Meeting held on 20 June 2023 be signed as an accurate record of the meeting.

**(23/038) Declarations of Interest on Items on the Agenda**

There were no declarations of Interest.

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The Chairman had no announcements to make.

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Cllr Mustoe reported that Cllr Michael Bunney had been elected as Chairman of the South Cornwall Community Area Partnership and he had been elected as Vice-Chairman.

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

**(23/042) Planning Applications and Related Matters**

(a)

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This application was deferred.

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No update was available.

(c) It was **RESOLVED** to delegate powers to the Clerk to respond on behalf of the parish council on any planning consultations received during August, following email consultation with councillors.

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(ii) Any Other Projects

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The Clerk reported that once responsibility for cutting the stream has been established, the devolution process will start.

Cllr Parsons reported that hedges bordering the golf club are getting quite overgrown and the Clerk is to contact Cormac. Cllr Parsons also reported that some of the yellow marker posts near the gate have disappeared. Councillors will look in the hedges once they have been cut back to see if they have been dumped, failing which new posts are to be purchased.

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Cllr Phillips said that the group will be meeting to carry out further river clearance work. She is still awaiting a response from Simon Deverill from Cornwall Council.

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Usage of the dog waste bags remains high and it was noted that over 10,500 bags have been provided since the dispenser was installed.

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(i) It was **RESOLVED that the parish council would provide the Clerk with a mobile phone for council work.**

(ii) It was **RESOLVED to replace the parish council's laptop.**

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BACS	Mrs J Larter	Mileage May – June	£85.95
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(23/048) Meetings/Training Attended by Councillors or the Clerk

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(23/052) Under Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it was **RESOLVED to exclude the public and press for Agenda item 18.**

**(23/053) Tregrehan Methodist Church**

See confidential minute.

# **Carlyon Parish Council Budget Monitor Report to 31 August 2023**

	Budget £	Expenditure £	% of Budget £
<b>Employee Costs</b>			
Clerk's salary (including oncosts)	£ 12,000.00	£ 4,164.70	34.71%
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	£ 242.55	60.64%
<b>Total employee related costs</b>	<b>£ 13,470.00</b>	<b>£ 4,813.25</b>	<b>35.73%</b>
<b>Administration Costs</b>			
Office expenses	£ 750.00	£ 215.56	28.74%
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	£ 222.00	44.40%
Audit Fees	£ 500.00	£ 200.00	40.00%
Bank charges	£ 200.00	£ 33.00	16.50%
Books and Publications	£ 100.00		0.00%
Meeting Expenses	£ 300.00	£ 120.00	40.00%
<b>Total Administration Costs</b>	<b>£ 5,250.00</b>	<b>£ 1,378.12</b>	<b>26.25%</b>
<b>Other Expenses</b>			
Chairman's Allowance	£ 100.00		0.00%
Councillors Travel/Subsistence	£ 500.00		0.00%
Parish Maintenance	£ 8,000.00	£ 2,412.50	30.16%
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	£ 11.25	0.75%
Neighbourhood Plan	£ 500.00		0.00%
Community Building	£ -	£ 225.00	
<b>Total Other Expenses</b>	<b>£ 20,100.00</b>	<b>£ 3,636.26</b>	<b>18.09%</b>
<b>Total VAT</b>	<b>£ 1,500.00</b>	<b>£ 792.52</b>	
<b>Total Expenditure</b>	<b>£ 40,320.00</b>	<b>£ 10,620.15</b>	<b>26.34%</b>
<b>Reserves</b>			
Community building	£ 96,511.80	£ -	0.00%
CIL	£ 22,540.00		
<b>Election Fund</b>	<b>£ 1,000.00</b>		
Tregrehan Playing Fields Transfer	£ 3,000.00		
General Contingency	£ 10,000.00	£ -	0.00%
<b>Total Reserves</b>	<b>£ 133,051.80</b>	<b>£ -</b>	<b>0.00%</b>
<b>Income</b>			
Precept	£ 37,099.75	£ 18,549.88	50.00%
CTSG			
VAT		£ 822.11	
CIL	£ -	£ 835.26	
Other Income			

<b>Total Income</b>	<b>£ 37,099.75</b>	<b>£ 20,207.25</b>
<b>Balance as at 31/03/2023</b>		£ 152,532.47
<b>Add income</b>		£ 20,207.25
<b>Less expenditure</b>		£ 10,620.15
		<b>£ 162,119.57</b>
<b>Bank Reconciliation</b>		
Balance as at 31/08/2023	Current Account	£ 10,837.30
	Less outstanding payments	£ -
		£ 10,837.30
Balance as at 31/08/2023	Instant Access	£ 151,282.27
	<b>Total Funds Held</b>	<b>£ 162,119.57</b>

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

- Community Capacity Fund – application from Mevagissey Museum
- Cornwall Council's Town and Parish Council bulletins
- Invitation to attend Cornwall Council Local Energy Plan engagement event
- Notification of vacancies on Cornwall Council's Standards Committee
- Devon and Cornwall Police – St Austell Neighbourhood Team newsletter
- Cornwall Council's Neighbourhood Planning newsletter
- Details of CALC's training courses
- Complaint about disabled access to Crinnis Beach
- Request for permission to launch a Paramotor from Jubilee Playing Fields
- Cornwall Council's Affordable Housing newsletter
- Details of an on-line briefing on Cornwall Council's budget
- Details of Cornwall Council's new recycling arrangements
- Invitation to attend a "Lets talk" webinar with South West Water





# Carlyon Parish Council

Trethella Cottage, Ruan Lanihorne, 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 19 September 2023 at 6.00 pm** in **Tregrehan Methodist Centre**

*Julie Larter*

Mrs Julie Larter  
Clerk  
11 September 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 18 July 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) PA23/04374 – Mid-Cornwall Business Centre, Par Moor Road: The demolition of existing industrial units and the erection of new commercial buildings (Use Class E)

(ii) PA23/04539 – Land at Pennys Lane, Par: Construction of a care home (within Class 2), parking, access, hard and soft landscaping, boundary treatments, woodland extension, bat hibernacula, capping of mine shaft and other associated works

(iii) PA23/05327 – The Vicarage, 19 Appletree Lane: Change of use from Annex to Holiday Let

(iv) PA23/06176 – 46 Sea Road: Proposed extension of first floor level over existing attached garage and creation of a further loft level bedroom in the roof space above

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

(i) PA23/05180 -11 Gloucester Avenue: Extension to existing dwellinghouse to form accommodation  
*The parish council responded to this on 10 August having no objections to the proposal.*

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

**8. Neighbourhood Plan**

*To note the current situation*

**9. Campdowns Chapel**

*To receive an update regarding the disposal by Cornwall Council of the building*

**10. Council Policies**

*To review the following policies*

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Amendment recommended on P11 (ix)*

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Bank charges	£ 200.00	£ 33.00	16.50%
Books and Publications	£ 100.00		0.00%
Meeting Expenses	£ 300.00	£ 120.00	40.00%
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<b>Other Expenses</b>			
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Parish Maintenance	£ 8,000.00	£ 2,412.50	30.16%
Parish Projects	£ 6,000.00	£ 240.84	4.01%
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Events	£ 1,000.00	£ 746.67	74.67%
West Crinnis Field	£ 1,500.00		0.00%
Tregrehan Jubilee Playing Fields	£ 1,500.00	£ 11.25	0.75%
Neighbourhood Plan	£ 500.00		0.00%
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<b>Total Other Expenses</b>	<b>£ 20,100.00</b>	<b>£ 3,636.26</b>	<b>18.09%</b>
<b>Total VAT</b>	<b>£ 1,500.00</b>	<b>£ 792.52</b>	
<b>Total Expenditure</b>	<b>£ 40,320.00</b>	<b>£ 10,620.15</b>	<b>26.34%</b>
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Community building	£ 96,511.80	£ -	0.00%
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General Contingency	£ 10,000.00	£ -	0.00%
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<b>Income</b>			
Precept	£ 37,099.75	£ 18,549.88	50.00%
CTSG			
VAT		£ 822.11	
CIL	£ -	£ 835.26	
Other Income			



