



# 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 16 January 2024 at 6.00 pm** in **Tregrehan Methodist Centre**

*Julie Larter*

Mrs Julie Larter  
Clerk  
8 January 2024

07983 710385  
[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 19 December 2023

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

Pages 4-8

### 3. Declarations of Interest on Items on the Agenda

#### (a) Pecuniary Interests

*Declare those interests which have been declared on your Register of Financial Interests relevant to the agenda of the meeting. Whenever the item is being discussed, including public participation, you must leave the room and not take part in the discussion or decision.*

#### (b) Non-registerable Interests

*You must declare Non-Registerable Interests at the start of the meeting or whenever the interest becomes apparent. Then when the matter is being discussed, even during public participation, you must leave the room and not take part in the discussion or decision.*

#### (c) Dispensations

*To consider any requests for dispensations relating to items on the agenda*

#### (d) Gifts and Hospitality

*To declare any gifts or hospitality*

*Please call the Clerk before the meeting if you have any queries about these matters.*

### 4. Chairman's Announcements

## **5. Public Participation**

(a) Carlyon Neighbourhood Plan – Q & A

*The Chairman will clarify misunderstandings regarding the referendum on 18 January and will invite members of the public to put any questions they have to councillors.*

*(b) The Chairman will invite members of the public to address the meeting in relation to the business to be transacted at the meeting other than in relation to the neighbourhood plan. 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) PA23/10361 – 9 Haddon Way: Proposed extension, second storey, remodelling and associated works

(ii) PA23/10373 – 15 Windsor Drive: Proposed front and rear extensions with associated works

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

(i) PA23/05423 – Land NE Boscoppa Farm: Change of use of land and installation of 6 glamping cabins, associated decking, footpaths, parking and turning areas and associated works

(ii) PA23/05275 – Land off Holmbush Road – Outline planning application for up to 4 dwellings (in place of approved office building) with all matters reserved

(iii) PA23/06603 – Land to the rear of Hillcrest, Beach Road: Outline planning permission for the erection of 3 dwellings with all matters reserved

*Five-day protocol letter received. Council agreed to disagree with the officer's recommendation of approval. Planning officer was requested to consider requesting that the biodiversity of the site be set at 110% of pre-development level.*

## **8. Parish Projects**

(i) History Boards

*To receive an update, approve design costs and associated expenditure*

(ii) Any other projects

## **9. Parish Issues**

(i) Tregrehan Jubilee Park

*(a) To consider quotes for replacing the slide and refurbishing the swing*

*(b) To note the current situation regarding devolution of the playing fields*

*(c) To consider how to dress the Christmas tree in the future*

(ii) Tregrehan Flood Working Party

*To receive an update*

(iii) West Crinnis Field

*(a) Public Rights of Way – to receive an update on footpath modification*

*(b) 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 and authorise any expenditure*

## **10. Financial Matters**

*(a) To appoint an internal auditor for 2023/24*

*(b) To note the current financial position and authorise payments*

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## **11. Training/Meetings Attended**

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

## **12. Correspondence**

*To note any correspondence received since the last meeting*

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## **13. Dates for the Diary**

*To note dates for members' diaries*

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

T=Tregrehan Methodist Church 20 February(T), 19 March(C), 16

April(T), 21 May(C), 18 June(T), 16 July(C), 10 September(T), 15

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

**MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on 19 December 2023 at 6.00pm in Charlestown Primary School**

**Present:** Cllrs Paul Trudgian (Chairman), Lynn Parsons, Ann Taylor, Mike Ford

**In attendance:** Cllr James Mustoe CC, (part of meeting), Julie Larter (Clerk), 8 members of the public.

**(23/106) Apologies**

Apologies were received from Cllrs Phillips, Cooper and Hermes.

**(23/107) Minutes of a Parish Council meeting held on 21 November 2023**

It was **RESOLVED** that the minutes of a Meeting held on 21 November 2023 be signed as an accurate record of the meeting.

**(23/108) Declarations of Interest**

There were no declarations of interest.

**(23/109) Chairman's Announcements**

The Chairman spoke about the forthcoming Neighbourhood Plan referendum on 18 January as he wished to clarify that residents already on the electoral register do not need to register specifically for the referendum.

