



# Carlyon Parish Council

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Dear Councillor

You are summoned to attend the **Annual Meeting of Carlyon Parish Council** to be held on **Tuesday 16 May 2023 at 6.20 pm** in **Charlestown Primary School**

*Julie Larter*

Mrs Julie Larter  
Clerk  
9 May 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. Election of a Chairman**
- 2. Chairman to sign Declaration of Acceptance of Office**
- 3. Election of a Vice-Chairman**
- 4. Apologies for Absence**
- 5. Minutes of a Meeting of the Parish Council held on 18 April 2023**  
*To resolve that the minutes of the above meeting be signed as a correct record of the meeting*
- 6. 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.*

**7. Chairman's Announcements**

**8. 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*

**9. Cornwall Councillor's Report**

*To receive a report from Cllr James Mustoe*

**10. Planning Applications and Related Matters**

*(a) To consider a response to consultation by the Planning Authority on the following planning applications and any applications received after publication of this summons*

(i) PA23/01420 – Gwallon Keas, Holmbush Road: Application for tree works in a TPO: Sessile Oak (T17) – Crown raise and crown reduce and remove storm damaged, hanging branch and remove any stubs and deadwood

(ii) PA23/02647 – Bal House, 18 Appletree Lane: Replacement of existing two storey dwelling with two detached two storey houses

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

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

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

**11. Neighbourhood Plan**

*To note the current situation*

**12. Appointments to Working Parties and other bodies**

*(i) Staffing Committee*

*(ii) Tregrehan Methodist Church Working Party*

*(iii) West Crinnis Field Working Party*

*(iv) Beach Liaison Group*

*(v) Tregrehan Flooding Working Party*

*(vi) Eden Geothermal Community Liaison Group*

*(vii) St Austell, Mevagissey, St Blazey, Fowey and Lostwithiel Community Area Partnership*

*(viii) Internal control checks*

**13. Parish Projects**

- (i) Tregrehan Jubilee Fields Woodland area  
*To receive an update on recent events*
- (ii) History Boards  
*To receive an update*
- (iii) Community Energy Project  
*To consider whether to progress*
- (iv) Any other projects

**14. Parish Issues**

- (i) Tregrehan Jubilee Park  
*To note any concerns*
- (ii) Tregrehan Flood Working Party  
*To receive an update*
- (iii) Tregrehan Methodist Church  
*To note the current situation*
- (iv) West Crinnis Field  
*To note any concerns*
- (v) Beach Development  
*To note the current situation*
- (vi) Highways  
*To note any concerns*

**15. Financial Matters**

- (i) *To note the Internal Auditor's Report*
- (ii) *To agree the Annual Governance Statement*
- (iii) *To agree the Annual Accounting Statement*
- (iv) *To consider a request from the Clerk to attend the Society of Local Council Clerks National Conference in October*
- (v) *To note the current financial position and authorise payments*

To follow  
To follow  
To follow

Pages 8-9

**16. Training/Meetings Attended**

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

**17. Correspondence**

*To note any correspondence received since the last meeting*

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**18. Dates for the Diary**

*To note dates for members' diaries*

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

T=Tregrehan Methodist Church)

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

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

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

**In attendance:** Cllr James Mustoe, CC; Julie Larter (Clerk); 26 members of the public

**(22/170) Apologies for Absence**

Apologies were received from Cllr Penny Hermes.

**(22/171) Minutes of a meeting of the Parish Council held on 21 March 2023**

Amended minutes had been previously circulated and it was **RESOLVED that the amended minutes of the meeting held on 21 March 2023 be signed as an accurate record of the meeting.**

**(22/172) Declarations of Interest on Items on the Agenda**

There were no declarations of Interest.

**(22/173) Chairman's Announcements**

The Chairman had no announcements to make.

