



Carlyon Parish Council

Trethella Cottage, Ruan Laniorne, Truro TR2 5NU
Tel: 07983 710385 Email clerk@carlyon-pc.gov.uk
www.carlyon-pc.gov.uk

Dear Councillor

You are summoned to attend a **Meeting** of **Carlyon Parish Council** to be held on **Tuesday 19 March 2024 at 6.00 pm** in **Charlestown Primary School**

Julie Larter

Mrs Julie Larter
Clerk
12 March 2024

07983 710385
clerk@carlyon-pc.gov.uk

Please note that under the Openness of Local Government Bodies Regulations 2014 this meeting may be recorded.

AGENDA

1. Apologies for Absence

2. Minutes of a Meeting of the Parish Council held on 20 February 2024

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

Pages 4-8
and
Appendix (i)

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) PA24/01639 – Land South West of 5 Fairway: Application to change the use of the annexe approved and constructed under PA18/03543 to become a separate residential dwelling

(ii) PA24/01023 – 114 Cuddra Road: Addition of a first floor balcony to rear elevation with timber framed structure with slip resistant Millboard deck surface. Glass handrail to garden. 1800mm privacy screen on neighbours side. Access will be through new door which will replace current window

(iii) PA24/00808 – 58 Sea Road: To replace an existing poor quality two-storey dwelling and connected garage with a new three-storey dwelling with an integral garage and associated landscaping

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(vi) PA23/09532 – Land off Menear Road: Construction of a temporary 17.51MWp Solar Photovoltaic (PV) and 5MW Battery Storage Farm comprising solar modules, battery cabinets, landscaping, access from the public highway and 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) PA23/02647 – Bal House, 18 Appletree Lane: Replacement of existing derelict 2 storey dwelling with 2 detached 2 storey dwellings
The parish council objected to this application. A 5 day protocol letter was received as the planning officer was minded to approve the application. The parish council responding agreeing with the planning officer's decision to approve and asked for a 10% net biodiversity gain

but was told that this is not possible given the date the application was submitted and is not a major development.

(iii) Appeal Decision

PA22/05533 – Cuddra Aquatics: Development of 8 residential park homes, including external terraces and internal access track.

The appeal has been dismissed

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(i) History Boards

To receive an update, approve design costs and associated expenditure

(ii) Any other projects

Cypress Avenue – To consider planting spring bulbs in the autumn and authorise any expenditure

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(a) To receive an update on play equipment refurbishment

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

(ii) Tregrehan Flood Working Party

To receive a report on the outcome of a meeting held on 11 March and approve any expenditure, including to ratify the purchase of an additional supply of sandbags purchased since the last meeting

(iii) West Crinnis Field

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

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(iv) Beach Development

To note the current situation

(v) Highways

To note any concerns and authorise any expenditure

10. Financial Matters

(i) To review the council's Asset Register

Appendix (ii)

(ii) To consider whether the council has adequate insurance provision

Appendix (iii)
Pages 9-10

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

11. Training/Meetings

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

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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) 16 April(T), 21 May(C), 18 June(T), 16 July(C), 10 September(T), 15 October(C), 19 November(T), 17 December (C). The Annual Parish Meeting will be held on 21 May.

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

In attendance: Julie Larter (Clerk), 8 members of the public.

(23/135) Apologies

Apologies were received from Cllr Penny Hermes and Cllr James Mustoe, CC.

(23/136) Minutes

(i) Minutes of a Parish Council meeting held on 16 January 2024

It was **RESOLVED** that the minutes of the meeting held on 16 January should be signed as a correct record of the meeting.

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(23/137) Declarations of Interest

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The Chairman was pleased to re-affirm the results of the neighbourhood plan referendum held on 18 January. There was a 28% turnout which is above average. 89% residents cast a yes vote. The Chairman thanked Juliet Aylward and Robin Malcolm for their hard work putting the plan together over the past few years. He also thanked Mike Stone for his positive contribution.

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

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agreed that in order to expedite matters councillors will select the supplier by email consensus once this has been ascertained.

(ii) Any other projects

There was nothing to report.

(24/143) Parish Issues

(i) Tregrehan Jubilee Park

The design for a replacement slide previously agreed turned out to be too low. The Clerk has asked for an alternative but has not received a response. Cllr Phillips is to measure the height of the existing slide and if the other quote considered last month is similar in height, an order will be placed.

Replacement trees have been planted, including a new Willow arch. Apple trees are to be planted in the top of the football field shortly.

Cllr Parsons said that brambles need cutting back and she is to put a working party together to do some clearance work.

Both entrances to the football field are extremely muddy and it was **RESOLVED to purchase some bags of aggregate to improve the entrances.**

(ii) Tregrehan Flood Working Party

Cllr Phillips reported that the group met on 13 February. Maxwell Needham-Bailey has devised a plan of action for works over the summer, starting with repairs at the top of the culvert and working down the valley. Cllr Phillips is trying to pin Mr Needham-Bailey down for a start date. Cllr Phillips feels that plan is very positive.

A member of the public reported that there was an issue last weekend with the sheer volume of water and that a trench dug across the road into the river close to School Lane to divert flood water away would be helpful. Cllr Phillips stressed that any instances of flooding should be reported to Cornwall Council using the online reporting platform.

A member of the public said that Sally's Cat Rescue now has permission to fence off and use some of the Dutch's land for a dog exercise paddock.

It was **RESOLVED to purchase a further 40 sandbags to be kept in the sandbag store.** The Clerk reported that there is a supply of Floodsax in the Carhouse.

(iii) West Crinnis Field

(a) Public Right of Way

The Chairman, Cllr Ford and the Clerk are due to meet Emma Walker, Cornwall Council Countryside Access officer, and Sophie Hunkin, Cormac Countryside Officer on 22 February.

(b) Community Right to Bid

The current listing on Cornwall Council's List of Assets of Community Value expires in January 2025 and it was **RESOLVED that the Clerk should apply to have the field re-listed.**

(c) There were no concerns.

(iv) Beach Development

There was nothing to report.

(v) Highways

(a) Pavement Weed Spraying

It was **RESOLVED to carry out pavement weed spraying again this year at a cost of £1,128.00.**

(b) Highways Verge Agreement

It was **RESOLVED to enter into a Highways Verge Agreement with Cornwall Council.** The parish council is to be reimbursed with £467.28, the same amount at last year.

A quote has been received to cut back the hedges along Cypress Avenue to give definition to the trees. The quote also includes cutting back both sides of Trenowah Road from the roundabout to the first house in Tregrehan. It was **RESOLVED to accept the quote for £1,350.** The work is to be completed before 1 March. This is likely to be a one-off cut as it will be easier to keep the hedges in order in the future once the work has been done.

The Chairman thanked the Clerk for removing graffiti from street furniture in Trenowah Road.

(c) Highways Concerns

The Clerk reported that repainting the speed humps on Beach Road will be considered for the 2024/25 Highways budget.

(23/144) The Great British Spring Clean

The parish council will once again take part in this annual event. Sunday 24 March – 10.00am in Tregrehan and 11.00am in Carlyon Bay.

(23/145) Parish Councillor Vacancy

It was **RESOLVED to co-opt Paul Riley to fill one of the vacancies in the Carlyon ward.** Mr Riley signed an Acceptance of Office and took his seat at the table.

(23/146) Financial Matters

Current balances were noted and the following payments authorised:

DD	EE Ltd	Monthly mobile phone bill	£31.20
DD	Lloyds Bank Ltd	Credit card	£283.70
BACS	Vision ICT	Web editing training (Clerk) cost to be shared with STABPC	£30.00
BACS	Tregrehan Methodist Church	Rent June, September, November 2023	£75.00
BACS	Cornwall Council	Printing and postage for Neighbourhood Plan flyers	£658.22
BACS	Lyreco	Stationery	£35.44
BACS	Cornwall ALC	FoI training – Cllr Phillips	£36.00
BACS	J Larter/HMRC/CPF	Salary and oncosts	*

(23/147) Training/Meetings Attended

22 January – Cllr Phillips Freedom of Information training

1 February – Chairman and Clerk met with representatives of Tregrehan Methodist Church

2 February – Cllr Hermes and Clerk undertook tree planting in Jubilee Playing field

8 February – Clerk attended web editing training

(23/148) Correspondence

A list of correspondence had been previously circulated. In addition the following correspondence had been received

- Notification of roadworks on Holmbush Road at the Bucklers Lane junction 19 February – 1 March
- Call for sites for development from Cornwall Council
- Details of Cormac workshops
- Enquiry about allotment availability

(23/149) Dates of Future Meetings

(Ch = Charlestown Primary School; T = Tregrehan Methodist Church)

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). The Annual Parish Meeting will be held on 21 May.

(23/150) Exclusion of Public and Press

Under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, because of the confidential nature of the business to be conducted for agenda item 18, it was **RESOLVED to exclude the public and press from the meeting.**

(23/151) Tregrehan Methodist Church

See Confidential Minute.

The meeting closed at 7.26pm

Carlyon Parish Council Budget Monitor Report to 29 February 2024

	Budget £	Expenditure £	% of Budget £
Employee Costs			
Clerk's salary (including oncosts)	£ 12,000.00	£ 9,527.20	79.39%
Training & conference expenses	£ 750.00	£ 485.40	64.72%
Clerks Room Allowance	£ 320.00	£ 312.00	97.50%
Clerk's travel and subsistence	£ 400.00	£ 381.35	95.34%
Total employee related costs	£ 13,470.00	£ 10,705.95	79.48%
Administration Costs			
Office expenses	£ 750.00	£ 397.84	53.05%
Postage	£ 150.00	£ 65.52	43.68%
Photocopying	£ 150.00	£ 17.48	11.65%
Office equipment	£ 1,200.00	£ 970.88	80.91%
Insurance	£ 600.00		0.00%
Subscriptions	£ 800.00	£ 693.08	86.64%
Website	£ 500.00	£ 529.75	105.95%
Audit Fees	£ 500.00	£ 452.00	90.40%
Bank charges	£ 200.00	£ 87.00	43.50%
Books and Publications	£ 100.00		0.00%
Meeting Expenses	£ 300.00	£ 235.00	78.33%
Total Administration Costs	£ 5,250.00	£ 3,448.55	65.69%
Other Expenses			
Chairman's Allowance	£ 100.00		0.00%
Councillors Travel/Subsistence	£ 500.00		0.00%
Parish Maintenance	£ 8,000.00	£ 5,787.65	72.35%
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	£ 658.22	131.64%
Community Building	£ -	£ 225.00	
Total Other Expenses	£ 20,100.00	£ 7,695.88	38.29%
Total VAT	£ 1,500.00	£ 1,473.49	
Total Expenditure	£ 40,320.00	£ 23,323.87	57.85%
Reserves			
Community building	£ 96,511.80	£ -	0.00%
CIL	£ 22,540.00		
Election Fund	£ 1,000.00		
Tregrehan Playing Fields Transfer	£ 3,000.00		
General Contingency	£ 10,000.00	£ -	0.00%
Total Reserves	£ 133,051.80	£ -	0.00%
Income			

Precept	£ 37,099.75	£ 37,099.75	100.00%
CTSG			
VAT		£ 1,198.42	
CIL	£ -	£ -	
Other Income		£ 1,953.97	
Interest		£ 4,040.91	
Total Income	£ 37,099.75	£ 44,293.05	

Balance as at 31/03/2023		£ 152,532.47
Add income		£ 44,293.05
Less expenditure		£ 23,323.87
		£ 173,501.65

Bank Reconciliation

Balance as at 29/02/2024	Current Account	£ 20,912.77
	Less outstanding payments	£ -
		£ 20,912.77
Balance as at 29/02/2024	Instant Access	£ 52,588.88
Balance as at 29/02/2024	CCLA	£ 100,000.00
	Total Funds Held	£ 173,501.65

Correspondence received since the last meeting

- Cornwall and Isles of Scilly Integrated Care System newsletter
- Details of Cormac's Spring workshops
- Road Closure Notice for School Lane – 3-7June (24hrs) for SWW work
- Invitation to join the Cornwall Planning Partnership
- St Austell Area Open Space Assessment
- Confirmation that the Carlyon Parish Neighbourhood Plan is now a made plan
- Confirmation of the schemes being progressed under the Community Network Highways Scheme
- Cornwall Council's Planning newsletter
- Cornwall Council's Town and Parish Council newsletter
- Cornwall Council's Affordable Housing newsletter
- Road closure intention – A391, 9-14 September 1900 – 0600 daily



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(ii) Any other projects

There was nothing to report.