The Chairman reordered the agenda as Cllr Mustoe had to leave the meeting early.

**(23/110) Cornwall Councillor's Report**

Cllr Mustoe reported on various highways and footpath works that have been undertaken around the parish. Cllr Mustoe also reported that he has been contacted by Cornwall Council's Flood Manager who recently met with the Environment Agency and a Tregrehan land owner and a source of funding has been found to undertake some flood resilience work. Cllr Mustoe's full report can be found on the parish council's website.

Cllr Mustoe left the meeting.

**(23/111) Public Participation**

A member of the public enquired about flyers for the neighbourhood plan referendum.

**(23/112) Planning Applications and Related Matters**

(a)

(i) PA23/09510 – 15 Appletree Lane: Works to trees subject to a Tree Preservation Order (TPO), works include Crown reduction

It was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council has no objections subject to the Tree Officer being content.**

(ii) PA23/08731 – Crinnis Beach: Use of site for pop up used for a temporary period of 5 years with associated works. Pop up venues to accommodate a range of uses within Use Class E(a), E(b), E(d), F1(a), F2(c) and drinking establishments (some with expanded food provision), hot food takeaways, drive-in cinema, theatre, live music [performances, hire of beach equipment, water sports activities) Sui Generis) and ancillary parking. Motorised water sports to run between 1 April and 30 October only

It was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council has no objections provided advice from the Fire and Rescue Service is adhered to.**

(iii) PA23/05423 – Land NE Boscoppa Farm: Change of use of land and installation of 6 glamping cabins, associated decking, footpaths, parking and turning areas and associated works

It was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council concurs with the comments of the World Heritage Site planning officer and objects to the proposal. Furthermore it has concerns that potentially water run off could heighten the risk of flooding in Tregrehan Mills.**

(b) Update on the following applications

(i) PA23/05275 – Land off Holmbush Road – Outline planning application for up to 4 dwellings (in place of approved office building) with all matters reserved

*No update was available.*

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

*This application has been refused.*

### **(23/113) Neighbourhood Plan**

Cornwall Council has set a referendum date of 18 January. It was **RESOLVED that the Chairman and Clerk would liaise to produce a flyer to be printed and posted out by Cornwall Council's print room at a cost of approximately £885.**

It was **RESOLVED not to appoint any observers for the poll.**

It was further **RESOLVED that following the referendum a hard copy of the Plan would be printed and bound for each councillor.**

## **(23/114) Parish Projects**

### **(i) History Board**

It was **RESOLVED to allocate £850 towards design costs.**

Cornwall Council has given permission to use the redundant posts on the Crinnis Road triangle, but it was **RESOLVED that the parish council's preferred option would be to have new Oak posts.** Mr Stone has obtained one quote for an Oak framed board and will obtain a further quote and liaise with the Clerk.

The Chairman asked that the narrative provided by pupils from Charlestown School be edited to omit the final paragraph regarding the future of Carlyon Bay. Mr Stone is liaising with a local historian to ensure that the facts quoted by the pupils are correct.

### **(ii) Other Projects**

There was nothing to discuss.

## **(23/115) Parish Issues**

### **(i) Tregrehan Jubilee Park**

(a) Draft Heads of Terms from Cornwall Council had been circulated. The council's solicitor was happy with them but wished to see the Fields in Trust Deed of Dedication which has now been sent to him. It was **RESOLVED to agree Cornwall Council's Heads of Terms regarding devolution of the field.**

(b) Two quotes for replacement play equipment have been received and it was decided to proceed with a replacement slide and for the existing swing frame to be refurbished. The cost of this would be met from Community Infrastructure Levy funds. Wicksteed was the preferred supplier.

(c) It was **RESOLVED not to make an application for Levelling Up funding**

### **(ii) Tregrehan Flood Working Party**

The working party will be holding a site meeting in early January.