<b>Total Income</b>	<b>£ 37,099.75</b>	<b>£ 20,207.25</b>
<b>Balance as at 31/03/2023</b>		£ 152,532.47
	<b>Add income</b>	£ 20,207.25
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		<b>£ 162,119.57</b>
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Balance as at 31/08/2023	Instant Access	£ 151,282.27
	<b>Total Funds Held</b>	<b>£ 162,119.57</b>

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

- Community Capacity Fund – application from Mevagissey Museum
- Cornwall Council's Town and Parish Council bulletins
- Invitation to attend Cornwall Council Local Energy Plan engagement event
- Notification of vacancies on Cornwall Council's Standards Committee
- Devon and Cornwall Police – St Austell Neighbourhood Team newsletter
- Cornwall Council's Neighbourhood Planning newsletter
- Details of CALC's training courses
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- Details of Cornwall Council's new recycling arrangements
- Invitation to attend a "Lets talk" webinar with South West Water



# Carlyon Parish Council

Trethella Cottage, Ruan Lanihorne, 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 19 September 2023 at 6.00 pm** in **Tregrehan Methodist Centre**

*Julie Larter*

Mrs Julie Larter  
Clerk  
11 September 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 18 July 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) PA23/04374 – Mid-Cornwall Business Centre, Par Moor Road: The demolition of existing industrial units and the erection of new commercial buildings (Use Class E)

(ii) PA23/04539 – Land at Pennys Lane, Par: Construction of a care home (within Class 2), parking, access, hard and soft landscaping, boundary treatments, woodland extension, bat hibernacula, capping of mine shaft and other associated works

(iii) PA23/05327 – The Vicarage, 19 Appletree Lane: Change of use from Annex to Holiday Let

(iv) PA23/06176 – 46 Sea Road: Proposed extension of first floor level over existing attached garage and creation of a further loft level bedroom in the roof space above

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

(i) PA23/05180 -11 Gloucester Avenue: Extension to existing dwellinghouse to form accommodation  
*The parish council responded to this on 10 August having no objections to the proposal.*

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

**8. Neighbourhood Plan**

*To note the current situation*

**9. Campdowns Chapel**

*To receive an update regarding the disposal by Cornwall Council of the building*

**10. Council Policies**

*To review the following policies*

*(i) Standing Orders and Financial Regulations  
Amendment recommended on P11 (ix)*

*(ii) Pension Discretions*

Appendix (i)

Appendix (ii)

**11. Parish Projects**

- (i) History Boards  
*To receive an update*
- (ii) Any other projects

**12. 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) Tregrehan Methodist Church  
*To note the current situation*
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*To note any concerns*

**13. Financial Matters**

- (i) *To ratify payments made during August*
- (ii) *To note the current financial position and authorise payments*

Appendix (iii)

Pages 8-9

**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 10

**16. Dates for the Diary**

*To note dates for members' diaries*

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

T=Tregrehan Methodist Church)

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

**MINUTES** of a **MEETING OF CARLYON PARISH COUNCIL** held on 18 July 2023 at 6.00 pm in Charlestown Primary School

**Present:** Cllrs Paul Trudgian (Chairman), Sonia Phillips, Lynn Parsons, Nathan Cooper, Penny Hermes, Mike Ford, Ann Taylor

In attendance: Cllr James Mustoe, Julie Larter (Clerk); 6 members of the public

**(23/036) Apologies for Absence**

Apologies were received from Cllr Myles Breary.

**(23/037) Minutes of a Parish Council held on 20 June 2023**

It was **RESOLVED** that the minutes of a Meeting held on 20 June 2023 be signed as an accurate record of the meeting.

**(23/038) Declarations of Interest on Items on the Agenda**

There were no declarations of Interest.

**(23/039) Chairman's Announcements**

The Chairman had no announcements to make.

**(23/040) Public Participation**

A member of the public enquired whether the parish council was aware of a challenge to the neighbourhood plan by Brend Hotels. The Chairman confirmed that it was.

A member of the public said that the hedge bordering the golf club in Sea Road was overgrown and she witnessed a carer walking in the road with a pushchair as brambles were at the child's face height. The Clerk will report the matter to Brend Hotels and the Chairman encouraged other residents to contact the hotel.

A member of the public reported a loose service cover at the junction of Crinnis Close and Sea Road. The Clerk will report the matter.

A member of the public enquired whether the lookout opposite the Porth Avallen Hotel is likely to re-open to the public. The Chairman said that this was unlikely.

A member of the public reported a blocked drain by the railway bridge. The Clerk suggested that the quickest way to get this rectified was to report it directly to Cornwall Council on their website (<https://www.cornwall.gov.uk/report-something/>).

**(23/041) Cornwall Councillor's Report**

Cllr Mustoe reported on correspondence regarding flooding issues in Tregrehan Mills and gave details of a Government drive to increase the number of public access defibrillators and available funding to purchase them. The Clerk enquired whether this initiative would include future servicing and maintenance. Cllr Mustoe asked the Clerk to write to him and he will investigate.

Cllr Mustoe reported that Cllr Michael Bunney had been elected as Chairman of the South Cornwall Community Area Partnership and he had been elected as Vice-Chairman.

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

**(23/042) Planning Applications and Related Matters**

(a)

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

It was **RESOLVED** that the Clerk should respond to the consultation stating that the parish council has no objections to the proposal.

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

It was **RESOLVED** that the Clerk should respond to the consultation stating that the parish council has no objections to the proposal.

(iii) PA23/05180 – 11 Gloucester Avenue: Extension to existing dwellinghouse to form self contained annex

This application was deferred.

(b) Update on outstanding application

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

No update was available.

(c) It was **RESOLVED** to delegate powers to the Clerk to respond on behalf of the parish council on any planning consultations received during August, following email consultation with councillors.

(23/043) Neighbourhood Plan

It was noted that the Regulation 16 consultation closes on 19 July. The Clerk reported that Liz Beth has been appointed as the Inspector for the plan. The Chairman reported that to date 2 businesses have submitted comments to Cornwall Council however it was decided that there was no need to amend the narrative in the plan. The Clerk will ask whether the parish council will need to respond to responses received. The parish council has been asked to re-draw one map and the Clerk was asked to request that Cornwall Council does this as they provided the original maps.

(23/044) Parish Projects

(i) Community Energy Projects

A report from Cllr Ford had been previously circulated. It was **RESOLVED** not to proceed with a project as it was felt to be outside the remit of the parish council and was concerned about endorsing any particular company. Cllr Ford will inform Mr Cunningham.

(ii) History Boards

Cllr Cooper will continue to try to liaise with the Head teacher of Charlestown School.

Cllr Hermes has now received the work from children from Bishop Bronescombe School. A resident kindly offered to design the board using the children's work. In addition, Cllr Hermes will make an entry on Wikipedia based on the childrens' research.

(ii) Any Other Projects

There were no other current projects to consider.

(23/045) Parish Issues

(i) Tregrehan Jubilee Fields

The Clerk reported that once responsibility for cutting the stream has been established, the devolution process will start.

Cllr Parsons reported that hedges bordering the golf club are getting quite overgrown and the Clerk is to contact Cormac. Cllr Parsons also reported that some of the yellow marker posts near the gate have disappeared. Councillors will look in the hedges once they have been cut back to see if they have been dumped, failing which new posts are to be purchased.