**(22/174) Public Participation**

A member of the public felt the recent parish questionnaire required more information. Another member of the public said that he didn't like the way the questionnaire was planned and wished to know who wrote the questions and stressed that the parish council must take note of the concerns people have.

The Chairman stated that the content of the questionnaire had been agreed by the parish council, Cornwall Council's neighbourhood planning officer and Brend Hotels. The Chairman also pointed out that all residents had ample opportunity to voice their opinions in the March parish council meeting, as well as 6 weeks to complete their consultation responses. Now that all responses had been read in detail the Chairman felt that all concerns had now been duly noted.

A member of the public referred to the request he made at the March meeting that Gwallon Keas should become a standing agenda item. The Chairman stated that members of the public do not set the agenda and if a matter pertaining to Gwallon Keas arises it will be put on the agenda for discussion. The Chairman also stated that a resident from Gwallon Keas has made enquiries about the parish council's coronation celebration funding as she is organising a street party.

The Chairman then reordered the agenda.

**(22/175) Neighbourhood Plan**

The Chairman outlined the background to how the draft neighbourhood plan had reached its current stage and stated that Brend Hotels had challenged the green space designation of West Crinnis field within the plan, which was their entitlement. Brend Hotels presented their "vision" of the future direction of the hotel at the parish council meeting in December 2022, which included plans to build eco lodges on the scrub land at the top of the field.

The Chairman reported that there had been a 25% response rate to the questionnaire (above the 23% response rate for the 2017 NDP consultations), broken down as follows:

Option 1 (Supported amending the Local Green Space designation) – 8%

Option 2 (Supported amending the Local Green Space designation, but only as it could lead to guaranteed public access to the west field after 2026) – 30%

Option 3 (Do not support amending the Local Green Space designation and leaving the parcel of land undeveloped is more important to us than guaranteeing public access after 2026) – 62%

The results were robustly discussed by councillors and it was **RESOLVED not to amend the Local Green Space designation on the draft Carlyon Neighbourhood Plan.**

The Chairman then said that a meeting had been arranged with Brend Hotels for the following day where he would convey the outcome of the consultation to the hotel's representatives.

Cllr Mustoe explained that the parish council had gone above and beyond what was expected by a parish council to reach a decision on this and it should be commended for its open-ness and willingness to listen to its electorate.

A vote of thanks was recorded for all the exceptional work the Chairman had put into the consultation.

### **(22/176) Cornwall Councillor's Report**

Cllr Mustoe said that the Beryl Bikes are now in place in St Austell and the surrounding area and are being well used. There is a dedicated member of staff who will retrieve any misplaced bikes.

Cllr Mustoe arranged a meeting with Rhys Hobbs, the new Flood Manager at Cornwall council and the flood working party on 13 April, which it was felt was very productive.

Cllr Mustoe's full report is available on the parish council's website

### **(22/177) Planning Applications and Related Matters**

(i) PA23/01420 – Gwallon Keas, Holmbush Road: Application for tree works in a TPO: Sessile Oak (T17) – Crown raise and crown reduce and remove storm damaged, hanging branch and remove any stubs and deadwood

This application was deferred pending sight of the Tree Officer's comments.

(ii) PA23/02339 – Ede's Cottage, Tregrehan Mills: Rear extension

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

(b) Update on outstanding planning applications

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

No update was available.

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

No update was available.

### **(22/178) Provision of a Litter Bin in Cypress Avenue**

It was **RESOLVED** to install a litter bin on Cypress Avenue near the entrance to Carlyon Bay Campsite.

### **(22/179) Parish Projects**

#### (i) History Boards

Cllr Cooper has not received a response from the Headteacher of Charlestown School, but will try again. Cllr Mustoe asked to be copied in to his correspondence.

#### (ii) Community Energy Project

No report was available.

#### (iii) Other Projects

There was nothing to report.

### **(22/180) Parish Issues**

#### (i) Tregrehan Jubilee Fields

It was noted that Cormac have cut the Jubilee playing fields in time for the coronation party and have cut around newly forested area very carefully.