The Chairman outlined a proposal he has received to create a rainwater garden/community space which could act as a flood plain to help prevent water running down into the village. It was **RESOLVED to make an approach to the landowner.**

Cllr Parsons expressed her concern about a recent flooding episode in the village. The Clerk is to write to the Highways Manager to enquire if it would be feasible to install a rainwater gully just below School Lane, and whether this could come under the Community Network Highways Scheme. The Clerk is also to ask the Highways Manager about closing the road through the village in an emergency – could councillors put up Road Closed signs?

Cllr Parsons also reported that there are no sandbags left in the shed. There is still sand and empty sandbags in the Carhouse and she will send a message to see if anyone will help to fill them. It was **RESOLVED to purchase 40 Floodsacks which will be stored in the Carhouse.**

### **(iii) West Crinnis Fields**

#### **(a) Public Rights of Way**

Cllr Ford outlined a meeting he attended with the council's legal advisor, the Chairman and the Clerk on 4 December. It appears that a Definitive Map modification has to run from a public not private road and the council's lease on the field also creates a problem regarding implied rights to walk the field. The meeting had been very helpful and a site meeting is to be arranged with Emma Walker from Cornwall Council's Countryside Access Team and Sophie Hunkin, Cormac's Countryside Officer

in the new year to discuss options. The Chairman warned that getting the footpath added to the Definitive Map could take 6 years to complete. It is likely that the main focus would be the path leading from the main entrance gate into the field.

(iv) Beach Development

There was nothing to report.

(v) Tregrehan Methodist Church

There is a stalemate on this as the council's bid and the price which is acceptable to the Methodist Church are £50,000 adrift. A sticking point is that the church disagrees that the chapel could be at risk of flooding. The Minister and local property manager have offered to meet with the parish council and the Clerk will arrange this and also invite the council's valuer to attend.

(vii) Highways

The Clerk has written to Matthew Brend seeing permission for the parish council to take over the maintenance of the hedge on the adopted end of Sea Road, but has not had a reply. The Chairman is to ask Cllr Mustoe to contact Mr Brend on the council's behalf. A quote is awaited for the maintenance work and it was **RESOLVED that in order to expediate matters, once the quote has been received the Clerk will circulate details to members and seek agreement to accept the quote, subject to Mr Brend agreeing to the council cutting the hedge.**

Cllr Parsons offered to wash the village gateway signs in Tregrehan Mills and the Clerk is to try to remove graffiti.

**(23/116) Finance**

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

DD	EE Ltd	Monthly mobile phone charge	£31.20
DD	Lloyds Bank	Credit card monthly fee	£3.00
BACS	Vision ICT	SSL Certificate	£150.00
BACS	Duchy Defibrillators	Monitoring fee Tregrehan and Beach Road	£456.00
BACS	Cornwall ALC	Code of Conduct training (Cllr Ford)	£24.00
BACS	Unity Trust Bank	Quarterly bank charges	£18.00
BACS	Mrs J Larter	December salary	*
BACS	HMRC	PAYE	*
BACS	Cornwall Pension Fu	EE and ER contributions	*

(ii) Lights for the Christmas tree in Tregrehan Mills cannot be found and the Clerk has purchased a replacement set. Councillors ratified the expenditure. The Chairman said that as the tree has grown substantially now, a permanent solution to decorating the tree needs to be considered. The matter will be discussed at the January meeting.

**(23/117) Training/Meetings Attended**

21 November – Cllr Ford attended Code of Conduct training

22 November – Cllr Ford and the Clerk attended a Community Area Partnership meeting at which South West Water presented their plans for the proposed desalination plant at Par.

23 November – Cllrs Ford and Phillips attended planning training.

4 December – Chairman, Cllr Ford and the Clerk attended a meeting with the council’s legal advisor

12 December – Cllr Ford attended a tour of Imerys’s Lithium plant. The plant will generate a large number of jobs for the area, including apprenticeships and when full production is reached will produce sufficient lithium for ½ million electric cars.