(ii) Tregrehan Flooding Issues

Cllr Phillips said that the group will be meeting to carry out further river clearance work. She is still awaiting a response from Simon Deverill from Cornwall Council.

(iii) West Crinnis Field

Usage of the dog waste bags remains high and it was noted that over 10,500 bags have been provided since the dispenser was installed.

(v) Beach Development

There was nothing to report.

(vi) Highways

A response from the Highways Officer was noted. Councillors were asked to provide photographic evidence of any cars parked too close to the A390 junction at Nettles Corner, with a view to proposing that additional yellow lining be requested for that section of the road under the next round of the Community Network Highways scheme. It was considered that the best place for a speed monitoring survey would be outside the chapel, between the 2 speed humps.

It was noted that a Road Closure Notice has been issued for Fairway from 17-21 July.

The Clerk was asked to chase repainting the speed humps on Beach Road.

(23/046) Parish Council IT Equipment

(i) It was **RESOLVED** that the parish council would provide the Clerk with a mobile phone for council work.

(ii) It was **RESOLVED** to replace the parish council's laptop.

(23/047) Financial Matters

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

DD	Lloyds Bank	Credit Card	£415.92
BACS	M A Grigg	Ballast for Cypress Ave bin	£3.06
BACS	Kernow Learning MAT	Hire of classroom	£40.00
BACS	Biffa	Annual servicing Cypress Ave bin	£312.00
BACS	Vision ICT	IT services	£93.60
BACS	Hay Nurseries	Replanting Carlyon Bay planters	£153.60
BACS	GET Landscaping	Watering planters and verge cutting	£224.40
BACS	Mrs J Larter	July salary	*
BACS	Mrs J Larter	Mileage May – June	£85.95
BACS	HMRC	Paye/NI	*
BACS	Cornwall Pension Fund	EE and ER contributions	*

(ii) It was **RESOLVED** to open a **Public Sector Deposit Account with CCLA and transfer earmarked funds amounting to £100,000, in order take advantage of favourable interest rates.**

(iii) It was noted that Cllr Taylor conducted an internal control check on 27 June.

(23/048) Meetings/Training Attended by Councillors or the Clerk

26 June – Clerk attended a meeting of clerks to smaller councils

27 June – Cllr Taylor undertook an internal control check



28 June – Cllrs Taylor and Ford together with the Clerk met Sarah Scoltock, the new Community Link Officer  
29 June – Clerk attended an SLCC training day  
10 July – Cllrs Hermes and Breary attended a tree-aftercare workshop  
11 July – Cllr Ford attended Cornwall Council planning training  
17 July – Cllr Ford attended training regarding administration of Community Capacity Funding via Community Area Partnerships

**(23/049) Correspondence Received**

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

Cornwall Council Town and Parish Council newsletter

Invitation to engage with Anesco regarding a proposed solar farm at Menear Farm

Clean Cornwall newsletter

Details of Tamar Toll Action Group's protest march across the Tamar Bridge on 29 July

**(23/050) Dates for the Diary**

**(23/051) Dates of Forthcoming Meetings**

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

(23/052) Under Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it was **RESOLVED to exclude the public and press for Agenda item 18.**

**(23/053) Tregrehan Methodist Church**

See confidential minute.

# **Carlyon Parish Council Budget Monitor Report to 31 August 2023**

	Budget £	Expenditure £	% of Budget £
<b>Employee Costs</b>			
Clerk's salary (including oncosts)	£ 12,000.00	£ 4,164.70	34.71%
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	£ 242.55	60.64%
<b>Total employee related costs</b>	<b>£ 13,470.00</b>	<b>£ 4,813.25</b>	<b>35.73%</b>
<b>Administration Costs</b>			
Office expenses	£ 750.00	£ 215.56	28.74%
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%
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Dear Councillor

You are summoned to attend a **Meeting** of **Carlyon Parish Council** to be held on **Tuesday 19 September 2023 at 6.00 pm** in **Tregrehan Methodist Centre**

*Julie Larter*

Mrs Julie Larter  
Clerk  
11 September 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.*

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*To receive a report from Cllr James Mustoe*

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*(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*

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*To note the current situation*

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*To receive an update regarding the disposal by Cornwall Council of the building*

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*To receive an update*
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*To note dates for members' diaries*

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

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Cllr Parsons reported that hedges bordering the golf club are getting quite overgrown and the Clerk is to contact Cormac. Cllr Parsons also reported that some of the yellow marker posts near the gate have disappeared. Councillors will look in the hedges once they have been cut back to see if they have been dumped, failing which new posts are to be purchased.

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Clean Cornwall newsletter

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(23/052) Under Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it was **RESOLVED to exclude the public and press for Agenda item 18.**

**(23/053) Tregrehan Methodist Church**

See confidential minute.

# Carlyon Parish Council Budget Monitor Report to 31 August 2023

	Budget £	Expenditure £	% of Budget £
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Meeting Expenses	£ 300.00	£ 120.00	40.00%
<b>Total Administration Costs</b>	<b>£ 5,250.00</b>	<b>£ 1,378.12</b>	<b>26.25%</b>
<b>Other Expenses</b>			
Chairman's Allowance	£ 100.00		0.00%
Councillors Travel/Subsistence	£ 500.00		0.00%
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<b>Total VAT</b>	<b>£ 1,500.00</b>	<b>£ 792.52</b>	
<b>Total Expenditure</b>	<b>£ 40,320.00</b>	<b>£ 10,620.15</b>	<b>26.34%</b>
<b>Reserves</b>			
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CIL	£ 22,540.00		
<b>Election Fund</b>	<b>£ 1,000.00</b>		
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<b>Income</b>			
Precept	£ 37,099.75	£ 18,549.88	50.00%
CTSG			
VAT		£ 822.11	
CIL	£ -	£ 835.26	
Other Income			

<b>Total Income</b>	<b>£ 37,099.75</b>	<b>£ 20,207.25</b>
<b>Balance as at 31/03/2023</b>		£ 152,532.47
	<b>Add income</b>	£ 20,207.25
	<b>Less expenditure</b>	£ 10,620.15
		<b>£ 162,119.57</b>
<b>Bank Reconciliation</b>		
Balance as at 31/08/2023	Current Account	£ 10,837.30
	Less outstanding payments	£ -
		£ 10,837.30
Balance as at 31/08/2023	Instant Access	£ 151,282.27
	<b>Total Funds Held</b>	<b>£ 162,119.57</b>

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

- Community Capacity Fund – application from Mevagissey Museum
- Cornwall Council's Town and Parish Council bulletins
- Invitation to attend Cornwall Council Local Energy Plan engagement event
- Notification of vacancies on Cornwall Council's Standards Committee
- Devon and Cornwall Police – St Austell Neighbourhood Team newsletter
- Cornwall Council's Neighbourhood Planning newsletter
- Details of CALC's training courses
- Complaint about disabled access to Crinnis Beach
- Request for permission to launch a Paramotor from Jubilee Playing Fields
- Cornwall Council's Affordable Housing newsletter
- Details of an on-line briefing on Cornwall Council's budget
- Details of Cornwall Council's new recycling arrangements
- Invitation to attend a "Lets talk" webinar with South West Water



# Carlyon Parish Council

Trethella Cottage, Ruan Lanihorne, 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 19 September 2023 at 6.00 pm** in **Tregrehan Methodist Centre**

*Julie Larter*

Mrs Julie Larter  
Clerk  
11 September 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 18 July 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) PA23/04374 – Mid-Cornwall Business Centre, Par Moor Road: The demolition of existing industrial units and the erection of new commercial buildings (Use Class E)

