



# Carlyon Parish Council

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Dear Councillor

You are summoned to attend a **Meeting of Carlyon Parish Council** to be held on **Tuesday 16 April 2024 at 6.00 pm** in **Tregrehan Methodist Church**

*Julie Larter*

Mrs Julie Larter

Clerk

9 April 2024

07983 710385

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

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

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## AGENDA

### 1. Apologies for Absence

### 2. Minutes of a Meeting of the Parish Council held on 19 March 2024

*To resolve that the minutes of the above meeting be signed as a correct record of the meeting* Pages 4-9

### 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**

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

(i) PA23/09532 – Land off Menear Road: Construction of a temporary 17.51MW Solar Photovoltaic (PV) and 5MW Battery Storage Farm comprising solar modules, battery cabinets, landscaping, access from the public highway and associated works

(ii) PA24/00426 – Crinnis Beach: Advertisement Consent for the erection of five permanent warning signs at the western cliff of Crinnis beach

**8. Parish Projects**

(i) History Boards

*To receive an update.*

(ii) Cypress Avenue Bulb Planting

**9. 80<sup>th</sup> Anniversary of D-Day – Beacon Lighting**

*To formulate arrangements and authorise any expenditure*

**10. Appletree Point Lookout**

*To receive an update*

**11. Parish Issues**

(i) Tregrehan Jubilee Park

*(a) To note the current situation regarding devolution*

*(b) To note any concerns*

(ii) Tregrehan Flood Working Party

*(a) To receive an update*

*(b) To authorise expenditure on grit bins to store sandbags*

(iii) West Crinnis Field

*To note any concerns*

(iv) Tregrehan Methodist Church

*To note that the Clerk has submitted an Expression of Interest for funding under the Community Ownership Fund and to note any progress with the proposed purchase*

(v) Beach Development

*To note the current situation*

(vi) Highways

*To note any concerns*

**12. Financial Matters**

*To note the current financial position and authorise payments*

**13. Training/Meetings**

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

**14. Correspondence**

*To note any correspondence received since the last meeting*

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**15. Dates for the Diary**

*To note dates for members' diaries*

**16. Dates of Forthcoming Meetings** (Ch = Charlestown Primary School; T=Tregrehan Methodist Church) 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 19 March 2024 at 6.00pm in Charlestown Primary School**

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

**In attendance:** Cornwall Councillor James Mustoe, Julie Larter (Clerk), 4 members of the public, Tom Clements (Anesco) regarding planning application PA23/09532.

**(23/152) Apologies**

Apologies were received from Cllr Nathan Cooper.

**(23/153) Minutes of a Parish Council meeting held on 20 February 2024**

It was **RESOLVED** that the minutes of the meeting held on 20 February should be signed as a correct record of the meeting.

**(23/154) Declarations of Interest**

There were no declarations of interest.

**(23/155) Chairman's Announcements**

The Chairman was sorry to announce the death of Alan Francis. Mr Francis attended parish council meetings regularly and was very engaged with proposed developments on Crinnis Beach. The Chairman extended the condolences of the whole council to his family.

The Chairman spoke with concern about the increase in frequency of flooding in Tregrehan Mills and wished to reassure residents that the parish council are treating this matter with utmost concern and are liaising with relevant agencies.

Finally, and with regret the Chairman informed the meeting that Cllr Ann Taylor would be resigning following the meeting as she is moving to Bristol. He thanked her for all her work, much of it behind the scenes with budgeting and support for the Clerk. Her sage advice and knowledge will be missed and he wished her well in the future.

**(23/156) Public Participation**

A member of the public said that with Cllr Mustoe's help, a response had been received from Brend Hotels regarding Appletree Point. The hotel claimed that the parish council asked the hotel to close off the area on safety grounds, but the Clerk stated that this was not quite true – a member of the public had expressed their concerns about cliff stability and the hotel had taken the decision to fence the area off. Cllr Ford enquired whether access could be opened under the Marine and Coastal Act and the Clerk will speak to the footpath officer. It was suggested that the parish council might like to commission a structural survey of the area and the matter will appear on next month's agenda for discussion. The Clerk will endeavour to get a quote prior to the meeting.

## **(23/157) Cornwall Councillor's Report**

Cllr Mustoe reported that he continues to liaise with Cornwall Council regarding flooding in Tregrehan. Cllr Mustoe's full report is available on the parish council's website.

## **(23/158) Planning Applications and Related Matters**

The Chairman re-ordered the agenda

(i) 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

Tom Clements from Anesco outlined the proposals. The site could generate sufficient energy to power up to 3800 homes and save 3400 tonnes of carbon emission. By installing battery storage, surplus electricity can be stored. Mr Clements stated that the land was classified as Grade 3A and 3B agricultural land. The Chairman enquired about drainage on the site as water run off was a concern for Tregrehan Mills. Mr Clements was unable to answer technical questions with this regard but agreed to find out. Councillors felt that they were unable to make any conclusions on the application and deferred a decision until the April meeting. The council needs to understand more fully the possible impact the development could have on flooding in Tregrehan Mills and also the aesthetic appearance of the site. Councillors were asked to compile a list of questions and Mr Clements agreed to hold a Teams meeting before the next parish council meeting.