(24/143) Parish Issues

(i) Tregrehan Jubilee Park

The design for a replacement slide previously agreed turned out to be too low. The Clerk has asked for an alternative but has not received a response. Cllr Phillips is to measure the height of the existing slide and if the other quote considered last month is similar in height, an order will be placed.

Replacement trees have been planted, including a new Willow arch. Apple trees are to be planted in the top of the football field shortly.

Cllr Parsons said that brambles need cutting back and she is to put a working party together to do some clearance work.

Both entrances to the football field are extremely muddy and it was **RESOLVED to purchase some bags of aggregate to improve the entrances.**

(ii) Tregrehan Flood Working Party

Cllr Phillips reported that the group met on 13 February. Maxwell Needham-Bailey has devised a plan of action for works over the summer, starting with repairs at the top of the culvert and working down the valley. Cllr Phillips is trying to pin Mr Needham-Bailey down for a start date. Cllr Phillips feels that plan is very positive.

A member of the public reported that there was an issue last weekend with the sheer volume of water and that a trench dug across the road into the river close to School Lane to divert flood water away would be helpful. Cllr Phillips stressed that any instances of flooding should be reported to Cornwall Council using the online reporting platform.

A member of the public said that Sally's Cat Rescue now has permission to fence off and use some of the Dutch's land for a dog exercise paddock.

It was **RESOLVED to purchase a further 40 sandbags to be kept in the sandbag store.** The Clerk reported that there is a supply of Floodsax in the Carhouse.

(iii) West Crinnis Field

(a) Public Right of Way

The Chairman, Cllr Ford and the Clerk are due to meet Emma Walker, Cornwall Council Countryside Access officer, and Sophie Hunkin, Cormac Countryside Officer on 22 February.

(b) Community Right to Bid

The current listing on Cornwall Council's List of Assets of Community Value expires in January 2025 and it was **RESOLVED that the Clerk should apply to have the field re-listed.**

(c) There were no concerns.

(iv) Beach Development

There was nothing to report.

(v) Highways

(a) Pavement Weed Spraying

It was **RESOLVED to carry out pavement weed spraying again this year at a cost of £1,128.00.**

(b) Highways Verge Agreement

It was **RESOLVED to enter into a Highways Verge Agreement with Cornwall Council.** The parish council is to be reimbursed with £467.28, the same amount at last year.

A quote has been received to cut back the hedges along Cypress Avenue to give definition to the trees. The quote also includes cutting back both sides of Trenowah Road from the roundabout to the first house in Tregrehan. It was **RESOLVED to accept the quote for £1,350.** The work is to be completed before 1 March. This is likely to be a one-off cut as it will be easier to keep the hedges in order in the future once the work has been done.

The Chairman thanked the Clerk for removing graffiti from street furniture in Trenowah Road.

(c) Highways Concerns

The Clerk reported that repainting the speed humps on Beach Road will be considered for the 2024/25 Highways budget.

(23/144) The Great British Spring Clean

The parish council will once again take part in this annual event. Sunday 24 March – 10.00am in Tregrehan and 11.00am in Carlyon Bay.

(23/145) Parish Councillor Vacancy

It was **RESOLVED to co-opt Paul Riley to fill one of the vacancies in the Carlyon ward.** Mr Riley signed an Acceptance of Office and took his seat at the table.

(23/146) Financial Matters

Current balances were noted and the following payments authorised:

DD	EE Ltd	Monthly mobile phone bill	£31.20
DD	Lloyds Bank Ltd	Credit card	£283.70
BACS	Vision ICT	Web editing training (Clerk) cost to be shared with STABPC	£30.00
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22 January – Cllr Phillips Freedom of Information training

1 February – Chairman and Clerk met with representatives of Tregrehan Methodist Church

2 February – Cllr Hermes and Clerk undertook tree planting in Jubilee Playing field

8 February – Clerk attended web editing training

(23/148) Correspondence

A list of correspondence had been previously circulated. In addition the following correspondence had been received

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- Call for sites for development from Cornwall Council
- Details of Cormac workshops
- Enquiry about allotment availability

(23/149) Dates of Future Meetings

(Ch = Charlestown Primary School; T = Tregrehan Methodist Church)

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(23/150) Exclusion of Public and Press

Under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, because of the confidential nature of the business to be conducted for agenda item 18, it was **RESOLVED to exclude the public and press from the meeting.**

(23/151) Tregrehan Methodist Church

See Confidential Minute.

The meeting closed at 7.26pm

Carlyon Parish Council Budget Monitor Report to 29 February 2024

	Budget £	Expenditure £	% of Budget £
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- Invitation to join the Cornwall Planning Partnership
- St Austell Area Open Space Assessment
- Confirmation that the Carlyon Parish Neighbourhood Plan is now a made plan
- Confirmation of the schemes being progressed under the Community Network Highways Scheme
- Cornwall Council's Planning newsletter
- Cornwall Council's Town and Parish Council newsletter
- Cornwall Council's Affordable Housing newsletter
- Road closure intention – A391, 9-14 September 1900 – 0600 daily



Carlyon Parish Council

Trethella Cottage, Ruan Laniorne, Truro TR2 5NU
Tel: 07983 710385 Email clerk@carlyon-pc.gov.uk
www.carlyon-pc.gov.uk

Dear Councillor

You are summoned to attend a **Meeting** of **Carlyon Parish Council** to be held on **Tuesday 19 March 2024 at 6.00 pm** in **Charlestown Primary School**

Julie Larter

Mrs Julie Larter
Clerk
12 March 2024

07983 710385
clerk@carlyon-pc.gov.uk

Please note that under the Openness of Local Government Bodies Regulations 2014 this meeting may be recorded.

AGENDA

1. Apologies for Absence

2. Minutes of a Meeting of the Parish Council held on 20 February 2024

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

Pages 4-8
and
Appendix (i)

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) PA24/01639 – Land South West of 5 Fairway: Application to change the use of the annexe approved and constructed under PA18/03543 to become a separate residential dwelling

(ii) PA24/01023 – 114 Cuddra Road: Addition of a first floor balcony to rear elevation with timber framed structure with slip resistant Millboard deck surface. Glass handrail to garden. 1800mm privacy screen on neighbours side. Access will be through new door which will replace current window

(iii) PA24/00808 – 58 Sea Road: To replace an existing poor quality two-storey dwelling and connected garage with a new three-storey dwelling with an integral garage and associated landscaping

(iv) PA24/01234 – 89 Sea Road: Proposed kitchen and family room extension entrance modifications and internal alterations

(v) PA23/09859 – Greenacres, Tregrehan Mills: Erection of single storey annexe within curtilage of Greenacres for ancillary use

(vi) PA23/09532 – Land off Menear Road: Construction of a temporary 17.51MWp Solar Photovoltaic (PV) and 5MW Battery Storage Farm comprising solar modules, battery cabinets, landscaping, access from the public highway and 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) PA23/02647 – Bal House, 18 Appletree Lane: Replacement of existing derelict 2 storey dwelling with 2 detached 2 storey dwellings
The parish council objected to this application. A 5 day protocol letter was received as the planning officer was minded to approve the application. The parish council responding agreeing with the planning officer's decision to approve and asked for a 10% net biodiversity gain

but was told that this is not possible given the date the application was submitted and is not a major development.

(iii) Appeal Decision

PA22/05533 – Cuddra Aquatics: Development of 8 residential park homes, including external terraces and internal access track.

The appeal has been dismissed

8. Parish Projects

(i) History Boards

To receive an update, approve design costs and associated expenditure

(ii) Any other projects

Cypress Avenue – To consider planting spring bulbs in the autumn and authorise any expenditure

9. Parish Issues

(i) Tregrehan Jubilee Park

(a) To receive an update on play equipment refurbishment

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

(ii) Tregrehan Flood Working Party

To receive a report on the outcome of a meeting held on 11 March and approve any expenditure, including to ratify the purchase of an additional supply of sandbags purchased since the last meeting

(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) Highways

To note any concerns and authorise any expenditure

10. Financial Matters

(i) To review the council's Asset Register

Appendix (ii)

(ii) To consider whether the council has adequate insurance provision

Appendix (iii)
Pages 9-10

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

11. Training/Meetings

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

12. Correspondence

To note any correspondence received since the last meeting

Page 11

13. Dates for the Diary

To note dates for members' diaries

14. Dates of Forthcoming Meetings (Ch = Charlestown Primary School; T=Tregrehan Methodist Church) 16 April(T), 21 May(C), 18 June(T), 16 July(C), 10 September(T), 15 October(C), 19 November(T), 17 December (C). The Annual Parish Meeting will be held on 21 May.

MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on 20 February 2024 at 6.00pm in Tregrehan Methodist Church

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

In attendance: Julie Larter (Clerk), 8 members of the public.

(23/135) Apologies

Apologies were received from Cllr Penny Hermes and Cllr James Mustoe, CC.

(23/136) Minutes

(i) Minutes of a Parish Council meeting held on 16 January 2024

It was **RESOLVED** that the minutes of the meeting held on 16 January should be signed as a correct record of the meeting.

(ii) Minutes of a Parish Council meeting held on 19 December 2023

It was **RESOLVED** that the minutes of the meeting held on 19 December should be signed as a correct record of the meeting.

(23/137) Declarations of Interest

There were no declarations of interest.

(23/138) Chairman's Announcements

The Chairman was pleased to re-affirm the results of the neighbourhood plan referendum held on 18 January. There was a 28% turnout which is above average. 89% residents cast a yes vote. The Chairman thanked Juliet Aylward and Robin Malcolm for their hard work putting the plan together over the past few years. He also thanked Mike Stone for his positive contribution.

(23/139) Public Participation

Responding to the Chairman's comments, Robin Malcolm read the following statement

"Thank you, just a few words to show Julie and I would like to express our appreciation for the help we have had over the past few years from a small but select band who have helped us achieve what seemed to be impossible at various points.

First thanks to Paul Trudgian, our current Chairman, for his huge support and clear mindedness in this venture. Also to James Mustoe for his help and support, especially for bending the ears of the right people in County Hall at the right times.

Then along the way we have had some invaluable help from seven other people I'll name here.

At the start we had the help and time from former parish Chair Graham Entwistle and also from Fran Taylor who was a member of the original working party.

Then a mighty effort was put in – particularly by tramping the streets to give us the Village Design Statements for the whole parish – by Gail Wieringa, Irene Lord and Elaine Burgess with a particular mention of Mike Ford who has been seriously helpful throughout.

There are some others who have shown their support but I think I have mentioned the main characters. It would however be quite remiss of me not to give a huge thank you to Julie Larter, our parish clerk who has uncomplainingly suffered the multiple changes made through the years, most of which have involved changes to the website and to back up documentation. She never once cast her eyes to the heavens or even gave out a small sigh.

A member of the public enquired whether in the future when the neighbourhood plan is revised, whether the phrasing referring to the re-routing of the SWCP (in the eventuality that the current route of the path should fail), would be amended. The Chairman replied saying that part of the SWCP is already routed on Sea Road.

The member of the public also enquired whether the lookout opposite the Porth Avallen could be opened up. The Chairman explained that the owners (Brend Hotels) had cordoned the area off on safety grounds.