(ii) PA23/04539 – Land at Pennys Lane, Par: Construction of a care home (within Class 2), parking, access, hard and soft landscaping, boundary treatments, woodland extension, bat hibernacula, capping of mine shaft and other associated works

(iii) PA23/05327 – The Vicarage, 19 Appletree Lane: Change of use from Annex to Holiday Let

(iv) PA23/06176 – 46 Sea Road: Proposed extension of first floor level over existing attached garage and creation of a further loft level bedroom in the roof space above

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

(i) PA23/05180 -11 Gloucester Avenue: Extension to existing dwellinghouse to form accommodation  
*The parish council responded to this on 10 August having no objections to the proposal.*

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

**8. Neighbourhood Plan**

*To note the current situation*

**9. Campdowns Chapel**

*To receive an update regarding the disposal by Cornwall Council of the building*

**10. Council Policies**

*To review the following policies*

*(i) Standing Orders and Financial Regulations  
Amendment recommended on P11 (ix)*

*(ii) Pension Discretions*

Appendix (i)

Appendix (ii)



**11. Parish Projects**

- (i) History Boards  
*To receive an update*
- (ii) Any other projects

**12. 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) Tregrehan Methodist Church  
*To note the current situation*
- (vi) Highways  
*To note any concerns*

**13. Financial Matters**

- (i) *To ratify payments made during August*
- (ii) *To note the current financial position and authorise payments*

Appendix (iii)

Pages 8-9

**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 10

**16. Dates for the Diary**

*To note dates for members' diaries*

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

T=Tregrehan Methodist Church)

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

**MINUTES** of a **MEETING OF CARLYON PARISH COUNCIL** held on 18 July 2023 at 6.00 pm in Charlestown Primary School

**Present:** Cllrs Paul Trudgian (Chairman), Sonia Phillips, Lynn Parsons, Nathan Cooper, Penny Hermes, Mike Ford, Ann Taylor

In attendance: Cllr James Mustoe, Julie Larter (Clerk); 6 members of the public

**(23/036) Apologies for Absence**

Apologies were received from Cllr Myles Breary.

**(23/037) Minutes of a Parish Council held on 20 June 2023**

It was **RESOLVED** that the minutes of a Meeting held on 20 June 2023 be signed as an accurate record of the meeting.

**(23/038) Declarations of Interest on Items on the Agenda**

There were no declarations of Interest.

**(23/039) Chairman's Announcements**

The Chairman had no announcements to make.

**(23/040) Public Participation**

A member of the public enquired whether the parish council was aware of a challenge to the neighbourhood plan by Brend Hotels. The Chairman confirmed that it was.

A member of the public said that the hedge bordering the golf club in Sea Road was overgrown and she witnessed a carer walking in the road with a pushchair as brambles were at the child's face height. The Clerk will report the matter to Brend Hotels and the Chairman encouraged other residents to contact the hotel.

A member of the public reported a loose service cover at the junction of Crinnis Close and Sea Road. The Clerk will report the matter.

A member of the public enquired whether the lookout opposite the Porth Avallen Hotel is likely to re-open to the public. The Chairman said that this was unlikely.

A member of the public reported a blocked drain by the railway bridge. The Clerk suggested that the quickest way to get this rectified was to report it directly to Cornwall Council on their website (<https://www.cornwall.gov.uk/report-something/>).

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Balance as at 31/08/2023	Instant Access	£ 151,282.27
	<b>Total Funds Held</b>	<b>£ 162,119.57</b>

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

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- Cornwall Council's Town and Parish Council bulletins
- Invitation to attend Cornwall Council Local Energy Plan engagement event
- Notification of vacancies on Cornwall Council's Standards Committee
- Devon and Cornwall Police – St Austell Neighbourhood Team newsletter
- Cornwall Council's Neighbourhood Planning newsletter
- Details of CALC's training courses
- Complaint about disabled access to Crinnis Beach
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- Details of Cornwall Council's new recycling arrangements
- Invitation to attend a "Lets talk" webinar with South West Water





# Carlyon Parish Council

Trethella Cottage, Ruan Lanihorne, 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 19 September 2023 at 6.00 pm** in **Tregrehan Methodist Centre**

*Julie Larter*

Mrs Julie Larter  
Clerk  
11 September 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.*

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## AGENDA

### 1. Apologies for Absence

### 2. Minutes of a Meeting of the Parish Council held on 18 July 2023

*To resolve that the minutes of the above meeting be signed as a correct record of the meeting*

Pages 4-7

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#### (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) PA23/04374 – Mid-Cornwall Business Centre, Par Moor Road: The demolition of existing industrial units and the erection of new commercial buildings (Use Class E)

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(iii) PA23/05327 – The Vicarage, 19 Appletree Lane: Change of use from Annex to Holiday Let

(iv) PA23/06176 – 46 Sea Road: Proposed extension of first floor level over existing attached garage and creation of a further loft level bedroom in the roof space above

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

(i) PA23/05180 -11 Gloucester Avenue: Extension to existing dwellinghouse to form accommodation  
*The parish council responded to this on 10 August having no objections to the proposal.*

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

**8. Neighbourhood Plan**

*To note the current situation*

**9. Campdowns Chapel**

*To receive an update regarding the disposal by Cornwall Council of the building*

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*To review the following policies*

*(i) Standing Orders and Financial Regulations  
Amendment recommended on P11 (ix)*

*(ii) Pension Discretions*

Appendix (i)

Appendix (ii)

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- (i) History Boards  
*To receive an update*
- (ii) Any other projects

**12. 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*
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*To note any concerns*
- (iv) Beach Development  
*To note the current situation*
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*To note any concerns*

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- (i) *To ratify payments made during August*
- (ii) *To note the current financial position and authorise payments*

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Pages 8-9

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

**15. Correspondence**

*To note any correspondence received since the last meeting*

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*To note dates for members' diaries*

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

T=Tregrehan Methodist Church)

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

**MINUTES** of a **MEETING OF CARLYON PARISH COUNCIL** held on 18 July 2023 at 6.00 pm in Charlestown Primary School

**Present:** Cllrs Paul Trudgian (Chairman), Sonia Phillips, Lynn Parsons, Nathan Cooper, Penny Hermes, Mike Ford, Ann Taylor

In attendance: Cllr James Mustoe, Julie Larter (Clerk); 6 members of the public

**(23/036) Apologies for Absence**

Apologies were received from Cllr Myles Breary.

**(23/037) Minutes of a Parish Council held on 20 June 2023**

It was **RESOLVED** that the minutes of a Meeting held on 20 June 2023 be signed as an accurate record of the meeting.

**(23/038) Declarations of Interest on Items on the Agenda**

There were no declarations of Interest.

**(23/039) Chairman's Announcements**

The Chairman had no announcements to make.

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A member of the public enquired whether the parish council was aware of a challenge to the neighbourhood plan by Brend Hotels. The Chairman confirmed that it was.

A member of the public said that the hedge bordering the golf club in Sea Road was overgrown and she witnessed a carer walking in the road with a pushchair as brambles were at the child's face height. The Clerk will report the matter to Brend Hotels and the Chairman encouraged other residents to contact the hotel.

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Cllr Mustoe reported that Cllr Michael Bunney had been elected as Chairman of the South Cornwall Community Area Partnership and he had been elected as Vice-Chairman.

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

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This application was deferred.

(b) Update on outstanding application

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

No update was available.

(c) It was **RESOLVED** to delegate powers to the Clerk to respond on behalf of the parish council on any planning consultations received during August, following email consultation with councillors.

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It was noted that the Regulation 16 consultation closes on 19 July. The Clerk reported that Liz Beth has been appointed as the Inspector for the plan. The Chairman reported that to date 2 businesses have submitted comments to Cornwall Council however it was decided that there was no need to amend the narrative in the plan. The Clerk will ask whether the parish council will need to respond to responses received. The parish council has been asked to re-draw one map and the Clerk was asked to request that Cornwall Council does this as they provided the original maps.