#### (ii) Tregrehan Flooding Issues

Cllr Phillips reported that the flood working party met with Rhys Hobbs and Cllr Mustoe. They walked along the bridleway and highlighted the collapsed culverts. The group feels some flood modelling needs to be undertaken and that something has to be done before next winter. Cllr Phillips said that it was critical that any residents that have experienced flooding at any time, even if it was 10 years ago, must report it to Cornwall Council.

#### (iii) Tregrehan Methodist Church

No progress has been made.

#### (iv) West Crinnis Field

There was nothing to report.

#### (v) Beach Development

There was nothing to report but the Chairman reiterated that dogs are permitted on the beach over the summer.

#### (vi) Highways

The Clerk reported that she has been notified of a road closure on Fairway for 17-21 July (24hours) for SWW to undertake work.

### **(22/181) Financial Matters**

Current balances were noted and the following payments were authorised:

|      |                              |                         |         |
|------|------------------------------|-------------------------|---------|
| DD   | Lloyds Bank                  | Credit Card             | £278.50 |
| BACS | Arthur J Gallagher Insurance | Insurance renewal       | £573.92 |
| BACS | Kernow Learning MAT          | Hire of classroom       | £60.00  |
| BACS | Cornwall ALC                 | Membership renewal      | £639.20 |
| BACS | Mrs J Larter                 | salary                  | *       |
| BACS | HMRC                         | Paye/NI                 | *       |
| BACS | Cornwall Pension Fund        | EE and ER contributions | *       |
| DD   | Unity Trust Bank             | Quarterly bank charges  | £18.00  |

The following points were noted:

The first half of this year's precept has been received and the Clerk has transferred it to the interest bearing account.

The end of year accounts show that 2 budget headings were overspent – Events (which had previously been brought to the attention of the council) and Clerk's travel. Other than that the Clerk felt the accounts were in a very healthy state.

The rate of the employer's contribution to the Local Government Pension Scheme increased with effect from 1 April 2023. Cllr Taylor has checked the Clerk's calculations.

**(22/182) Meetings/Training Attended by Councillors or the Clerk**

4 April – Cllr Taylor attended the St Austell and Mevagissey Community Network Panel Meeting

12 April – The Clerk attended a Society of Local Council Clerks mentors' meeting

13 April – Cllrs Phillips and Parsons together with Cllr Mustoe attended a meeting with Rhys Hobbs and members of the flood working party

**(22/183) Correspondence Received**

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

Complaint about the fair at Par Market. The Clerk is to speak to the Clerk of St Blaise Town Council

Invitation from the Lord Lieutenant of Cornwall to attend the parade in commemoration of the coronation of King Charles III at Truro Cathedral on 7 May

**(22/184) Dates for the Diary**

There were no dates for the diary.

DRAFT

**(22/185) Dates of Forthcoming Meetings**

16 May (C) – to be preceded by the Annual Parish Meeting, 20 June (T), 18 July (C), 19 September (T), 17 October (C), 21 November (T), 19 December (C)