(23/140) Cornwall Councillor's Report

In his absence the Clerk read Cllr Mustoe's report. Cllr Mustoe reported his pleasure at the development of a new elective surgery hub at St Austell Community Hospital. He also reported on his current litter picking endeavours.

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

(24/141) Planning Applications and Related Matters

(a) PA24/00129 – 1 Edinburgh Close: Works to trees covered by a TPO – 3 Oaks – crown light to 6m, dead wood to be removed from all three, Tree 1 branch overhanging car port to be removed and 20% crown thinning of tree 3

The Tree Officer's report was still not available but it was **RESOLVED that the Clerk should respond to the planning authority (Cornwall Council) stating that the parish council has no objections to the thinning, but has concerns about removal of the branch overhanging the car port and is particularly concerned about the degree of crown reductions planned.**

(b) Updates

(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

No update was available.

(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

A 5 day protocol letter had been received and the parish council agreed to disagree with the officer's recommendation of approval.

(24/142) Parish Projects

(i) History Boards

The design for the Carlyon board has been approved and Mr Stone has obtained 4 quotes to produce and erect the boards. He was asked to ascertain the type of wood the quotes relate to. It was

agreed that in order to expedite matters councillors will select the supplier by email consensus once this has been ascertained.

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Carlyon Parish Council

Trethella Cottage, Ruan Laniorne, Truro TR2 5NU
Tel: 07983 710385 Email clerk@carlyon-pc.gov.uk
www.carlyon-pc.gov.uk

Dear Councillor

You are summoned to attend a **Meeting** of **Carlyon Parish Council** to be held on **Tuesday 19 March 2024 at 6.00 pm** in **Charlestown Primary School**

Julie Larter

Mrs Julie Larter
Clerk
12 March 2024

07983 710385
clerk@carlyon-pc.gov.uk

Please note that under the Openness of Local Government Bodies Regulations 2014 this meeting may be recorded.

AGENDA

1. Apologies for Absence

2. Minutes of a Meeting of the Parish Council held on 20 February 2024

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

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and
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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.

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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

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(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

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but was told that this is not possible given the date the application was submitted and is not a major development.

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The appeal has been dismissed

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(a) To receive an update on play equipment refurbishment

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

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To receive a report on the outcome of a meeting held on 11 March and approve any expenditure, including to ratify the purchase of an additional supply of sandbags purchased since the last meeting

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To note the current situation

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To note any concerns and authorise any expenditure

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(i) To review the council's Asset Register

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Pages 9-10

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To note dates for members' diaries

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

In attendance: Julie Larter (Clerk), 8 members of the public.

(23/135) Apologies

Apologies were received from Cllr Penny Hermes and Cllr James Mustoe, CC.

(23/136) Minutes

(i) Minutes of a Parish Council meeting held on 16 January 2024

It was **RESOLVED** that the minutes of the meeting held on 16 January should be signed as a correct record of the meeting.

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The Chairman was pleased to re-affirm the results of the neighbourhood plan referendum held on 18 January. There was a 28% turnout which is above average. 89% residents cast a yes vote. The Chairman thanked Juliet Aylward and Robin Malcolm for their hard work putting the plan together over the past few years. He also thanked Mike Stone for his positive contribution.

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

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The Tree Officer's report was still not available but it was **RESOLVED that the Clerk should respond to the planning authority (Cornwall Council) stating that the parish council has no objections to the thinning, but has concerns about removal of the branch overhanging the car port and is particularly concerned about the degree of crown reductions planned.**

(b) Updates

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No update was available.

(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

A 5 day protocol letter had been received and the parish council agreed to disagree with the officer's recommendation of approval.

(24/142) Parish Projects

(i) History Boards

The design for the Carlyon board has been approved and Mr Stone has obtained 4 quotes to produce and erect the boards. He was asked to ascertain the type of wood the quotes relate to. It was

agreed that in order to expedite matters councillors will select the supplier by email consensus once this has been ascertained.

(ii) Any other projects

There was nothing to report.

(24/143) Parish Issues

(i) Tregrehan Jubilee Park

The design for a replacement slide previously agreed turned out to be too low. The Clerk has asked for an alternative but has not received a response. Cllr Phillips is to measure the height of the existing slide and if the other quote considered last month is similar in height, an order will be placed.

Replacement trees have been planted, including a new Willow arch. Apple trees are to be planted in the top of the football field shortly.

Cllr Parsons said that brambles need cutting back and she is to put a working party together to do some clearance work.

Both entrances to the football field are extremely muddy and it was **RESOLVED to purchase some bags of aggregate to improve the entrances.**

(ii) Tregrehan Flood Working Party

Cllr Phillips reported that the group met on 13 February. Maxwell Needham-Bailey has devised a plan of action for works over the summer, starting with repairs at the top of the culvert and working down the valley. Cllr Phillips is trying to pin Mr Needham-Bailey down for a start date. Cllr Phillips feels that plan is very positive.

A member of the public reported that there was an issue last weekend with the sheer volume of water and that a trench dug across the road into the river close to School Lane to divert flood water away would be helpful. Cllr Phillips stressed that any instances of flooding should be reported to Cornwall Council using the online reporting platform.

A member of the public said that Sally's Cat Rescue now has permission to fence off and use some of the Dutch's land for a dog exercise paddock.

It was **RESOLVED to purchase a further 40 sandbags to be kept in the sandbag store.** The Clerk reported that there is a supply of Floodsax in the Carhouse.

(iii) West Crinnis Field

(a) Public Right of Way

The Chairman, Cllr Ford and the Clerk are due to meet Emma Walker, Cornwall Council Countryside Access officer, and Sophie Hunkin, Cormac Countryside Officer on 22 February.

(b) Community Right to Bid

The current listing on Cornwall Council's List of Assets of Community Value expires in January 2025 and it was **RESOLVED that the Clerk should apply to have the field re-listed.**

(c) There were no concerns.

(iv) Beach Development

There was nothing to report.

(v) Highways

(a) Pavement Weed Spraying

It was **RESOLVED to carry out pavement weed spraying again this year at a cost of £1,128.00.**

(b) Highways Verge Agreement

It was **RESOLVED to enter into a Highways Verge Agreement with Cornwall Council.** The parish council is to be reimbursed with £467.28, the same amount at last year.

A quote has been received to cut back the hedges along Cypress Avenue to give definition to the trees. The quote also includes cutting back both sides of Trenowah Road from the roundabout to the first house in Tregrehan. It was **RESOLVED to accept the quote for £1,350.** The work is to be completed before 1 March. This is likely to be a one-off cut as it will be easier to keep the hedges in order in the future once the work has been done.

The Chairman thanked the Clerk for removing graffiti from street furniture in Trenowah Road.

(c) Highways Concerns

The Clerk reported that repainting the speed humps on Beach Road will be considered for the 2024/25 Highways budget.

(23/144) The Great British Spring Clean

The parish council will once again take part in this annual event. Sunday 24 March – 10.00am in Tregrehan and 11.00am in Carlyon Bay.

(23/145) Parish Councillor Vacancy

It was **RESOLVED to co-opt Paul Riley to fill one of the vacancies in the Carlyon ward.** Mr Riley signed an Acceptance of Office and took his seat at the table.

(23/146) Financial Matters

Current balances were noted and the following payments authorised:

DD	EE Ltd	Monthly mobile phone bill	£31.20
DD	Lloyds Bank Ltd	Credit card	£283.70
BACS	Vision ICT	Web editing training (Clerk) cost to be shared with STABPC	£30.00
BACS	Tregrehan Methodist Church	Rent June, September, November 2023	£75.00
BACS	Cornwall Council	Printing and postage for Neighbourhood Plan flyers	£658.22
BACS	Lyreco	Stationery	£35.44
BACS	Cornwall ALC	FoI training – Cllr Phillips	£36.00
BACS	J Larter/HMRC/CPF	Salary and oncosts	*

(23/147) Training/Meetings Attended

22 January – Cllr Phillips Freedom of Information training

1 February – Chairman and Clerk met with representatives of Tregrehan Methodist Church

2 February – Cllr Hermes and Clerk undertook tree planting in Jubilee Playing field

8 February – Clerk attended web editing training

(23/148) Correspondence

A list of correspondence had been previously circulated. In addition the following correspondence had been received

- Notification of roadworks on Holmbush Road at the Bucklers Lane junction 19 February – 1 March
- Call for sites for development from Cornwall Council
- Details of Cormac workshops
- Enquiry about allotment availability

(23/149) Dates of Future Meetings

(Ch = Charlestown Primary School; T = Tregrehan Methodist Church)

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). The Annual Parish Meeting will be held on 21 May.

(23/150) Exclusion of Public and Press

Under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, because of the confidential nature of the business to be conducted for agenda item 18, it was **RESOLVED to exclude the public and press from the meeting.**

(23/151) Tregrehan Methodist Church

See Confidential Minute.

The meeting closed at 7.26pm

Carlyon Parish Council Budget Monitor Report to 29 February 2024

	Budget £	Expenditure £	% of Budget £
Employee Costs			
Clerk's salary (including oncosts)	£ 12,000.00	£ 9,527.20	79.39%
Training & conference expenses	£ 750.00	£ 485.40	64.72%
Clerks Room Allowance	£ 320.00	£ 312.00	97.50%
Clerk's travel and subsistence	£ 400.00	£ 381.35	95.34%
Total employee related costs	£ 13,470.00	£ 10,705.95	79.48%
Administration Costs			
Office expenses	£ 750.00	£ 397.84	53.05%
Postage	£ 150.00	£ 65.52	43.68%
Photocopying	£ 150.00	£ 17.48	11.65%
Office equipment	£ 1,200.00	£ 970.88	80.91%
Insurance	£ 600.00		0.00%
Subscriptions	£ 800.00	£ 693.08	86.64%
Website	£ 500.00	£ 529.75	105.95%
Audit Fees	£ 500.00	£ 452.00	90.40%
Bank charges	£ 200.00	£ 87.00	43.50%
Books and Publications	£ 100.00		0.00%
Meeting Expenses	£ 300.00	£ 235.00	78.33%
Total Administration Costs	£ 5,250.00	£ 3,448.55	65.69%
Other Expenses			
Chairman's Allowance	£ 100.00		0.00%
Councillors Travel/Subsistence	£ 500.00		0.00%
Parish Maintenance	£ 8,000.00	£ 5,787.65	72.35%
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	£ 658.22	131.64%
Community Building	£ -	£ 225.00	
Total Other Expenses	£ 20,100.00	£ 7,695.88	38.29%
Total VAT	£ 1,500.00	£ 1,473.49	
Total Expenditure	£ 40,320.00	£ 23,323.87	57.85%
Reserves			
Community building	£ 96,511.80	£ -	0.00%
CIL	£ 22,540.00		
Election Fund	£ 1,000.00		
Tregrehan Playing Fields Transfer	£ 3,000.00		
General Contingency	£ 10,000.00	£ -	0.00%
Total Reserves	£ 133,051.80	£ -	0.00%
Income			

Precept	£ 37,099.75	£ 37,099.75	100.00%
CTSG			
VAT		£ 1,198.42	
CIL	£ -	£ -	
Other Income		£ 1,953.97	
Interest		£ 4,040.91	
Total Income	£ 37,099.75	£ 44,293.05	

Balance as at 31/03/2023		£ 152,532.47
Add income		£ 44,293.05
Less expenditure		£ 23,323.87
		£ 173,501.65

Bank Reconciliation

Balance as at 29/02/2024	Current Account	£ 20,912.77
	Less outstanding payments	£ -
		£ 20,912.77
Balance as at 29/02/2024	Instant Access	£ 52,588.88
Balance as at 29/02/2024	CCLA	£ 100,000.00
	Total Funds Held	£ 173,501.65

Correspondence received since the last meeting

- Cornwall and Isles of Scilly Integrated Care System newsletter
- Details of Cormac's Spring workshops
- Road Closure Notice for School Lane – 3-7June (24hrs) for SWW work
- Invitation to join the Cornwall Planning Partnership
- St Austell Area Open Space Assessment
- Confirmation that the Carlyon Parish Neighbourhood Plan is now a made plan
- Confirmation of the schemes being progressed under the Community Network Highways Scheme
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A 5 day protocol letter had been received and the parish council agreed to disagree with the officer's recommendation of approval.