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(ii) History Boards

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Cllr Hermes has now received the work from children from Bishop Bronescombe School. A resident kindly offered to design the board using the children's work. In addition, Cllr Hermes will make an entry on Wikipedia based on the childrens' research.

(ii) Any Other Projects

There were no other current projects to consider.

(23/045) Parish Issues

(i) Tregrehan Jubilee Fields

The Clerk reported that once responsibility for cutting the stream has been established, the devolution process will start.

Cllr Parsons reported that hedges bordering the golf club are getting quite overgrown and the Clerk is to contact Cormac. Cllr Parsons also reported that some of the yellow marker posts near the gate have disappeared. Councillors will look in the hedges once they have been cut back to see if they have been dumped, failing which new posts are to be purchased.

(ii) Tregrehan Flooding Issues

Cllr Phillips said that the group will be meeting to carry out further river clearance work. She is still awaiting a response from Simon Deverill from Cornwall Council.

(iii) West Crinnis Field

Usage of the dog waste bags remains high and it was noted that over 10,500 bags have been provided since the dispenser was installed.

(v) Beach Development

There was nothing to report.

(vi) Highways

A response from the Highways Officer was noted. Councillors were asked to provide photographic evidence of any cars parked too close to the A390 junction at Nettles Corner, with a view to proposing that additional yellow lining be requested for that section of the road under the next round of the Community Network Highways scheme. It was considered that the best place for a speed monitoring survey would be outside the chapel, between the 2 speed humps.

It was noted that a Road Closure Notice has been issued for Fairway from 17-21 July.

The Clerk was asked to chase repainting the speed humps on Beach Road.

(23/046) Parish Council IT Equipment

(i) It was **RESOLVED that the parish council would provide the Clerk with a mobile phone for council work.**

(ii) It was **RESOLVED to replace the parish council's laptop.**

(23/047) Financial Matters

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

DD	Lloyds Bank	Credit Card	£415.92
BACS	M A Grigg	Ballast for Cypress Ave bin	£3.06
BACS	Kernow Learning MAT	Hire of classroom	£40.00
BACS	Biffa	Annual servicing Cypress Ave bin	£312.00
BACS	Vision ICT	IT services	£93.60
BACS	Hay Nurseries	Replanting Carlyon Bay planters	£153.60
BACS	GET Landscaping	Watering planters and verge cutting	£224.40
BACS	Mrs J Larter	July salary	*
BACS	Mrs J Larter	Mileage May – June	£85.95
BACS	HMRC	Paye/NI	*
BACS	Cornwall Pension Fund	EE and ER contributions	*

(ii) It was **RESOLVED to open a Public Sector Deposit Account with CCLA and transfer earmarked funds amounting to £100,000, in order take advantage of favourable interest rates.**

(iii) It was noted that Cllr Taylor conducted an internal control check on 27 June.

(23/048) Meetings/Training Attended by Councillors or the Clerk

26 June – Clerk attended a meeting of clerks to smaller councils

27 June – Cllr Taylor undertook an internal control check

28 June – Cllrs Taylor and Ford together with the Clerk met Sarah Scoltock, the new Community Link Officer  
29 June – Clerk attended an SLCC training day  
10 July – Cllrs Hermes and Breary attended a tree-aftercare workshop  
11 July – Cllr Ford attended Cornwall Council planning training  
17 July – Cllr Ford attended training regarding administration of Community Capacity Funding via Community Area Partnerships

**(23/049) Correspondence Received**

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

Cornwall Council Town and Parish Council newsletter

Invitation to engage with Anesco regarding a proposed solar farm at Menear Farm

Clean Cornwall newsletter

Details of Tamar Toll Action Group's protest march across the Tamar Bridge on 29 July

**(23/050) Dates for the Diary**

**(23/051) Dates of Forthcoming Meetings**

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

(23/052) Under Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it was **RESOLVED to exclude the public and press for Agenda item 18.**

**(23/053) Tregrehan Methodist Church**

See confidential minute.

# **Carlyon Parish Council Budget Monitor Report to 31 August 2023**

	Budget £	Expenditure £	% of Budget £
<b>Employee Costs</b>			
Clerk's salary (including oncosts)	£ 12,000.00	£ 4,164.70	34.71%
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	£ 242.55	60.64%
<b>Total employee related costs</b>	<b>£ 13,470.00</b>	<b>£ 4,813.25</b>	<b>35.73%</b>
<b>Administration Costs</b>			
Office expenses	£ 750.00	£ 215.56	28.74%
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	£ 222.00	44.40%
Audit Fees	£ 500.00	£ 200.00	40.00%
Bank charges	£ 200.00	£ 33.00	16.50%
Books and Publications	£ 100.00		0.00%
Meeting Expenses	£ 300.00	£ 120.00	40.00%
<b>Total Administration Costs</b>	<b>£ 5,250.00</b>	<b>£ 1,378.12</b>	<b>26.25%</b>
<b>Other Expenses</b>			
Chairman's Allowance	£ 100.00		0.00%
Councillors Travel/Subsistence	£ 500.00		0.00%
Parish Maintenance	£ 8,000.00	£ 2,412.50	30.16%
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	£ 11.25	0.75%
Neighbourhood Plan	£ 500.00		0.00%
Community Building	£ -	£ 225.00	
<b>Total Other Expenses</b>	<b>£ 20,100.00</b>	<b>£ 3,636.26</b>	<b>18.09%</b>
<b>Total VAT</b>	<b>£ 1,500.00</b>	<b>£ 792.52</b>	
<b>Total Expenditure</b>	<b>£ 40,320.00</b>	<b>£ 10,620.15</b>	<b>26.34%</b>
<b>Reserves</b>			
Community building	£ 96,511.80	£ -	0.00%
CIL	£ 22,540.00		
<b>Election Fund</b>	<b>£ 1,000.00</b>		
Tregrehan Playing Fields Transfer	£ 3,000.00		
General Contingency	£ 10,000.00	£ -	0.00%
<b>Total Reserves</b>	<b>£ 133,051.80</b>	<b>£ -</b>	<b>0.00%</b>
<b>Income</b>			
Precept	£ 37,099.75	£ 18,549.88	50.00%
CTSG			
VAT		£ 822.11	
CIL	£ -	£ 835.26	
Other Income			



<b>Total Income</b>	<b>£ 37,099.75</b>	<b>£ 20,207.25</b>
<b>Balance as at 31/03/2023</b>		£ 152,532.47
	<b>Add income</b>	£ 20,207.25
	<b>Less expenditure</b>	£ 10,620.15
		<b>£ 162,119.57</b>
<b>Bank Reconciliation</b>		
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	Less outstanding payments	£ -
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Dear Councillor

You are summoned to attend a **Meeting** of **Carlyon Parish Council** to be held on **Tuesday 19 September 2023 at 6.00 pm** in **Tregrehan Methodist Centre**

*Julie Larter*

Mrs Julie Larter  
Clerk  
11 September 2023

01872 501101  
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There was nothing to report.

(vi) Highways

A response from the Highways Officer was noted. Councillors were asked to provide photographic evidence of any cars parked too close to the A390 junction at Nettles Corner, with a view to proposing that additional yellow lining be requested for that section of the road under the next round of the Community Network Highways scheme. It was considered that the best place for a speed monitoring survey would be outside the chapel, between the 2 speed humps.

It was noted that a Road Closure Notice has been issued for Fairway from 17-21 July.

The Clerk was asked to chase repainting the speed humps on Beach Road.