**(23/118) Correspondence**

A list of correspondence had been circulated with the agenda, but in addition the following had been received:

- Consultation from Peninsula Transport
- Details of the launch of The Cornwall Guide to Winter Wellbeing
- Request for a bench in the field behind the Carlyon Bay Hotel
- Update from Cornwall Council on revised planning fees and a reduction from 26 weeks to 16 weeks to determine non-major planning applications. This will mean it will be difficult for the parish council to be granted an extension of time for comments
- Message from Cornwall Council regarding the settling of Afghan refugees in Cornwall
- Civility and Respect newsletter

**(23/119) Dates for the diary**

18 January – Neighbourhood Plan Referendum. There will be a Q & A session on next month’s agenda in relation to the Neighbourhood Plan

31 January – Community Area Partnership Meeting – Cllr Ford to attend

**(23/120) Dates of future meetings**

Ch – Charlestown Primary School, T – Tregrehan Methodist Centre

16 January (T), 20 February (T), 19 March (Ch), 16 April (T), 21 May (Ch), 18 June (T), 16 July (Ch), 10 September (T), 15 October (Ch), 19 November (T), 17 December (Ch).

The meeting closed at 7.10 pm

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Chairman

## Carlyon Parish Council Budget Monitor Report to 31 December 2023

	Budget £	Expenditure £	% of Budget £
<b>Employee Costs</b>			
Clerk's salary (including oncosts)	£ 12,000.00	£ 7,837.66	65.31%
Training & conference expenses	£ 750.00	£ 430.40	57.39%
Clerks Room Allowance	£ 320.00	£ 312.00	97.50%
Clerk's travel and subsistence	£ 400.00	£ 381.35	95.34%
<b>Total employee related costs</b>	<b>£ 13,470.00</b>	<b>£ 8,961.41</b>	<b>66.53%</b>
<b>Administration Costs</b>			
Office expenses	£ 750.00	£ 316.31	42.17%
Postage	£ 150.00	£ 36.07	24.05%
Photocopying	£ 150.00		0.00%
Office equipment	£ 1,200.00	£ 970.88	80.91%
Insurance	£ 600.00		0.00%
Subscriptions	£ 800.00	£ 693.08	86.64%
Website	£ 500.00	£ 347.00	69.40%
Audit Fees	£ 500.00	£ 452.00	90.40%
Bank charges	£ 200.00	£ 81.00	40.50%
Books and Publications	£ 100.00		0.00%
Meeting Expenses	£ 300.00	£ 160.00	53.33%
<b>Total Administration Costs</b>	<b>£ 5,250.00</b>	<b>£ 3,056.34</b>	<b>58.22%</b>
<b>Other Expenses</b>			
Chairman's Allowance	£ 100.00		0.00%
Councillors Travel/Subsistence	£ 500.00		0.00%
Parish Maintenance	£ 8,000.00	£ 5,517.90	68.97%
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	£ 37.50	2.50%
Neighbourhood Plan	£ 500.00		0.00%
Community Building	£ -	£ 225.00	
<b>Total Other Expenses</b>	<b>£ 20,100.00</b>	<b>£ 6,767.91</b>	<b>33.67%</b>
<b>Total VAT</b>	<b>£ 1,500.00</b>	<b>£ 1,352.18</b>	
<b>Total Expenditure</b>	<b>£ 40,320.00</b>	<b>£ 20,137.84</b>	<b>49.95%</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	£ 37,099.75	100.00%

CTSG		
VAT		£ 1,198.42
CIL	£ -	£ -
Other Income		£ 1,941.47
Interest		£ 2,783.73
<b>Total Income</b>	<b>£ 37,099.75</b>	<b>£ 43,023.37</b>

<b>Balance as at 31/03/2023</b>		£ 152,532.47
	<b>Add income</b>	£ 43,385.38
	<b>Less expenditure</b>	£ 20,137.84
		<b>£ 175,780.01</b>

**Bank Reconciliation**

Balance as at 31/12/2023	Current Account	£ 23,191.13
	Less outstanding payments	£ -
		£ 23,191.13

Balance as at 31/12/2023	Instant Access	£ 52,588.88
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Balance as at 31/12/2023	CCLA	£ 100,000.00
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<b>Total Funds Held</b>		<b>£ 175,780.01</b>
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### **Correspondence received since the last meeting**

- NHS Cornwall – Cornwall Together newsletter
- CALC Civility and Respect newsletter
- Invitation to attend “20 is Plenty” Stakeholder meeting on 18 March (subsequently changed to 17 June)