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agreed that in order to expedite matters councillors will select the supplier by email consensus once this has been ascertained.

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The Chairman, Cllr Ford and the Clerk are due to meet Emma Walker, Cornwall Council Countryside Access officer, and Sophie Hunkin, Cormac Countryside Officer on 22 February.

(b) Community Right to Bid

The current listing on Cornwall Council's List of Assets of Community Value expires in January 2025 and it was **RESOLVED that the Clerk should apply to have the field re-listed.**

(c) There were no concerns.

(iv) Beach Development

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It was **RESOLVED to carry out pavement weed spraying again this year at a cost of £1,128.00.**

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It was **RESOLVED to enter into a Highways Verge Agreement with Cornwall Council.** The parish council is to be reimbursed with £467.28, the same amount at last year.

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Current balances were noted and the following payments authorised:

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1 February – Chairman and Clerk met with representatives of Tregrehan Methodist Church

2 February – Cllr Hermes and Clerk undertook tree planting in Jubilee Playing field

8 February – Clerk attended web editing training

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- Call for sites for development from Cornwall Council
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(23/150) Exclusion of Public and Press

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See Confidential Minute.

The meeting closed at 7.26pm

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VAT		£ 1,198.42	
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Balance as at 31/03/2023		£ 152,532.47
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Less expenditure		£ 23,323.87
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Balance as at 29/02/2024	Instant Access	£ 52,588.88
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Total Funds Held		£ 173,501.65
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Correspondence received since the last meeting

- Cornwall and Isles of Scilly Integrated Care System newsletter
- Details of Cormac's Spring workshops
- Road Closure Notice for School Lane – 3-7June (24hrs) for SWW work
- Invitation to join the Cornwall Planning Partnership
- St Austell Area Open Space Assessment
- Confirmation that the Carlyon Parish Neighbourhood Plan is now a made plan
- Confirmation of the schemes being progressed under the Community Network Highways Scheme
- Cornwall Council's Planning newsletter
- Cornwall Council's Town and Parish Council newsletter
- Cornwall Council's Affordable Housing newsletter
- Road closure intention – A391, 9–14 September 1900 – 0600 daily



Carlyon Parish Council

Trethella Cottage, Ruan Laniorne, Truro TR2 5NU
Tel: 07983 710385 Email clerk@carlyon-pc.gov.uk
www.carlyon-pc.gov.uk

Dear Councillor

You are summoned to attend a **Meeting** of **Carlyon Parish Council** to be held on **Tuesday 19 March 2024 at 6.00 pm** in **Charlestown Primary School**

Julie Larter

Mrs Julie Larter
Clerk
12 March 2024

07983 710385
clerk@carlyon-pc.gov.uk

Please note that under the Openness of Local Government Bodies Regulations 2014 this meeting may be recorded.

AGENDA

1. Apologies for Absence

2. Minutes of a Meeting of the Parish Council held on 20 February 2024

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

Pages 4-8
and
Appendix (i)

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) PA24/01639 – Land South West of 5 Fairway: Application to change the use of the annexe approved and constructed under PA18/03543 to become a separate residential dwelling

(ii) PA24/01023 – 114 Cuddra Road: Addition of a first floor balcony to rear elevation with timber framed structure with slip resistant Millboard deck surface. Glass handrail to garden. 1800mm privacy screen on neighbours side. Access will be through new door which will replace current window

(iii) PA24/00808 – 58 Sea Road: To replace an existing poor quality two-storey dwelling and connected garage with a new three-storey dwelling with an integral garage and associated landscaping

(iv) PA24/01234 – 89 Sea Road: Proposed kitchen and family room extension entrance modifications and internal alterations

(v) PA23/09859 – Greenacres, Tregrehan Mills: Erection of single storey annexe within curtilage of Greenacres for ancillary use

(vi) PA23/09532 – Land off Menear Road: Construction of a temporary 17.51MWp Solar Photovoltaic (PV) and 5MW Battery Storage Farm comprising solar modules, battery cabinets, landscaping, access from the public highway and 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) PA23/02647 – Bal House, 18 Appletree Lane: Replacement of existing derelict 2 storey dwelling with 2 detached 2 storey dwellings
The parish council objected to this application. A 5 day protocol letter was received as the planning officer was minded to approve the application. The parish council responding agreeing with the planning officer's decision to approve and asked for a 10% net biodiversity gain

but was told that this is not possible given the date the application was submitted and is not a major development.

(iii) Appeal Decision

PA22/05533 – Cuddra Aquatics: Development of 8 residential park homes, including external terraces and internal access track.

The appeal has been dismissed

8. Parish Projects

(i) History Boards

To receive an update, approve design costs and associated expenditure

(ii) Any other projects

Cypress Avenue – To consider planting spring bulbs in the autumn and authorise any expenditure

9. Parish Issues

(i) Tregrehan Jubilee Park

(a) To receive an update on play equipment refurbishment

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

(ii) Tregrehan Flood Working Party

To receive a report on the outcome of a meeting held on 11 March and approve any expenditure, including to ratify the purchase of an additional supply of sandbags purchased since the last meeting

(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) Highways

To note any concerns and authorise any expenditure

10. Financial Matters

(i) To review the council's Asset Register

Appendix (ii)

(ii) To consider whether the council has adequate insurance provision

Appendix (iii)
Pages 9-10

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

11. Training/Meetings

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

12. Correspondence

To note any correspondence received since the last meeting

Page 11

13. Dates for the Diary

To note dates for members' diaries

14. Dates of Forthcoming Meetings (Ch = Charlestown Primary School; T=Tregrehan Methodist Church) 16 April(T), 21 May(C), 18 June(T), 16 July(C), 10 September(T), 15 October(C), 19 November(T), 17 December (C). The Annual Parish Meeting will be held on 21 May.

MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on 20 February 2024 at 6.00pm in Tregrehan Methodist Church

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

In attendance: Julie Larter (Clerk), 8 members of the public.

(23/135) Apologies

Apologies were received from Cllr Penny Hermes and Cllr James Mustoe, CC.

(23/136) Minutes

(i) Minutes of a Parish Council meeting held on 16 January 2024

It was **RESOLVED** that the minutes of the meeting held on 16 January should be signed as a correct record of the meeting.

(ii) Minutes of a Parish Council meeting held on 19 December 2023

It was **RESOLVED** that the minutes of the meeting held on 19 December should be signed as a correct record of the meeting.

(23/137) Declarations of Interest

There were no declarations of interest.

(23/138) Chairman's Announcements

The Chairman was pleased to re-affirm the results of the neighbourhood plan referendum held on 18 January. There was a 28% turnout which is above average. 89% residents cast a yes vote. The Chairman thanked Juliet Aylward and Robin Malcolm for their hard work putting the plan together over the past few years. He also thanked Mike Stone for his positive contribution.

(23/139) Public Participation

Responding to the Chairman's comments, Robin Malcolm read the following statement

"Thank you, just a few words to show Julie and I would like to express our appreciation for the help we have had over the past few years from a small but select band who have helped us achieve what seemed to be impossible at various points.

First thanks to Paul Trudgian, our current Chairman, for his huge support and clear mindedness in this venture. Also to James Mustoe for his help and support, especially for bending the ears of the right people in County Hall at the right times.

Then along the way we have had some invaluable help from seven other people I'll name here.

At the start we had the help and time from former parish Chair Graham Entwistle and also from Fran Taylor who was a member of the original working party.

Then a mighty effort was put in – particularly by tramping the streets to give us the Village Design Statements for the whole parish – by Gail Wieringa, Irene Lord and Elaine Burgess with a particular mention of Mike Ford who has been seriously helpful throughout.

There are some others who have shown their support but I think I have mentioned the main characters. It would however be quite remiss of me not to give a huge thank you to Julie Larter, our parish clerk who has uncomplainingly suffered the multiple changes made through the years, most of which have involved changes to the website and to back up documentation. She never once cast her eyes to the heavens or even gave out a small sigh.

A member of the public enquired whether in the future when the neighbourhood plan is revised, whether the phrasing referring to the re-routing of the SWCP (in the eventuality that the current route of the path should fail), would be amended. The Chairman replied saying that part of the SWCP is already routed on Sea Road.

The member of the public also enquired whether the lookout opposite the Porth Avallen could be opened up. The Chairman explained that the owners (Brend Hotels) had cordoned the area off on safety grounds.

(23/140) Cornwall Councillor's Report

In his absence the Clerk read Cllr Mustoe's report. Cllr Mustoe reported his pleasure at the development of a new elective surgery hub at St Austell Community Hospital. He also reported on his current litter picking endeavours.

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

(24/141) Planning Applications and Related Matters

(a) PA24/00129 – 1 Edinburgh Close: Works to trees covered by a TPO – 3 Oaks – crown light to 6m, dead wood to be removed from all three, Tree 1 branch overhanging car port to be removed and 20% crown thinning of tree 3

The Tree Officer's report was still not available but it was **RESOLVED that the Clerk should respond to the planning authority (Cornwall Council) stating that the parish council has no objections to the thinning, but has concerns about removal of the branch overhanging the car port and is particularly concerned about the degree of crown reductions planned.**

(b) Updates

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Total Funds Held		£ 173,501.65
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Correspondence received since the last meeting

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- Details of Cormac's Spring workshops
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- Invitation to join the Cornwall Planning Partnership
- St Austell Area Open Space Assessment
- Confirmation that the Carlyon Parish Neighbourhood Plan is now a made plan
- Confirmation of the schemes being progressed under the Community Network Highways Scheme
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- Road closure intention – A391, 9–14 September 1900 – 0600 daily



Carlyon Parish Council

Trethella Cottage, Ruan Laniorne, Truro TR2 5NU
Tel: 07983 710385 Email clerk@carlyon-pc.gov.uk
www.carlyon-pc.gov.uk

Dear Councillor

You are summoned to attend a **Meeting** of **Carlyon Parish Council** to be held on **Tuesday 19 March 2024 at 6.00 pm** in **Charlestown Primary School**

Julie Larter

Mrs Julie Larter
Clerk
12 March 2024

07983 710385
clerk@carlyon-pc.gov.uk

Please note that under the Openness of Local Government Bodies Regulations 2014 this meeting may be recorded.

AGENDA

1. Apologies for Absence

2. Minutes of a Meeting of the Parish Council held on 20 February 2024

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

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and
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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.

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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) PA24/01639 – Land South West of 5 Fairway: Application to change the use of the annexe approved and constructed under PA18/03543 to become a separate residential dwelling

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(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

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but was told that this is not possible given the date the application was submitted and is not a major development.

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PA22/05533 – Cuddra Aquatics: Development of 8 residential park homes, including external terraces and internal access track.

The appeal has been dismissed

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To receive an update, approve design costs and associated expenditure

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Cypress Avenue – To consider planting spring bulbs in the autumn and authorise any expenditure

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(a) To receive an update on play equipment refurbishment

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

(ii) Tregrehan Flood Working Party

To receive a report on the outcome of a meeting held on 11 March and approve any expenditure, including to ratify the purchase of an additional supply of sandbags purchased since the last meeting

(iii) West Crinnis Field

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

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To note the current situation

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To note any concerns and authorise any expenditure

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(i) To review the council's Asset Register

Appendix (ii)

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Appendix (iii)
Pages 9-10

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To note dates for members' diaries

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

In attendance: Julie Larter (Clerk), 8 members of the public.