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(i) It was **RESOLVED that the parish council would provide the Clerk with a mobile phone for council work.**

(ii) It was **RESOLVED to replace the parish council's laptop.**

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

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BACS	HMRC	Paye/NI	*
BACS	Cornwall Pension Fund	EE and ER contributions	*

(ii) It was **RESOLVED to open a Public Sector Deposit Account with CCLA and transfer earmarked funds amounting to £100,000, in order take advantage of favourable interest rates.**

(iii) It was noted that Cllr Taylor conducted an internal control check on 27 June.

(23/048) Meetings/Training Attended by Councillors or the Clerk

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**(23/049) Correspondence Received**

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

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Invitation to engage with Anesco regarding a proposed solar farm at Menear Farm

Clean Cornwall newsletter

Details of Tamar Toll Action Group's protest march across the Tamar Bridge on 29 July

**(23/050) Dates for the Diary**

**(23/051) Dates of Forthcoming Meetings**

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

(23/052) Under Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it was **RESOLVED to exclude the public and press for Agenda item 18.**

**(23/053) Tregrehan Methodist Church**

See confidential minute.

# **Carlyon Parish Council Budget Monitor Report to 31 August 2023**

	Budget £	Expenditure £	% of Budget £
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<b>Other Expenses</b>			
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<b>Total VAT</b>	<b>£ 1,500.00</b>	<b>£ 792.52</b>	
<b>Total Expenditure</b>	<b>£ 40,320.00</b>	<b>£ 10,620.15</b>	<b>26.34%</b>
<b>Reserves</b>			
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Precept	£ 37,099.75	£ 18,549.88	50.00%
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<b>Total Income</b>	<b>£ 37,099.75</b>	<b>£ 20,207.25</b>
<b>Balance as at 31/03/2023</b>		£ 152,532.47
	<b>Add income</b>	£ 20,207.25
	<b>Less expenditure</b>	£ 10,620.15
		<b>£ 162,119.57</b>
<b>Bank Reconciliation</b>		
Balance as at 31/08/2023	Current Account	£ 10,837.30
	Less outstanding payments	£ -
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Balance as at 31/08/2023	Instant Access	£ 151,282.27
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## **Correspondence received since the last meeting**

- Community Capacity Fund – application from Mevagissey Museum
- Cornwall Council's Town and Parish Council bulletins
- Invitation to attend Cornwall Council Local Energy Plan engagement event
- Notification of vacancies on Cornwall Council's Standards Committee
- Devon and Cornwall Police – St Austell Neighbourhood Team newsletter
- Cornwall Council's Neighbourhood Planning newsletter
- Details of CALC's training courses
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- Details of an on-line briefing on Cornwall Council's budget
- Details of Cornwall Council's new recycling arrangements
- Invitation to attend a "Lets talk" webinar with South West Water



# Carlyon Parish Council

Trethella Cottage, Ruan Lanihorne, 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 19 September 2023 at 6.00 pm** in **Tregrehan Methodist Centre**

*Julie Larter*

Mrs Julie Larter  
Clerk  
11 September 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 18 July 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) PA23/04374 – Mid-Cornwall Business Centre, Par Moor Road: The demolition of existing industrial units and the erection of new commercial buildings (Use Class E)

(ii) PA23/04539 – Land at Pennys Lane, Par: Construction of a care home (within Class 2), parking, access, hard and soft landscaping, boundary treatments, woodland extension, bat hibernacula, capping of mine shaft and other associated works

(iii) PA23/05327 – The Vicarage, 19 Appletree Lane: Change of use from Annex to Holiday Let

(iv) PA23/06176 – 46 Sea Road: Proposed extension of first floor level over existing attached garage and creation of a further loft level bedroom in the roof space above

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

(i) PA23/05180 -11 Gloucester Avenue: Extension to existing dwellinghouse to form accommodation  
*The parish council responded to this on 10 August having no objections to the proposal.*

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

**8. Neighbourhood Plan**

*To note the current situation*

**9. Campdowns Chapel**

*To receive an update regarding the disposal by Cornwall Council of the building*

**10. Council Policies**

*To review the following policies*

*(i) Standing Orders and Financial Regulations  
Amendment recommended on P11 (ix)*

*(ii) Pension Discretions*

Appendix (i)

Appendix (ii)

**11. Parish Projects**

- (i) History Boards  
*To receive an update*
- (ii) Any other projects

**12. 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) Tregrehan Methodist Church  
*To note the current situation*
- (vi) Highways  
*To note any concerns*

**13. Financial Matters**

- (i) *To ratify payments made during August*
- (ii) *To note the current financial position and authorise payments*

Appendix (iii)

Pages 8-9

**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 10

**16. Dates for the Diary**

*To note dates for members' diaries*

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

T=Tregrehan Methodist Church)

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

**MINUTES** of a **MEETING OF CARLYON PARISH COUNCIL** held on 18 July 2023 at 6.00 pm in Charlestown Primary School

**Present:** Cllrs Paul Trudgian (Chairman), Sonia Phillips, Lynn Parsons, Nathan Cooper, Penny Hermes, Mike Ford, Ann Taylor

In attendance: Cllr James Mustoe, Julie Larter (Clerk); 6 members of the public

**(23/036) Apologies for Absence**

Apologies were received from Cllr Myles Breary.

**(23/037) Minutes of a Parish Council held on 20 June 2023**

It was **RESOLVED** that the minutes of a Meeting held on 20 June 2023 be signed as an accurate record of the meeting.

**(23/038) Declarations of Interest on Items on the Agenda**

There were no declarations of Interest.

**(23/039) Chairman's Announcements**

The Chairman had no announcements to make.

**(23/040) Public Participation**

A member of the public enquired whether the parish council was aware of a challenge to the neighbourhood plan by Brend Hotels. The Chairman confirmed that it was.

A member of the public said that the hedge bordering the golf club in Sea Road was overgrown and she witnessed a carer walking in the road with a pushchair as brambles were at the child's face height. The Clerk will report the matter to Brend Hotels and the Chairman encouraged other residents to contact the hotel.

A member of the public reported a loose service cover at the junction of Crinnis Close and Sea Road. The Clerk will report the matter.

A member of the public enquired whether the lookout opposite the Porth Avallen Hotel is likely to re-open to the public. The Chairman said that this was unlikely.

A member of the public reported a blocked drain by the railway bridge. The Clerk suggested that the quickest way to get this rectified was to report it directly to Cornwall Council on their website (<https://www.cornwall.gov.uk/report-something/>).

**(23/041) Cornwall Councillor's Report**

Cllr Mustoe reported on correspondence regarding flooding issues in Tregrehan Mills and gave details of a Government drive to increase the number of public access defibrillators and available funding to purchase them. The Clerk enquired whether this initiative would include future servicing and maintenance. Cllr Mustoe asked the Clerk to write to him and he will investigate.

Cllr Mustoe reported that Cllr Michael Bunney had been elected as Chairman of the South Cornwall Community Area Partnership and he had been elected as Vice-Chairman.

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

**(23/042) Planning Applications and Related Matters**

(a)

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



It was **RESOLVED** that the Clerk should respond to the consultation stating that the parish council has no objections to the proposal.

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

It was **RESOLVED** that the Clerk should respond to the consultation stating that the parish council has no objections to the proposal.

(iii) PA23/05180 – 11 Gloucester Avenue: Extension to existing dwellinghouse to form self contained annex

This application was deferred.

(b) Update on outstanding application

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

No update was available.

(c) It was **RESOLVED** to delegate powers to the Clerk to respond on behalf of the parish council on any planning consultations received during August, following email consultation with councillors.