(ii) 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

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

(iii) 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

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

(iv) 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

It was **RESOLVED** that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council is concerned about the

**impact on the neighbouring listed building and objects to the proposal for the following reasons:**

- 1. It contravenes section 16 of the NPPF**
- 2. It does not adhere to policies 2 (e) and 4 (c)**
- 3. There is a lack of consideration for the privacy of the neighbouring property**

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

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

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

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

(vii) PA24/01882 – 32 Haddon Way: Rear extension and replacement front porch to existing bungalow

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

(b) 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

This application has been refused.

(ii) PA23/02647 – Bal House, 18 Appletree Lane: Replacement of existing derelict 2 storey dwelling with 2 detached 2 storey dwellings.

The planning officer is minded to approve this application.

(iii) Appeal Decision

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

This appeal has been dismissed

(iv) It was noted that PA22/09153 – land between Aspen Drive and Boscoppa Road has gone to appeal.

### **(23/159) Parish Projects**

(i) History Boards

Carlyon Bay: Final wording was agreed and it was **RESOLVED that the posts should be Oak. The cost of fabrication and erection of the sign is approximately £1,500. Parc Signs were selected to be the supplier.**

(ii) Any other projects

Spring Bulbs in Cypress Avenue

It was agreed in principle that spring bulbs should be planted on Cypress Avenue. The Clerk is to obtain a quote for the work.

### **(23/160) Parish Issues**

(i) Tregrehan Jubilee Park

(a) Play Equipment Refurbishment

It was **RESOLVED to accept a quote of £6997 for a replacement slide, safety matting and refurbishment of the swings. The order is to be placed with Wicksteed.**

(b) Devolution

Cornwall Council has now drafted the transfer pending some internal checks and will be sent to the parish council's solicitors imminently.

(ii) Tregrehan Flood Working Party

Cllr Phillips reported that on 11 March she and Cllr Parsons held a meeting, which was attended by around 40 residents, to listen to their concerns about flooding in Tregrehan. Cllr Phillips was able to update residents about investigations currently being carried out by Cornwall Council. It is hoped that some of the run-off water in the village can be diverted into the river and she is waiting for modelling to be done. A concept plan is also being developed to mitigate flooding further upstream.

Cllr Parsons reported on progress with updating the Emergency Plan. She will meet with the Clerk to draft the document for council approval.

Following last month's meeting, additional sandbags needed to be purchased and it was **RESOLVED to ratify the decision to spend an additional £226.80 on this further supply.** Cllr Parsons said that storage bins were needed for sandbags in the proximity of Chapel Lane and School Lane and the clerk will obtain quotes for 2 x grit bins. The Chairman will discuss with the chapel whether a store can be placed on their land.

(iii) West Crinnis Field

(a) Public Right of Way

Cllr Ford reported that the Chairman, Cllr Ford and the Clerk met Emma Walker, Cornwall Council Countryside Access officer, and James Clapp, Cormac Countryside Officer on 22 February. A number of options were discussed - a Definitive Map Modification Order was dismissed as was Compulsory Purchase of the field. A Public Path Order could be the way forward and will redirect the path from the line on the Definitive Map which currently goes through Carlyon Bay Hotel grounds. Cornwall Council currently has a moratorium on new footpath cases and will contact the parish council in June with a view to opening a case and contacting Brend Hotels. The likely cost of a PPO is £5,000. Cllr Ford explained that under the Marine and Coastal Access Act, all land on the seaward side of the South West Coast Path has public access and he would like a satellite view of this area of the SWCP. The Chairman suggested he looks in the Scottish National Archives

(b) Other Concerns

Cllr Ford reported that a stretch of the SWCP between the Coastguard lookout and West Crinnis Field is very overgrown and muddy. The Clerk reported this to Cormac but has had no response. The Clerk will speak to the Countryside Officer to see if the parish council organised a team of volunteers to cut back the overhead growth whether Cormac could lay some hardcore on the path surface.

(iv) Beach Development

It was noted that planning application no PA23/08731 relating to use of site for pop up style facilities to operate for a temporary period of 5 years with associated facilities has been approved. Application no PA22/05234 relating to 21 cabins on Shorthorn beach has yet to be determined.

(v) Highways

There was nothing to report.

**(23/161) Financial Matters**

(i) Asset Register

The parish council's Asset Register was reviewed and found to be in order.