(23/135) Apologies

Apologies were received from Cllr Penny Hermes and Cllr James Mustoe, CC.

(23/136) Minutes

(i) Minutes of a Parish Council meeting held on 16 January 2024

It was **RESOLVED** that the minutes of the meeting held on 16 January should be signed as a correct record of the meeting.

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It was **RESOLVED** that the minutes of the meeting held on 19 December should be signed as a correct record of the meeting.

(23/137) Declarations of Interest

There were no declarations of interest.

(23/138) Chairman's Announcements

The Chairman was pleased to re-affirm the results of the neighbourhood plan referendum held on 18 January. There was a 28% turnout which is above average. 89% residents cast a yes vote. The Chairman thanked Juliet Aylward and Robin Malcolm for their hard work putting the plan together over the past few years. He also thanked Mike Stone for his positive contribution.

(23/139) Public Participation

Responding to the Chairman's comments, Robin Malcolm read the following statement

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In his absence the Clerk read Cllr Mustoe's report. Cllr Mustoe reported his pleasure at the development of a new elective surgery hub at St Austell Community Hospital. He also reported on his current litter picking endeavours.

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

(24/141) Planning Applications and Related Matters

(a) PA24/00129 – 1 Edinburgh Close: Works to trees covered by a TPO – 3 Oaks – crown light to 6m, dead wood to be removed from all three, Tree 1 branch overhanging car port to be removed and 20% crown thinning of tree 3

The Tree Officer's report was still not available but it was **RESOLVED that the Clerk should respond to the planning authority (Cornwall Council) stating that the parish council has no objections to the thinning, but has concerns about removal of the branch overhanging the car port and is particularly concerned about the degree of crown reductions planned.**

(b) Updates

(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

No update was available.

(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

A 5 day protocol letter had been received and the parish council agreed to disagree with the officer's recommendation of approval.

(24/142) Parish Projects

(i) History Boards

The design for the Carlyon board has been approved and Mr Stone has obtained 4 quotes to produce and erect the boards. He was asked to ascertain the type of wood the quotes relate to. It was

agreed that in order to expedite matters councillors will select the supplier by email consensus once this has been ascertained.

(ii) Any other projects

There was nothing to report.

(24/143) Parish Issues

(i) Tregrehan Jubilee Park

The design for a replacement slide previously agreed turned out to be too low. The Clerk has asked for an alternative but has not received a response. Cllr Phillips is to measure the height of the existing slide and if the other quote considered last month is similar in height, an order will be placed.

Replacement trees have been planted, including a new Willow arch. Apple trees are to be planted in the top of the football field shortly.

Cllr Parsons said that brambles need cutting back and she is to put a working party together to do some clearance work.

Both entrances to the football field are extremely muddy and it was **RESOLVED to purchase some bags of aggregate to improve the entrances.**

(ii) Tregrehan Flood Working Party

Cllr Phillips reported that the group met on 13 February. Maxwell Needham-Bailey has devised a plan of action for works over the summer, starting with repairs at the top of the culvert and working down the valley. Cllr Phillips is trying to pin Mr Needham-Bailey down for a start date. Cllr Phillips feels that plan is very positive.

A member of the public reported that there was an issue last weekend with the sheer volume of water and that a trench dug across the road into the river close to School Lane to divert flood water away would be helpful. Cllr Phillips stressed that any instances of flooding should be reported to Cornwall Council using the online reporting platform.

A member of the public said that Sally's Cat Rescue now has permission to fence off and use some of the Dutch's land for a dog exercise paddock.

It was **RESOLVED to purchase a further 40 sandbags to be kept in the sandbag store.** The Clerk reported that there is a supply of Floodsax in the Carhouse.

(iii) West Crinnis Field

(a) Public Right of Way

The Chairman, Cllr Ford and the Clerk are due to meet Emma Walker, Cornwall Council Countryside Access officer, and Sophie Hunkin, Cormac Countryside Officer on 22 February.

(b) Community Right to Bid

The current listing on Cornwall Council's List of Assets of Community Value expires in January 2025 and it was **RESOLVED that the Clerk should apply to have the field re-listed.**

(c) There were no concerns.

(iv) Beach Development

There was nothing to report.

(v) Highways

(a) Pavement Weed Spraying

It was **RESOLVED to carry out pavement weed spraying again this year at a cost of £1,128.00.**

(b) Highways Verge Agreement

It was **RESOLVED to enter into a Highways Verge Agreement with Cornwall Council.** The parish council is to be reimbursed with £467.28, the same amount at last year.

A quote has been received to cut back the hedges along Cypress Avenue to give definition to the trees. The quote also includes cutting back both sides of Trenowah Road from the roundabout to the first house in Tregrehan. It was **RESOLVED to accept the quote for £1,350.** The work is to be completed before 1 March. This is likely to be a one-off cut as it will be easier to keep the hedges in order in the future once the work has been done.

The Chairman thanked the Clerk for removing graffiti from street furniture in Trenowah Road.

(c) Highways Concerns

The Clerk reported that repainting the speed humps on Beach Road will be considered for the 2024/25 Highways budget.

(23/144) The Great British Spring Clean

The parish council will once again take part in this annual event. Sunday 24 March – 10.00am in Tregrehan and 11.00am in Carlyon Bay.

(23/145) Parish Councillor Vacancy

It was **RESOLVED to co-opt Paul Riley to fill one of the vacancies in the Carlyon ward.** Mr Riley signed an Acceptance of Office and took his seat at the table.

(23/146) Financial Matters

Current balances were noted and the following payments authorised:

DD	EE Ltd	Monthly mobile phone bill	£31.20
DD	Lloyds Bank Ltd	Credit card	£283.70
BACS	Vision ICT	Web editing training (Clerk) cost to be shared with STABPC	£30.00
BACS	Tregrehan Methodist Church	Rent June, September, November 2023	£75.00
BACS	Cornwall Council	Printing and postage for Neighbourhood Plan flyers	£658.22
BACS	Lyreco	Stationery	£35.44
BACS	Cornwall ALC	FoI training – Cllr Phillips	£36.00
BACS	J Larter/HMRC/CPF	Salary and oncosts	*

(23/147) Training/Meetings Attended

22 January – Cllr Phillips Freedom of Information training

1 February – Chairman and Clerk met with representatives of Tregrehan Methodist Church

2 February – Cllr Hermes and Clerk undertook tree planting in Jubilee Playing field

8 February – Clerk attended web editing training

(23/148) Correspondence

A list of correspondence had been previously circulated. In addition the following correspondence had been received

- Notification of roadworks on Holmbush Road at the Bucklers Lane junction 19 February – 1 March
- Call for sites for development from Cornwall Council
- Details of Cormac workshops
- Enquiry about allotment availability

(23/149) Dates of Future Meetings

(Ch = Charlestown Primary School; T = Tregrehan Methodist Church)

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). The Annual Parish Meeting will be held on 21 May.

(23/150) Exclusion of Public and Press

Under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, because of the confidential nature of the business to be conducted for agenda item 18, it was **RESOLVED to exclude the public and press from the meeting.**

(23/151) Tregrehan Methodist Church

See Confidential Minute.

The meeting closed at 7.26pm

Carlyon Parish Council Budget Monitor Report to 29 February 2024

	Budget £	Expenditure £	% of Budget £
Employee Costs			
Clerk's salary (including oncosts)	£ 12,000.00	£ 9,527.20	79.39%
Training & conference expenses	£ 750.00	£ 485.40	64.72%
Clerks Room Allowance	£ 320.00	£ 312.00	97.50%
Clerk's travel and subsistence	£ 400.00	£ 381.35	95.34%
Total employee related costs	£ 13,470.00	£ 10,705.95	79.48%
Administration Costs			
Office expenses	£ 750.00	£ 397.84	53.05%
Postage	£ 150.00	£ 65.52	43.68%
Photocopying	£ 150.00	£ 17.48	11.65%
Office equipment	£ 1,200.00	£ 970.88	80.91%
Insurance	£ 600.00		0.00%
Subscriptions	£ 800.00	£ 693.08	86.64%
Website	£ 500.00	£ 529.75	105.95%
Audit Fees	£ 500.00	£ 452.00	90.40%
Bank charges	£ 200.00	£ 87.00	43.50%
Books and Publications	£ 100.00		0.00%
Meeting Expenses	£ 300.00	£ 235.00	78.33%
Total Administration Costs	£ 5,250.00	£ 3,448.55	65.69%
Other Expenses			
Chairman's Allowance	£ 100.00		0.00%
Councillors Travel/Subsistence	£ 500.00		0.00%
Parish Maintenance	£ 8,000.00	£ 5,787.65	72.35%
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	£ 658.22	131.64%
Community Building	£ -	£ 225.00	
Total Other Expenses	£ 20,100.00	£ 7,695.88	38.29%
Total VAT	£ 1,500.00	£ 1,473.49	
Total Expenditure	£ 40,320.00	£ 23,323.87	57.85%
Reserves			
Community building	£ 96,511.80	£ -	0.00%
CIL	£ 22,540.00		
Election Fund	£ 1,000.00		
Tregrehan Playing Fields Transfer	£ 3,000.00		
General Contingency	£ 10,000.00	£ -	0.00%
Total Reserves	£ 133,051.80	£ -	0.00%
Income			

Precept	£ 37,099.75	£ 37,099.75	100.00%
CTSG			
VAT		£ 1,198.42	
CIL	£ -	£ -	
Other Income		£ 1,953.97	
Interest		£ 4,040.91	
Total Income	£ 37,099.75	£ 44,293.05	

Balance as at 31/03/2023		£ 152,532.47
Add income		£ 44,293.05
Less expenditure		£ 23,323.87
		£ 173,501.65

Bank Reconciliation

Balance as at 29/02/2024	Current Account	£ 20,912.77
	Less outstanding payments	£ -
		£ 20,912.77
Balance as at 29/02/2024	Instant Access	£ 52,588.88
Balance as at 29/02/2024	CCLA	£ 100,000.00
	Total Funds Held	£ 173,501.65

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The Tree Officer's report was still not available but it was **RESOLVED that the Clerk should respond to the planning authority (Cornwall Council) stating that the parish council has no objections to the thinning, but has concerns about removal of the branch overhanging the car port and is particularly concerned about the degree of crown reductions planned.**

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No update was available.

(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

A 5 day protocol letter had been received and the parish council agreed to disagree with the officer's recommendation of approval.

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The design for the Carlyon board has been approved and Mr Stone has obtained 4 quotes to produce and erect the boards. He was asked to ascertain the type of wood the quotes relate to. It was

agreed that in order to expedite matters councillors will select the supplier by email consensus once this has been ascertained.

(ii) Any other projects

There was nothing to report.

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(i) Tregrehan Jubilee Park

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Cllr Parsons said that brambles need cutting back and she is to put a working party together to do some clearance work.

Both entrances to the football field are extremely muddy and it was **RESOLVED to purchase some bags of aggregate to improve the entrances.**

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Cllr Phillips reported that the group met on 13 February. Maxwell Needham-Bailey has devised a plan of action for works over the summer, starting with repairs at the top of the culvert and working down the valley. Cllr Phillips is trying to pin Mr Needham-Bailey down for a start date. Cllr Phillips feels that plan is very positive.

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It was **RESOLVED to purchase a further 40 sandbags to be kept in the sandbag store.** The Clerk reported that there is a supply of Floodsax in the Carhouse.

(iii) West Crinnis Field

(a) Public Right of Way

The Chairman, Cllr Ford and the Clerk are due to meet Emma Walker, Cornwall Council Countryside Access officer, and Sophie Hunkin, Cormac Countryside Officer on 22 February.

(b) Community Right to Bid

The current listing on Cornwall Council's List of Assets of Community Value expires in January 2025 and it was **RESOLVED that the Clerk should apply to have the field re-listed.**

(c) There were no concerns.