(23/043) Neighbourhood Plan

It was noted that the Regulation 16 consultation closes on 19 July. The Clerk reported that Liz Beth has been appointed as the Inspector for the plan. The Chairman reported that to date 2 businesses have submitted comments to Cornwall Council however it was decided that there was no need to amend the narrative in the plan. The Clerk will ask whether the parish council will need to respond to responses received. The parish council has been asked to re-draw one map and the Clerk was asked to request that Cornwall Council does this as they provided the original maps.

(23/044) Parish Projects

(i) Community Energy Projects

A report from Cllr Ford had been previously circulated. It was **RESOLVED** not to proceed with a project as it was felt to be outside the remit of the parish council and was concerned about endorsing any particular company. Cllr Ford will inform Mr Cunningham.

(ii) History Boards

Cllr Cooper will continue to try to liaise with the Head teacher of Charlestown School.

Cllr Hermes has now received the work from children from Bishop Bronescombe School. A resident kindly offered to design the board using the children's work. In addition, Cllr Hermes will make an entry on Wikipedia based on the childrens' research.

(ii) Any Other Projects

There were no other current projects to consider.

(23/045) Parish Issues

(i) Tregrehan Jubilee Fields

The Clerk reported that once responsibility for cutting the stream has been established, the devolution process will start.

Cllr Parsons reported that hedges bordering the golf club are getting quite overgrown and the Clerk is to contact Cormac. Cllr Parsons also reported that some of the yellow marker posts near the gate have disappeared. Councillors will look in the hedges once they have been cut back to see if they have been dumped, failing which new posts are to be purchased.

(ii) Tregrehan Flooding Issues

Cllr Phillips said that the group will be meeting to carry out further river clearance work. She is still awaiting a response from Simon Deverill from Cornwall Council.

(iii) West Crinnis Field

Usage of the dog waste bags remains high and it was noted that over 10,500 bags have been provided since the dispenser was installed.

(v) Beach Development

There was nothing to report.

(vi) Highways

A response from the Highways Officer was noted. Councillors were asked to provide photographic evidence of any cars parked too close to the A390 junction at Nettles Corner, with a view to proposing that additional yellow lining be requested for that section of the road under the next round of the Community Network Highways scheme. It was considered that the best place for a speed monitoring survey would be outside the chapel, between the 2 speed humps.

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# Carlyon Parish Council

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[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 19 September 2023 at 6.00 pm** in **Tregrehan Methodist Centre**

*Julie Larter*

Mrs Julie Larter  
Clerk  
11 September 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.*

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*(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) PA23/04374 – Mid-Cornwall Business Centre, Par Moor Road: The demolition of existing industrial units and the erection of new commercial buildings (Use Class E)

(ii) PA23/04539 – Land at Pennys Lane, Par: Construction of a care home (within Class 2), parking, access, hard and soft landscaping, boundary treatments, woodland extension, bat hibernacula, capping of mine shaft and other associated works

(iii) PA23/05327 – The Vicarage, 19 Appletree Lane: Change of use from Annex to Holiday Let

(iv) PA23/06176 – 46 Sea Road: Proposed extension of first floor level over existing attached garage and creation of a further loft level bedroom in the roof space above

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

(i) PA23/05180 -11 Gloucester Avenue: Extension to existing dwellinghouse to form accommodation  
*The parish council responded to this on 10 August having no objections to the proposal.*

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

**8. Neighbourhood Plan**

*To note the current situation*

**9. Campdowns Chapel**

*To receive an update regarding the disposal by Cornwall Council of the building*

**10. Council Policies**

*To review the following policies*

*(i) Standing Orders and Financial Regulations  
Amendment recommended on P11 (ix)*

*(ii) Pension Discretions*

Appendix (i)

Appendix (ii)



**11. Parish Projects**

- (i) History Boards  
*To receive an update*
- (ii) Any other projects

**12. 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) Tregrehan Methodist Church  
*To note the current situation*
- (vi) Highways  
*To note any concerns*

**13. Financial Matters**

- (i) *To ratify payments made during August*
- (ii) *To note the current financial position and authorise payments*

Appendix (iii)

Pages 8-9

**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 10

**16. Dates for the Diary**

*To note dates for members' diaries*

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

T=Tregrehan Methodist Church)

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

**MINUTES** of a **MEETING OF CARLYON PARISH COUNCIL** held on 18 July 2023 at 6.00 pm in Charlestown Primary School

**Present:** Cllrs Paul Trudgian (Chairman), Sonia Phillips, Lynn Parsons, Nathan Cooper, Penny Hermes, Mike Ford, Ann Taylor

In attendance: Cllr James Mustoe, Julie Larter (Clerk); 6 members of the public

**(23/036) Apologies for Absence**

Apologies were received from Cllr Myles Breary.

**(23/037) Minutes of a Parish Council held on 20 June 2023**

It was **RESOLVED** that the minutes of a Meeting held on 20 June 2023 be signed as an accurate record of the meeting.

**(23/038) Declarations of Interest on Items on the Agenda**

There were no declarations of Interest.

**(23/039) Chairman's Announcements**

The Chairman had no announcements to make.

**(23/040) Public Participation**

A member of the public enquired whether the parish council was aware of a challenge to the neighbourhood plan by Brend Hotels. The Chairman confirmed that it was.

A member of the public said that the hedge bordering the golf club in Sea Road was overgrown and she witnessed a carer walking in the road with a pushchair as brambles were at the child's face height. The Clerk will report the matter to Brend Hotels and the Chairman encouraged other residents to contact the hotel.

A member of the public reported a loose service cover at the junction of Crinnis Close and Sea Road. The Clerk will report the matter.

A member of the public enquired whether the lookout opposite the Porth Avallen Hotel is likely to re-open to the public. The Chairman said that this was unlikely.

A member of the public reported a blocked drain by the railway bridge. The Clerk suggested that the quickest way to get this rectified was to report it directly to Cornwall Council on their website (<https://www.cornwall.gov.uk/report-something/>).

**(23/041) Cornwall Councillor's Report**

Cllr Mustoe reported on correspondence regarding flooding issues in Tregrehan Mills and gave details of a Government drive to increase the number of public access defibrillators and available funding to purchase them. The Clerk enquired whether this initiative would include future servicing and maintenance. Cllr Mustoe asked the Clerk to write to him and he will investigate.

Cllr Mustoe reported that Cllr Michael Bunney had been elected as Chairman of the South Cornwall Community Area Partnership and he had been elected as Vice-Chairman.

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

**(23/042) Planning Applications and Related Matters**

(a)

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

It was **RESOLVED** that the Clerk should respond to the consultation stating that the parish council has no objections to the proposal.

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

It was **RESOLVED** that the Clerk should respond to the consultation stating that the parish council has no objections to the proposal.

(iii) PA23/05180 – 11 Gloucester Avenue: Extension to existing dwellinghouse to form self contained annex

This application was deferred.

(b) Update on outstanding application

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

No update was available.

(c) It was **RESOLVED** to delegate powers to the Clerk to respond on behalf of the parish council on any planning consultations received during August, following email consultation with councillors.

(23/043) Neighbourhood Plan

It was noted that the Regulation 16 consultation closes on 19 July. The Clerk reported that Liz Beth has been appointed as the Inspector for the plan. The Chairman reported that to date 2 businesses have submitted comments to Cornwall Council however it was decided that there was no need to amend the narrative in the plan. The Clerk will ask whether the parish council will need to respond to responses received. The parish council has been asked to re-draw one map and the Clerk was asked to request that Cornwall Council does this as they provided the original maps.

(23/044) Parish Projects

(i) Community Energy Projects

A report from Cllr Ford had been previously circulated. It was **RESOLVED** not to proceed with a project as it was felt to be outside the remit of the parish council and was concerned about endorsing any particular company. Cllr Ford will inform Mr Cunningham.