(ii) Insurance Provision

It was **RESOLVED that the parish council's insurance provision was adequate and the policy was renewed.**

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

DD	EE Ltd	Monthly mobile phone bill	£31.20
DD	Lloyds Bank Ltd	Credit card	£518.80
BACS	St Austell Print	Hard copies of Carlyon Neighbourhood Plan	£150.50
BACS	GET Landscaped	Hedge cutting (Trenowah Rd and Cypress Ave)	£1620.00
BACS	Vision ICT	Email Account - Cllr Riley	£24.00
BACS	Cornwall ALC	Training (Cllr Riley)	£24.00
BACS	Hiscox Insurance	Insurance renewal	£587.49
BACS	J Larter/HMRC/CPF	Salary and oncosts	*
DD	Unity Trust Bank	Quarterly bank charges	£18.00



**(23/162) Training/Meetings Attended**

22 February – The Chairman, Cllr Ford and the Clerk met with Emma Walker from Cornwall Council’s Public Access Team and James Clapp, Countryside Officer

27 February – Cllr Riley attended Code of Conduct training

28 February – Cllrs Ford and Phillips attended Cornwall Council’s training on preparing for the new Cornwall Local Plan

13 March – The Clerk attended training on Artificial Intelligence for local councils

**(23/163) Correspondence**

A list of correspondence had been previously circulated.

**(23/164) Dates of Future 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.

The meeting closed at 7.35pm

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Chairman

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Date

DRAFT

## Carlyon Parish Council Budget Monitor Report to 31 March 2024

	Budget £	Expenditure £	% of Budget £
<b>Employee Costs</b>			
Clerk's salary (including oncosts)	£ 12,000.00	£ 10,371.97	86.43%
Training & conference expenses	£ 750.00	£ 505.40	67.39%
Clerks Room Allowance	£ 320.00	£ 312.00	97.50%
Clerk's travel and subsistence	£ 400.00	£ 381.35	95.34%
<b>Total employee related costs</b>	<b>£ 13,470.00</b>	<b>£ 11,570.72</b>	<b>85.90%</b>
<b>Administration Costs</b>			
Office expenses	£ 750.00	£ 423.84	56.51%
Postage	£ 150.00	£ 65.52	43.68%
Photocopying	£ 150.00	£ 75.49	50.33%
Office equipment	£ 1,200.00	£ 970.88	80.91%
Insurance	£ 600.00	£ 587.49	97.92%
Subscriptions	£ 800.00	£ 693.08	86.64%
Website	£ 500.00	£ 547.75	109.55%
Audit Fees	£ 500.00	£ 452.00	90.40%
Bank charges	£ 200.00	£ 108.00	54.00%
Books and Publications	£ 100.00	£ -	0.00%
Meeting Expenses	£ 300.00	£ 235.00	78.33%
<b>Total Administration Costs</b>	<b>£ 5,250.00</b>	<b>£ 4,159.05</b>	<b>79.22%</b>
<b>Other Expenses</b>			
Chairman's Allowance	£ 100.00	£ -	0.00%
Councillors Travel/Subsistence	£ 500.00	£ -	0.00%
Parish Maintenance	£ 8,000.00	£ 7,106.48	88.83%
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	£ 460.00	30.67%
Tregrehan Jubilee Playing Fields	£ 1,500.00	£ 37.50	2.50%
Community Centre	£ -	£ 225.00	
Neighbourhood Plan	£ 500.00	£ 808.72	161.74%
<b>Total Other Expenses</b>	<b>£ 20,100.00</b>	<b>£ 9,625.21</b>	<b>47.89%</b>
<b>Total VAT</b>	<b>£ 1,500.00</b>	<b>£ 1,843.26</b>	<b>122.88%</b>
<b>Total Expenditure</b>	<b>£ 40,320.00</b>	<b>£ 27,198.24</b>	<b>67.46%</b>
<b>Reserves</b>			
Community building	£ 96,511.80	£ -	0.00%
CIL	£ 22,540.00	£ -	
<b>Election Fund</b>	<b>£ 1,000.00</b>	<b>£ -</b>	
Tregrehan Playing Fields Transfer	£ 3,000.00	£ -	
General Contingency	£ 10,000.00	£ -	0.00%
<b>Total Reserves</b>	<b>£ 133,051.80</b>	<b>£ -</b>	<b>0.00%</b>
<b>Income</b>			
Precept	£ 37,099.75	£ 37,099.75	100.00%
CTSG			
VAT		£ 1,782.42	
CIL	£ -	£ -	
Other Income		£ 1,953.97	

Interest		£ 4,818.28
<b>Total Income</b>	<b>£ 37,099.75</b>	<b>£ 45,654.42</b>
<b>Balance as at 31/03/2023</b>		£ 152,532.47
	<b>Add income</b>	£ 45,654.42
	<b>Less expenditure</b>	£ 27,198.24
		<b>£ 170,988.65</b>
<b>Bank Reconciliation</b>		
Balance as at 31/03/2024	Current Account	£ 18,039.21
	Less outstanding payments	£ -
		£ 18,039.21
Balance as at 31/03/2024	Instant Access	£ 52,949.44
Balance as at 31/03/2024	CCLA	£ 100,000.00
	<b>Total Funds Held</b>	<b>£ 170,988.65</b>

#### Agenda Item 14 – Correspondence Received

- NHS Cornwall – Cornwall Together Spring newsletter
- Details of CALC training