(iv) Beach Development

There was nothing to report.

(v) Highways

(a) Pavement Weed Spraying

It was **RESOLVED to carry out pavement weed spraying again this year at a cost of £1,128.00.**

(b) Highways Verge Agreement

It was **RESOLVED to enter into a Highways Verge Agreement with Cornwall Council.** The parish council is to be reimbursed with £467.28, the same amount at last year.

A quote has been received to cut back the hedges along Cypress Avenue to give definition to the trees. The quote also includes cutting back both sides of Trenowah Road from the roundabout to the first house in Tregrehan. It was **RESOLVED to accept the quote for £1,350.** The work is to be completed before 1 March. This is likely to be a one-off cut as it will be easier to keep the hedges in order in the future once the work has been done.

The Chairman thanked the Clerk for removing graffiti from street furniture in Trenowah Road.

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The Clerk reported that repainting the speed humps on Beach Road will be considered for the 2024/25 Highways budget.

(23/144) The Great British Spring Clean

The parish council will once again take part in this annual event. Sunday 24 March – 10.00am in Tregrehan and 11.00am in Carlyon Bay.

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It was **RESOLVED to co-opt Paul Riley to fill one of the vacancies in the Carlyon ward.** Mr Riley signed an Acceptance of Office and took his seat at the table.

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Current balances were noted and the following payments authorised:

DD	EE Ltd	Monthly mobile phone bill	£31.20
DD	Lloyds Bank Ltd	Credit card	£283.70
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22 January – Cllr Phillips Freedom of Information training

1 February – Chairman and Clerk met with representatives of Tregrehan Methodist Church

2 February – Cllr Hermes and Clerk undertook tree planting in Jubilee Playing field

8 February – Clerk attended web editing training

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A list of correspondence had been previously circulated. In addition the following correspondence had been received

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- Call for sites for development from Cornwall Council
- Details of Cormac workshops
- Enquiry about allotment availability

(23/149) Dates of Future Meetings

(Ch = Charlestown Primary School; T = Tregrehan Methodist Church)

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(23/150) Exclusion of Public and Press

Under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, because of the confidential nature of the business to be conducted for agenda item 18, it was **RESOLVED to exclude the public and press from the meeting.**

(23/151) Tregrehan Methodist Church

See Confidential Minute.

The meeting closed at 7.26pm

Carlyon Parish Council Budget Monitor Report to 29 February 2024

	Budget £	Expenditure £	% of Budget £
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Clerk's salary (including oncosts)	£ 12,000.00	£ 9,527.20	79.39%
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Income			

Precept	£ 37,099.75	£ 37,099.75	100.00%
CTSG			
VAT		£ 1,198.42	
CIL	£ -	£ -	
Other Income		£ 1,953.97	
Interest		£ 4,040.91	
Total Income	£ 37,099.75	£ 44,293.05	

Balance as at 31/03/2023		£ 152,532.47
Add income		£ 44,293.05
Less expenditure		£ 23,323.87
		£ 173,501.65

Bank Reconciliation

Balance as at 29/02/2024	Current Account	£ 20,912.77
	Less outstanding payments	£ -
		£ 20,912.77
Balance as at 29/02/2024	Instant Access	£ 52,588.88
Balance as at 29/02/2024	CCLA	£ 100,000.00
	Total Funds Held	£ 173,501.65

Correspondence received since the last meeting

- Cornwall and Isles of Scilly Integrated Care System newsletter
- Details of Cormac's Spring workshops
- Road Closure Notice for School Lane – 3-7June (24hrs) for SWW work
- Invitation to join the Cornwall Planning Partnership
- St Austell Area Open Space Assessment
- Confirmation that the Carlyon Parish Neighbourhood Plan is now a made plan
- Confirmation of the schemes being progressed under the Community Network Highways Scheme
- Cornwall Council's Planning newsletter
- Cornwall Council's Town and Parish Council newsletter
- Cornwall Council's Affordable Housing newsletter
- Road closure intention – A391, 9-14 September 1900 – 0600 daily



Carlyon Parish Council

Trethella Cottage, Ruan Laniorne, Truro TR2 5NU
Tel: 07983 710385 Email clerk@carlyon-pc.gov.uk
www.carlyon-pc.gov.uk

Dear Councillor

You are summoned to attend a **Meeting** of **Carlyon Parish Council** to be held on **Tuesday 19 March 2024 at 6.00 pm** in **Charlestown Primary School**

Julie Larter

Mrs Julie Larter
Clerk
12 March 2024

07983 710385
clerk@carlyon-pc.gov.uk

Please note that under the Openness of Local Government Bodies Regulations 2014 this meeting may be recorded.

AGENDA

1. Apologies for Absence

2. Minutes of a Meeting of the Parish Council held on 20 February 2024

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

Pages 4-8
and
Appendix (i)

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) PA24/01639 – Land South West of 5 Fairway: Application to change the use of the annexe approved and constructed under PA18/03543 to become a separate residential dwelling

(ii) PA24/01023 – 114 Cuddra Road: Addition of a first floor balcony to rear elevation with timber framed structure with slip resistant Millboard deck surface. Glass handrail to garden. 1800mm privacy screen on neighbours side. Access will be through new door which will replace current window

(iii) PA24/00808 – 58 Sea Road: To replace an existing poor quality two-storey dwelling and connected garage with a new three-storey dwelling with an integral garage and associated landscaping

(iv) PA24/01234 – 89 Sea Road: Proposed kitchen and family room extension entrance modifications and internal alterations

(v) PA23/09859 – Greenacres, Tregrehan Mills: Erection of single storey annexe within curtilage of Greenacres for ancillary use

(vi) PA23/09532 – Land off Menear Road: Construction of a temporary 17.51MWp Solar Photovoltaic (PV) and 5MW Battery Storage Farm comprising solar modules, battery cabinets, landscaping, access from the public highway and 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) PA23/02647 – Bal House, 18 Appletree Lane: Replacement of existing derelict 2 storey dwelling with 2 detached 2 storey dwellings
The parish council objected to this application. A 5 day protocol letter was received as the planning officer was minded to approve the application. The parish council responding agreeing with the planning officer's decision to approve and asked for a 10% net biodiversity gain

but was told that this is not possible given the date the application was submitted and is not a major development.

(iii) Appeal Decision

PA22/05533 – Cuddra Aquatics: Development of 8 residential park homes, including external terraces and internal access track.

The appeal has been dismissed

8. Parish Projects

(i) History Boards

To receive an update, approve design costs and associated expenditure

(ii) Any other projects

Cypress Avenue – To consider planting spring bulbs in the autumn and authorise any expenditure

9. Parish Issues

(i) Tregrehan Jubilee Park

(a) To receive an update on play equipment refurbishment

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

(ii) Tregrehan Flood Working Party

To receive a report on the outcome of a meeting held on 11 March and approve any expenditure, including to ratify the purchase of an additional supply of sandbags purchased since the last meeting

(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) Highways

To note any concerns and authorise any expenditure

10. Financial Matters

(i) To review the council's Asset Register

Appendix (ii)

(ii) To consider whether the council has adequate insurance provision

Appendix (iii)
Pages 9-10

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

11. Training/Meetings

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

12. Correspondence

To note any correspondence received since the last meeting

Page 11

13. Dates for the Diary

To note dates for members' diaries

14. Dates of Forthcoming Meetings (Ch = Charlestown Primary School; T=Tregrehan Methodist Church) 16 April(T), 21 May(C), 18 June(T), 16 July(C), 10 September(T), 15 October(C), 19 November(T), 17 December (C). The Annual Parish Meeting will be held on 21 May.

MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on 20 February 2024 at 6.00pm in Tregrehan Methodist Church

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

In attendance: Julie Larter (Clerk), 8 members of the public.

(23/135) Apologies

Apologies were received from Cllr Penny Hermes and Cllr James Mustoe, CC.

(23/136) Minutes

(i) Minutes of a Parish Council meeting held on 16 January 2024

It was **RESOLVED** that the minutes of the meeting held on 16 January should be signed as a correct record of the meeting.

(ii) Minutes of a Parish Council meeting held on 19 December 2023

It was **RESOLVED** that the minutes of the meeting held on 19 December should be signed as a correct record of the meeting.

(23/137) Declarations of Interest

There were no declarations of interest.

(23/138) Chairman's Announcements

The Chairman was pleased to re-affirm the results of the neighbourhood plan referendum held on 18 January. There was a 28% turnout which is above average. 89% residents cast a yes vote. The Chairman thanked Juliet Aylward and Robin Malcolm for their hard work putting the plan together over the past few years. He also thanked Mike Stone for his positive contribution.

(23/139) Public Participation

Responding to the Chairman's comments, Robin Malcolm read the following statement

"Thank you, just a few words to show Julie and I would like to express our appreciation for the help we have had over the past few years from a small but select band who have helped us achieve what seemed to be impossible at various points.

First thanks to Paul Trudgian, our current Chairman, for his huge support and clear mindedness in this venture. Also to James Mustoe for his help and support, especially for bending the ears of the right people in County Hall at the right times.

Then along the way we have had some invaluable help from seven other people I'll name here.

At the start we had the help and time from former parish Chair Graham Entwistle and also from Fran Taylor who was a member of the original working party.

Then a mighty effort was put in – particularly by tramping the streets to give us the Village Design Statements for the whole parish – by Gail Wieringa, Irene Lord and Elaine Burgess with a particular mention of Mike Ford who has been seriously helpful throughout.

There are some others who have shown their support but I think I have mentioned the main characters. It would however be quite remiss of me not to give a huge thank you to Julie Larter, our parish clerk who has uncomplainingly suffered the multiple changes made through the years, most of which have involved changes to the website and to back up documentation. She never once cast her eyes to the heavens or even gave out a small sigh.

A member of the public enquired whether in the future when the neighbourhood plan is revised, whether the phrasing referring to the re-routing of the SWCP (in the eventuality that the current route of the path should fail), would be amended. The Chairman replied saying that part of the SWCP is already routed on Sea Road.

The member of the public also enquired whether the lookout opposite the Porth Avallen could be opened up. The Chairman explained that the owners (Brend Hotels) had cordoned the area off on safety grounds.

(23/140) Cornwall Councillor's Report

In his absence the Clerk read Cllr Mustoe's report. Cllr Mustoe reported his pleasure at the development of a new elective surgery hub at St Austell Community Hospital. He also reported on his current litter picking endeavours.

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

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Total Income	£ 37,099.75	£ 44,293.05	

Balance as at 31/03/2023		£ 152,532.47
Add income		£ 44,293.05
Less expenditure		£ 23,323.87
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Bank Reconciliation

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Carlyon Parish Council

Trethella Cottage, Ruan Laniorne, Truro TR2 5NU
Tel: 07983 710385 Email clerk@carlyon-pc.gov.uk
www.carlyon-pc.gov.uk

Dear Councillor

You are summoned to attend a **Meeting** of **Carlyon Parish Council** to be held on **Tuesday 19 March 2024 at 6.00 pm** in **Charlestown Primary School**

Julie Larter

Mrs Julie Larter
Clerk
12 March 2024

07983 710385
clerk@carlyon-pc.gov.uk

Please note that under the Openness of Local Government Bodies Regulations 2014 this meeting may be recorded.

AGENDA

1. Apologies for Absence

2. Minutes of a Meeting of the Parish Council held on 20 February 2024

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

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and
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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.

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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

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but was told that this is not possible given the date the application was submitted and is not a major development.

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(a) To receive an update on play equipment refurbishment

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To note the current situation

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To note any concerns and authorise any expenditure

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(i) To review the council's Asset Register

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Pages 9-10

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To note dates for members' diaries

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

In attendance: Julie Larter (Clerk), 8 members of the public.

(23/135) Apologies

Apologies were received from Cllr Penny Hermes and Cllr James Mustoe, CC.