The meeting closed at 7.30 pm

.....  
Chairman

.....  
Date

## Carlyon Parish Council Budget Monitor Report to 30 April 2023

|                                     | Budget<br>£         | Expenditure<br>£  | % of Budget<br>£ |
|-------------------------------------|---------------------|-------------------|------------------|
| <b>Employee Costs</b>               |                     |                   |                  |
| Clerk's salary (including oncosts)  | £ 12,000.00         | £ 992.94          | 8.27%            |
| Training & conference expenses      | £ 750.00            |                   | 0.00%            |
| Clerks Room Allowance               | £ 320.00            |                   | 0.00%            |
| Clerk's travel and subsistence      | £ 400.00            |                   | 0.00%            |
| <b>Total employee related costs</b> | <b>£ 13,470.00</b>  | <b>£ 992.94</b>   | <b>7.37%</b>     |
| <b>Administration Costs</b>         |                     |                   |                  |
| Office expenses                     | £ 750.00            | £ 9.00            | 1.20%            |
| Postage                             | £ 150.00            |                   | 0.00%            |
| Photocopying                        | £ 150.00            |                   | 0.00%            |
| Office equipment                    | £ 1,200.00          |                   | 0.00%            |
| Insurance                           | £ 600.00            |                   | 0.00%            |
| Subscriptions                       | £ 800.00            | £ 551.49          | 68.94%           |
| Website                             | £ 500.00            |                   | 0.00%            |
| Audit Fees                          | £ 500.00            |                   | 0.00%            |
| Bank charges                        | £ 200.00            | £ 3.00            | 1.50%            |
| Books and Publications              | £ 100.00            |                   | 0.00%            |
| Meeting Expenses                    | £ 300.00            |                   | 0.00%            |
| <b>Total Administration Costs</b>   | <b>£ 5,250.00</b>   | <b>£ 563.49</b>   | <b>10.73%</b>    |
| <b>Other Expenses</b>               |                     |                   |                  |
| Chairman's Allowance                | £ 100.00            |                   | 0.00%            |
| Councillors Travel/Subsistence      | £ 500.00            |                   | 0.00%            |
| Parish Maintenance                  | £ 8,000.00          |                   | 0.00%            |
| Parish Projects                     | £ 6,000.00          | £ 224.49          | 3.74%            |
| Parish Newsletter                   | £ 1,000.00          |                   | 0.00%            |
| Events                              | £ 1,000.00          |                   | 0.00%            |
| West Crinnis Field                  | £ 1,500.00          |                   | 0.00%            |
| Tregrehan Jubilee Playing Fields    | £ 1,500.00          |                   | 0.00%            |
| Neighbourhood Plan                  | £ 500.00            |                   | 0.00%            |
| Tregrehan Methodist Church          |                     |                   |                  |
| <b>Total Other Expenses</b>         | <b>£ 20,100.00</b>  | <b>£ 224.49</b>   | <b>1.12%</b>     |
| <b>Total VAT</b>                    | <b>£ 1,500.00</b>   | <b>£ 129.72</b>   |                  |
| <b>Total Expenditure</b>            | <b>£ 40,320.00</b>  | <b>£ 1,910.64</b> | <b>4.74%</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                                 |                     |                   |                  |
| CIL                                 | £ -                 |                   |                  |
| Other Income                        |                     |                   |                  |



|                                 |                           |                            |
|---------------------------------|---------------------------|----------------------------|
| <b>Total Income</b>             | £ 37,099.75               | <b>£ 18,549.88</b>         |
| <b>Balance as at 31/03/2023</b> |                           | £ 152,532.47               |
|                                 | <b>Add income</b>         | £ 18,549.88                |
|                                 | <b>Less expenditure</b>   | £ 1,910.64                 |
|                                 |                           | <u><b>£ 169,171.71</b></u> |
| <b>Bank Reconciliation</b>      |                           |                            |
| Balance as at 30/04/2023        | Current Account           | £ 18,724.70                |
|                                 | Less outstanding payments | £ -                        |
|                                 |                           | <u>£ 18,724.70</u>         |
|                                 | Instant                   |                            |
| Balance as at 30/04/2023        | Access                    | £ 150,447.01               |
|                                 |                           | <u><b>£ 169,171.71</b></u> |
|                                 | <b>Total Funds Held</b>   | <u><b>£ 169,171.71</b></u> |

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

- Cornwall Council's Planning newsletter
- Cornwall Council's Affordable Housing newsletter
- Correspondence from the Tamar Toll Action Group
- Cornwall Council's Town and Parish newsletter outlining changes to recycling collections
- Request from Charlestown Youth Football Club to use Tregrehan Jubilee field for under 10s training
- Update on Community Area Partnerships