(ii) History Boards

Cllr Cooper will continue to try to liaise with the Head teacher of Charlestown School.

Cllr Hermes has now received the work from children from Bishop Bronescombe School. A resident kindly offered to design the board using the children's work. In addition, Cllr Hermes will make an entry on Wikipedia based on the childrens' research.

(ii) Any Other Projects

There were no other current projects to consider.

(23/045) Parish Issues

(i) Tregrehan Jubilee Fields

The Clerk reported that once responsibility for cutting the stream has been established, the devolution process will start.

Cllr Parsons reported that hedges bordering the golf club are getting quite overgrown and the Clerk is to contact Cormac. Cllr Parsons also reported that some of the yellow marker posts near the gate have disappeared. Councillors will look in the hedges once they have been cut back to see if they have been dumped, failing which new posts are to be purchased.

(ii) Tregrehan Flooding Issues

Cllr Phillips said that the group will be meeting to carry out further river clearance work. She is still awaiting a response from Simon Deverill from Cornwall Council.

(iii) West Crinnis Field

Usage of the dog waste bags remains high and it was noted that over 10,500 bags have been provided since the dispenser was installed.

(v) Beach Development

There was nothing to report.

(vi) Highways

A response from the Highways Officer was noted. Councillors were asked to provide photographic evidence of any cars parked too close to the A390 junction at Nettles Corner, with a view to proposing that additional yellow lining be requested for that section of the road under the next round of the Community Network Highways scheme. It was considered that the best place for a speed monitoring survey would be outside the chapel, between the 2 speed humps.

It was noted that a Road Closure Notice has been issued for Fairway from 17-21 July.

The Clerk was asked to chase repainting the speed humps on Beach Road.

(23/046) Parish Council IT Equipment

(i) It was **RESOLVED** that the parish council would provide the Clerk with a mobile phone for council work.

(ii) It was **RESOLVED** to replace the parish council's laptop.

(23/047) Financial Matters

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

DD	Lloyds Bank	Credit Card	£415.92
BACS	M A Grigg	Ballast for Cypress Ave bin	£3.06
BACS	Kernow Learning MAT	Hire of classroom	£40.00
BACS	Biffa	Annual servicing Cypress Ave bin	£312.00
BACS	Vision ICT	IT services	£93.60
BACS	Hay Nurseries	Replanting Carlyon Bay planters	£153.60
BACS	GET Landscaping	Watering planters and verge cutting	£224.40
BACS	Mrs J Larter	July salary	*
BACS	Mrs J Larter	Mileage May – June	£85.95
BACS	HMRC	Paye/NI	*
BACS	Cornwall Pension Fund	EE and ER contributions	*

(ii) It was **RESOLVED** to open a **Public Sector Deposit Account with CCLA** and transfer **earmarked funds amounting to £100,000, in order take advantage of favourable interest rates.**

(iii) It was noted that Cllr Taylor conducted an internal control check on 27 June.

(23/048) Meetings/Training Attended by Councillors or the Clerk

26 June – Clerk attended a meeting of clerks to smaller councils

27 June – Cllr Taylor undertook an internal control check

28 June – Cllrs Taylor and Ford together with the Clerk met Sarah Scoltock, the new Community Link Officer  
29 June – Clerk attended an SLCC training day  
10 July – Cllrs Hermes and Breary attended a tree-aftercare workshop  
11 July – Cllr Ford attended Cornwall Council planning training  
17 July – Cllr Ford attended training regarding administration of Community Capacity Funding via Community Area Partnerships

**(23/049) Correspondence Received**

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

Cornwall Council Town and Parish Council newsletter

Invitation to engage with Anesco regarding a proposed solar farm at Menear Farm

Clean Cornwall newsletter

Details of Tamar Toll Action Group's protest march across the Tamar Bridge on 29 July

**(23/050) Dates for the Diary**

**(23/051) Dates of Forthcoming Meetings**

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

(23/052) Under Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it was **RESOLVED to exclude the public and press for Agenda item 18.**

**(23/053) Tregrehan Methodist Church**

See confidential minute.

# **Carlyon Parish Council Budget Monitor Report to 31 August 2023**

	Budget £	Expenditure £	% of Budget £
<b>Employee Costs</b>			
Clerk's salary (including oncosts)	£ 12,000.00	£ 4,164.70	34.71%
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	£ 242.55	60.64%
<b>Total employee related costs</b>	<b>£ 13,470.00</b>	<b>£ 4,813.25</b>	<b>35.73%</b>
<b>Administration Costs</b>			
Office expenses	£ 750.00	£ 215.56	28.74%
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	£ 222.00	44.40%
Audit Fees	£ 500.00	£ 200.00	40.00%
Bank charges	£ 200.00	£ 33.00	16.50%
Books and Publications	£ 100.00		0.00%
Meeting Expenses	£ 300.00	£ 120.00	40.00%
<b>Total Administration Costs</b>	<b>£ 5,250.00</b>	<b>£ 1,378.12</b>	<b>26.25%</b>
<b>Other Expenses</b>			
Chairman's Allowance	£ 100.00		0.00%
Councillors Travel/Subsistence	£ 500.00		0.00%
Parish Maintenance	£ 8,000.00	£ 2,412.50	30.16%
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	£ 11.25	0.75%
Neighbourhood Plan	£ 500.00		0.00%
Community Building	£ -	£ 225.00	
<b>Total Other Expenses</b>	<b>£ 20,100.00</b>	<b>£ 3,636.26</b>	<b>18.09%</b>
<b>Total VAT</b>	<b>£ 1,500.00</b>	<b>£ 792.52</b>	
<b>Total Expenditure</b>	<b>£ 40,320.00</b>	<b>£ 10,620.15</b>	<b>26.34%</b>
<b>Reserves</b>			
Community building	£ 96,511.80	£ -	0.00%
CIL	£ 22,540.00		
<b>Election Fund</b>	<b>£ 1,000.00</b>		
Tregrehan Playing Fields Transfer	£ 3,000.00		
General Contingency	£ 10,000.00	£ -	0.00%
<b>Total Reserves</b>	<b>£ 133,051.80</b>	<b>£ -</b>	<b>0.00%</b>
<b>Income</b>			
Precept	£ 37,099.75	£ 18,549.88	50.00%
CTSG			
VAT		£ 822.11	
CIL	£ -	£ 835.26	
Other Income			

<b>Total Income</b>	<b>£ 37,099.75</b>	<b>£ 20,207.25</b>
<b>Balance as at 31/03/2023</b>		£ 152,532.47
<b>Add income</b>		£ 20,207.25
<b>Less expenditure</b>		£ 10,620.15
		<b>£ 162,119.57</b>
<b>Bank Reconciliation</b>		
Balance as at 31/08/2023	Current Account	£ 10,837.30
	Less outstanding payments	£ -
		£ 10,837.30
Balance as at 31/08/2023	Instant Access	£ 151,282.27
	<b>Total Funds Held</b>	<b>£ 162,119.57</b>

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

- Community Capacity Fund – application from Mevagissey Museum
- Cornwall Council's Town and Parish Council bulletins
- Invitation to attend Cornwall Council Local Energy Plan engagement event
- Notification of vacancies on Cornwall Council's Standards Committee
- Devon and Cornwall Police – St Austell Neighbourhood Team newsletter
- Cornwall Council's Neighbourhood Planning newsletter
- Details of CALC's training courses
- Complaint about disabled access to Crinnis Beach
- Request for permission to launch a Paramotor from Jubilee Playing Fields
- Cornwall Council's Affordable Housing newsletter
- Details of an on-line briefing on Cornwall Council's budget
- Details of Cornwall Council's new recycling arrangements
- Invitation to attend a "Lets talk" webinar with South West Water