(23/136) Minutes

(i) Minutes of a Parish Council meeting held on 16 January 2024

It was **RESOLVED** that the minutes of the meeting held on 16 January should be signed as a correct record of the meeting.

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It was **RESOLVED** that the minutes of the meeting held on 19 December should be signed as a correct record of the meeting.

(23/137) Declarations of Interest

There were no declarations of interest.

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The Chairman was pleased to re-affirm the results of the neighbourhood plan referendum held on 18 January. There was a 28% turnout which is above average. 89% residents cast a yes vote. The Chairman thanked Juliet Aylward and Robin Malcolm for their hard work putting the plan together over the past few years. He also thanked Mike Stone for his positive contribution.

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Responding to the Chairman's comments, Robin Malcolm read the following statement

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The member of the public also enquired whether the lookout opposite the Porth Avallen could be opened up. The Chairman explained that the owners (Brend Hotels) had cordoned the area off on safety grounds.

(23/140) Cornwall Councillor's Report

In his absence the Clerk read Cllr Mustoe's report. Cllr Mustoe reported his pleasure at the development of a new elective surgery hub at St Austell Community Hospital. He also reported on his current litter picking endeavours.

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

(24/141) Planning Applications and Related Matters

(a) PA24/00129 – 1 Edinburgh Close: Works to trees covered by a TPO – 3 Oaks – crown light to 6m, dead wood to be removed from all three, Tree 1 branch overhanging car port to be removed and 20% crown thinning of tree 3

The Tree Officer's report was still not available but it was **RESOLVED that the Clerk should respond to the planning authority (Cornwall Council) stating that the parish council has no objections to the thinning, but has concerns about removal of the branch overhanging the car port and is particularly concerned about the degree of crown reductions planned.**

(b) Updates

(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

No update was available.

(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

A 5 day protocol letter had been received and the parish council agreed to disagree with the officer's recommendation of approval.

(24/142) Parish Projects

(i) History Boards

The design for the Carlyon board has been approved and Mr Stone has obtained 4 quotes to produce and erect the boards. He was asked to ascertain the type of wood the quotes relate to. It was

agreed that in order to expedite matters councillors will select the supplier by email consensus once this has been ascertained.

(ii) Any other projects

There was nothing to report.

(24/143) Parish Issues

(i) Tregrehan Jubilee Park

The design for a replacement slide previously agreed turned out to be too low. The Clerk has asked for an alternative but has not received a response. Cllr Phillips is to measure the height of the existing slide and if the other quote considered last month is similar in height, an order will be placed.

Replacement trees have been planted, including a new Willow arch. Apple trees are to be planted in the top of the football field shortly.

Cllr Parsons said that brambles need cutting back and she is to put a working party together to do some clearance work.

Both entrances to the football field are extremely muddy and it was **RESOLVED to purchase some bags of aggregate to improve the entrances.**

(ii) Tregrehan Flood Working Party

Cllr Phillips reported that the group met on 13 February. Maxwell Needham-Bailey has devised a plan of action for works over the summer, starting with repairs at the top of the culvert and working down the valley. Cllr Phillips is trying to pin Mr Needham-Bailey down for a start date. Cllr Phillips feels that plan is very positive.

A member of the public reported that there was an issue last weekend with the sheer volume of water and that a trench dug across the road into the river close to School Lane to divert flood water away would be helpful. Cllr Phillips stressed that any instances of flooding should be reported to Cornwall Council using the online reporting platform.

A member of the public said that Sally's Cat Rescue now has permission to fence off and use some of the Dutch's land for a dog exercise paddock.

It was **RESOLVED to purchase a further 40 sandbags to be kept in the sandbag store.** The Clerk reported that there is a supply of Floodsax in the Carhouse.

(iii) West Crinnis Field

(a) Public Right of Way

The Chairman, Cllr Ford and the Clerk are due to meet Emma Walker, Cornwall Council Countryside Access officer, and Sophie Hunkin, Cormac Countryside Officer on 22 February.

(b) Community Right to Bid

The current listing on Cornwall Council's List of Assets of Community Value expires in January 2025 and it was **RESOLVED that the Clerk should apply to have the field re-listed.**

(c) There were no concerns.

(iv) Beach Development

There was nothing to report.

(v) Highways

(a) Pavement Weed Spraying

It was **RESOLVED to carry out pavement weed spraying again this year at a cost of £1,128.00.**

(b) Highways Verge Agreement

It was **RESOLVED to enter into a Highways Verge Agreement with Cornwall Council.** The parish council is to be reimbursed with £467.28, the same amount at last year.

A quote has been received to cut back the hedges along Cypress Avenue to give definition to the trees. The quote also includes cutting back both sides of Trenowah Road from the roundabout to the first house in Tregrehan. It was **RESOLVED to accept the quote for £1,350.** The work is to be completed before 1 March. This is likely to be a one-off cut as it will be easier to keep the hedges in order in the future once the work has been done.

The Chairman thanked the Clerk for removing graffiti from street furniture in Trenowah Road.

(c) Highways Concerns

The Clerk reported that repainting the speed humps on Beach Road will be considered for the 2024/25 Highways budget.

(23/144) The Great British Spring Clean

The parish council will once again take part in this annual event. Sunday 24 March – 10.00am in Tregrehan and 11.00am in Carlyon Bay.

(23/145) Parish Councillor Vacancy

It was **RESOLVED to co-opt Paul Riley to fill one of the vacancies in the Carlyon ward.** Mr Riley signed an Acceptance of Office and took his seat at the table.

(23/146) Financial Matters

Current balances were noted and the following payments authorised:

DD	EE Ltd	Monthly mobile phone bill	£31.20
DD	Lloyds Bank Ltd	Credit card	£283.70
BACS	Vision ICT	Web editing training (Clerk) cost to be shared with STABPC	£30.00
BACS	Tregrehan Methodist Church	Rent June, September, November 2023	£75.00
BACS	Cornwall Council	Printing and postage for Neighbourhood Plan flyers	£658.22
BACS	Lyreco	Stationery	£35.44
BACS	Cornwall ALC	FoI training – Cllr Phillips	£36.00
BACS	J Larter/HMRC/CPF	Salary and oncosts	*

(23/147) Training/Meetings Attended

22 January – Cllr Phillips Freedom of Information training

1 February – Chairman and Clerk met with representatives of Tregrehan Methodist Church

2 February – Cllr Hermes and Clerk undertook tree planting in Jubilee Playing field

8 February – Clerk attended web editing training

(23/148) Correspondence

A list of correspondence had been previously circulated. In addition the following correspondence had been received

- Notification of roadworks on Holmbush Road at the Bucklers Lane junction 19 February – 1 March
- Call for sites for development from Cornwall Council
- Details of Cormac workshops
- Enquiry about allotment availability

(23/149) Dates of Future Meetings

(Ch = Charlestown Primary School; T = Tregrehan Methodist Church)

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). The Annual Parish Meeting will be held on 21 May.

(23/150) Exclusion of Public and Press

Under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, because of the confidential nature of the business to be conducted for agenda item 18, it was **RESOLVED to exclude the public and press from the meeting.**

(23/151) Tregrehan Methodist Church

See Confidential Minute.

The meeting closed at 7.26pm

Carlyon Parish Council Budget Monitor Report to 29 February 2024

	Budget £	Expenditure £	% of Budget £
Employee Costs			
Clerk's salary (including oncosts)	£ 12,000.00	£ 9,527.20	79.39%
Training & conference expenses	£ 750.00	£ 485.40	64.72%
Clerks Room Allowance	£ 320.00	£ 312.00	97.50%
Clerk's travel and subsistence	£ 400.00	£ 381.35	95.34%
Total employee related costs	£ 13,470.00	£ 10,705.95	79.48%
Administration Costs			
Office expenses	£ 750.00	£ 397.84	53.05%
Postage	£ 150.00	£ 65.52	43.68%
Photocopying	£ 150.00	£ 17.48	11.65%
Office equipment	£ 1,200.00	£ 970.88	80.91%
Insurance	£ 600.00		0.00%
Subscriptions	£ 800.00	£ 693.08	86.64%
Website	£ 500.00	£ 529.75	105.95%
Audit Fees	£ 500.00	£ 452.00	90.40%
Bank charges	£ 200.00	£ 87.00	43.50%
Books and Publications	£ 100.00		0.00%
Meeting Expenses	£ 300.00	£ 235.00	78.33%
Total Administration Costs	£ 5,250.00	£ 3,448.55	65.69%
Other Expenses			
Chairman's Allowance	£ 100.00		0.00%
Councillors Travel/Subsistence	£ 500.00		0.00%
Parish Maintenance	£ 8,000.00	£ 5,787.65	72.35%
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	£ 658.22	131.64%
Community Building	£ -	£ 225.00	
Total Other Expenses	£ 20,100.00	£ 7,695.88	38.29%
Total VAT	£ 1,500.00	£ 1,473.49	
Total Expenditure	£ 40,320.00	£ 23,323.87	57.85%
Reserves			
Community building	£ 96,511.80	£ -	0.00%
CIL	£ 22,540.00		
Election Fund	£ 1,000.00		
Tregrehan Playing Fields Transfer	£ 3,000.00		
General Contingency	£ 10,000.00	£ -	0.00%
Total Reserves	£ 133,051.80	£ -	0.00%
Income			

Precept	£ 37,099.75	£ 37,099.75	100.00%
CTSG			
VAT		£ 1,198.42	
CIL	£ -	£ -	
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In his absence the Clerk read Cllr Mustoe's report. Cllr Mustoe reported his pleasure at the development of a new elective surgery hub at St Austell Community Hospital. He also reported on his current litter picking endeavours.

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

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The Tree Officer's report was still not available but it was **RESOLVED that the Clerk should respond to the planning authority (Cornwall Council) stating that the parish council has no objections to the thinning, but has concerns about removal of the branch overhanging the car port and is particularly concerned about the degree of crown reductions planned.**

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No update was available.

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A 5 day protocol letter had been received and the parish council agreed to disagree with the officer's recommendation of approval.

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The design for the Carlyon board has been approved and Mr Stone has obtained 4 quotes to produce and erect the boards. He was asked to ascertain the type of wood the quotes relate to. It was

agreed that in order to expedite matters councillors will select the supplier by email consensus once this has been ascertained.

(ii) Any other projects

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(i) Tregrehan Jubilee Park

The design for a replacement slide previously agreed turned out to be too low. The Clerk has asked for an alternative but has not received a response. Cllr Phillips is to measure the height of the existing slide and if the other quote considered last month is similar in height, an order will be placed.

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Cllr Parsons said that brambles need cutting back and she is to put a working party together to do some clearance work.

Both entrances to the football field are extremely muddy and it was **RESOLVED to purchase some bags of aggregate to improve the entrances.**

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Cllr Phillips reported that the group met on 13 February. Maxwell Needham-Bailey has devised a plan of action for works over the summer, starting with repairs at the top of the culvert and working down the valley. Cllr Phillips is trying to pin Mr Needham-Bailey down for a start date. Cllr Phillips feels that plan is very positive.

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It was **RESOLVED to purchase a further 40 sandbags to be kept in the sandbag store.** The Clerk reported that there is a supply of Floodsax in the Carhouse.

(iii) West Crinnis Field

(a) Public Right of Way

The Chairman, Cllr Ford and the Clerk are due to meet Emma Walker, Cornwall Council Countryside Access officer, and Sophie Hunkin, Cormac Countryside Officer on 22 February.

(b) Community Right to Bid

The current listing on Cornwall Council's List of Assets of Community Value expires in January 2025 and it was **RESOLVED that the Clerk should apply to have the field re-listed.**

(c) There were no concerns.

(iv) Beach Development

There was nothing to report.

(v) Highways

(a) Pavement Weed Spraying

It was **RESOLVED to carry out pavement weed spraying again this year at a cost of £1,128.00.**

(b) Highways Verge Agreement

It was **RESOLVED to enter into a Highways Verge Agreement with Cornwall Council.** The parish council is to be reimbursed with £467.28, the same amount at last year.

A quote has been received to cut back the hedges along Cypress Avenue to give definition to the trees. The quote also includes cutting back both sides of Trenowah Road from the roundabout to the first house in Tregrehan. It was **RESOLVED to accept the quote for £1,350.** The work is to be completed before 1 March. This is likely to be a one-off cut as it will be easier to keep the hedges in order in the future once the work has been done.

The Chairman thanked the Clerk for removing graffiti from street furniture in Trenowah Road.

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The Clerk reported that repainting the speed humps on Beach Road will be considered for the 2024/25 Highways budget.

(23/144) The Great British Spring Clean

The parish council will once again take part in this annual event. Sunday 24 March – 10.00am in Tregrehan and 11.00am in Carlyon Bay.

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It was **RESOLVED to co-opt Paul Riley to fill one of the vacancies in the Carlyon ward.** Mr Riley signed an Acceptance of Office and took his seat at the table.

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Current balances were noted and the following payments authorised:

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22 January – Cllr Phillips Freedom of Information training

1 February – Chairman and Clerk met with representatives of Tregrehan Methodist Church

2 February – Cllr Hermes and Clerk undertook tree planting in Jubilee Playing field

8 February – Clerk attended web editing training

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A list of correspondence had been previously circulated. In addition the following correspondence had been received

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- Enquiry about allotment availability

(23/149) Dates of Future Meetings

(Ch = Charlestown Primary School; T = Tregrehan Methodist Church)

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(23/150) Exclusion of Public and Press

Under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, because of the confidential nature of the business to be conducted for agenda item 18, it was **RESOLVED to exclude the public and press from the meeting.**

(23/151) Tregrehan Methodist Church

See Confidential Minute.

The meeting closed at 7.26pm

Carlyon Parish Council Budget Monitor Report to 29 February 2024

	Budget £	Expenditure £	% of Budget £
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Community building	£ 96,511.80	£ -	0.00%
CIL	£ 22,540.00		
Election Fund	£ 1,000.00		
Tregrehan Playing Fields Transfer	£ 3,000.00		
General Contingency	£ 10,000.00	£ -	0.00%
Total Reserves	£ 133,051.80	£ -	0.00%
Income			

Precept	£ 37,099.75	£ 37,099.75	100.00%
CTSG			
VAT		£ 1,198.42	
CIL	£ -	£ -	
Other Income		£ 1,953.97	
Interest		£ 4,040.91	
Total Income	£ 37,099.75	£ 44,293.05	

Balance as at 31/03/2023		£ 152,532.47
Add income		£ 44,293.05
Less expenditure		£ 23,323.87
		£ 173,501.65

Bank Reconciliation

Balance as at 29/02/2024	Current Account	£ 20,912.77
	Less outstanding payments	£ -
		£ 20,912.77
Balance as at 29/02/2024	Instant Access	£ 52,588.88
Balance as at 29/02/2024	CCLA	£ 100,000.00
	Total Funds Held	£ 173,501.65

Correspondence received since the last meeting

- Cornwall and Isles of Scilly Integrated Care System newsletter
- Details of Cormac's Spring workshops
- Road Closure Notice for School Lane – 3-7June (24hrs) for SWW work
- Invitation to join the Cornwall Planning Partnership
- St Austell Area Open Space Assessment
- Confirmation that the Carlyon Parish Neighbourhood Plan is now a made plan
- Confirmation of the schemes being progressed under the Community Network Highways Scheme
- Cornwall Council's Planning newsletter
- Cornwall Council's Town and Parish Council newsletter
- Cornwall Council's Affordable Housing newsletter
- Road closure intention – A391, 9-14 September 1900 – 0600 daily



Carlyon Parish Council

Trethella Cottage, Ruan Laniorne, Truro TR2 5NU
Tel: 07983 710385 Email clerk@carlyon-pc.gov.uk
www.carlyon-pc.gov.uk

Dear Councillor

You are summoned to attend a **Meeting** of **Carlyon Parish Council** to be held on **Tuesday 19 March 2024 at 6.00 pm** in **Charlestown Primary School**

Julie Larter

Mrs Julie Larter
Clerk
12 March 2024

07983 710385
clerk@carlyon-pc.gov.uk

Please note that under the Openness of Local Government Bodies Regulations 2014 this meeting may be recorded.

AGENDA

1. Apologies for Absence

2. Minutes of a Meeting of the Parish Council held on 20 February 2024

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

Pages 4-8
and
Appendix (i)

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) PA24/01639 – Land South West of 5 Fairway: Application to change the use of the annexe approved and constructed under PA18/03543 to become a separate residential dwelling

(ii) PA24/01023 – 114 Cuddra Road: Addition of a first floor balcony to rear elevation with timber framed structure with slip resistant Millboard deck surface. Glass handrail to garden. 1800mm privacy screen on neighbours side. Access will be through new door which will replace current window

(iii) PA24/00808 – 58 Sea Road: To replace an existing poor quality two-storey dwelling and connected garage with a new three-storey dwelling with an integral garage and associated landscaping

(iv) PA24/01234 – 89 Sea Road: Proposed kitchen and family room extension entrance modifications and internal alterations

(v) PA23/09859 – Greenacres, Tregrehan Mills: Erection of single storey annexe within curtilage of Greenacres for ancillary use

(vi) PA23/09532 – Land off Menear Road: Construction of a temporary 17.51MWp Solar Photovoltaic (PV) and 5MW Battery Storage Farm comprising solar modules, battery cabinets, landscaping, access from the public highway and 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) PA23/02647 – Bal House, 18 Appletree Lane: Replacement of existing derelict 2 storey dwelling with 2 detached 2 storey dwellings
The parish council objected to this application. A 5 day protocol letter was received as the planning officer was minded to approve the application. The parish council responding agreeing with the planning officer's decision to approve and asked for a 10% net biodiversity gain

but was told that this is not possible given the date the application was submitted and is not a major development.

(iii) Appeal Decision

PA22/05533 – Cuddra Aquatics: Development of 8 residential park homes, including external terraces and internal access track.

The appeal has been dismissed

8. Parish Projects

(i) History Boards

To receive an update, approve design costs and associated expenditure

(ii) Any other projects

Cypress Avenue – To consider planting spring bulbs in the autumn and authorise any expenditure

9. Parish Issues

(i) Tregrehan Jubilee Park

(a) To receive an update on play equipment refurbishment

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

(ii) Tregrehan Flood Working Party

To receive a report on the outcome of a meeting held on 11 March and approve any expenditure, including to ratify the purchase of an additional supply of sandbags purchased since the last meeting

(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) Highways

To note any concerns and authorise any expenditure

10. Financial Matters

(i) To review the council's Asset Register

Appendix (ii)

(ii) To consider whether the council has adequate insurance provision

Appendix (iii)
Pages 9-10

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

11. Training/Meetings

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

12. Correspondence

To note any correspondence received since the last meeting

Page 11

13. Dates for the Diary

To note dates for members' diaries

14. Dates of Forthcoming Meetings (Ch = Charlestown Primary School; T=Tregrehan Methodist Church) 16 April(T), 21 May(C), 18 June(T), 16 July(C), 10 September(T), 15 October(C), 19 November(T), 17 December (C). *The Annual Parish Meeting will be held on 21 May.*

MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on 20 February 2024 at 6.00pm in Tregrehan Methodist Church

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

In attendance: Julie Larter (Clerk), 8 members of the public.

(23/135) Apologies

Apologies were received from Cllr Penny Hermes and Cllr James Mustoe, CC.

(23/136) Minutes

(i) Minutes of a Parish Council meeting held on 16 January 2024

It was **RESOLVED** that the minutes of the meeting held on 16 January should be signed as a correct record of the meeting.

(ii) Minutes of a Parish Council meeting held on 19 December 2023

It was **RESOLVED** that the minutes of the meeting held on 19 December should be signed as a correct record of the meeting.

(23/137) Declarations of Interest

There were no declarations of interest.

(23/138) Chairman's Announcements

The Chairman was pleased to re-affirm the results of the neighbourhood plan referendum held on 18 January. There was a 28% turnout which is above average. 89% residents cast a yes vote. The Chairman thanked Juliet Aylward and Robin Malcolm for their hard work putting the plan together over the past few years. He also thanked Mike Stone for his positive contribution.

(23/139) Public Participation

Responding to the Chairman's comments, Robin Malcolm read the following statement

"Thank you, just a few words to show Julie and I would like to express our appreciation for the help we have had over the past few years from a small but select band who have helped us achieve what seemed to be impossible at various points.

First thanks to Paul Trudgian, our current Chairman, for his huge support and clear mindedness in this venture. Also to James Mustoe for his help and support, especially for bending the ears of the right people in County Hall at the right times.

Then along the way we have had some invaluable help from seven other people I'll name here.

At the start we had the help and time from former parish Chair Graham Entwistle and also from Fran Taylor who was a member of the original working party.

Then a mighty effort was put in – particularly by tramping the streets to give us the Village Design Statements for the whole parish – by Gail Wieringa, Irene Lord and Elaine Burgess with a particular mention of Mike Ford who has been seriously helpful throughout.

There are some others who have shown their support but I think I have mentioned the main characters. It would however be quite remiss of me not to give a huge thank you to Julie Larter, our parish clerk who has uncomplainingly suffered the multiple changes made through the years, most of which have involved changes to the website and to back up documentation. She never once cast her eyes to the heavens or even gave out a small sigh.

A member of the public enquired whether in the future when the neighbourhood plan is revised, whether the phrasing referring to the re-routing of the SWCP (in the eventuality that the current route of the path should fail), would be amended. The Chairman replied saying that part of the SWCP is already routed on Sea Road.

The member of the public also enquired whether the lookout opposite the Porth Avallen could be opened up. The Chairman explained that the owners (Brend Hotels) had cordoned the area off on safety grounds.

(23/140) Cornwall Councillor's Report

In his absence the Clerk read Cllr Mustoe's report. Cllr Mustoe reported his pleasure at the development of a new elective surgery hub at St Austell Community Hospital. He also reported on his current litter picking endeavours.

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Election Fund	£ 1,000.00		
Tregrehan Playing Fields Transfer	£ 3,000.00		
General Contingency	£ 10,000.00	£ -	0.00%
Total Reserves	£ 133,051.80	£ -	0.00%
Income			

Precept	£ 37,099.75	£ 37,099.75	100.00%
CTSG			
VAT		£ 1,198.42	
CIL	£ -	£ -	
Other Income		£ 1,953.97	
Interest		£ 4,040.91	
Total Income	£ 37,099.75	£ 44,293.05	

Balance as at 31/03/2023		£ 152,532.47
Add income		£ 44,293.05
Less expenditure		£ 23,323.87
		£ 173,501.65

Bank Reconciliation

Balance as at 29/02/2024	Current Account	£ 20,912.77
	Less outstanding payments	£ -
		£ 20,912.77
Balance as at 29/02/2024	Instant Access	£ 52,588.88
Balance as at 29/02/2024	CCLA	£ 100,000.00
	Total Funds Held	£ 173,501.65

Correspondence received since the last meeting

- Cornwall and Isles of Scilly Integrated Care System newsletter
- Details of Cormac's Spring workshops
- Road Closure Notice for School Lane – 3-7June (24hrs) for SWW work
- Invitation to join the Cornwall Planning Partnership
- St Austell Area Open Space Assessment
- Confirmation that the Carlyon Parish Neighbourhood Plan is now a made plan
- Confirmation of the schemes being progressed under the Community Network Highways Scheme
- Cornwall Council's Planning newsletter
- Cornwall Council's Town and Parish Council newsletter
- Cornwall Council's Affordable Housing newsletter
- Road closure intention – A391, 9–14 September 1900 – 0600 daily