



Carlyon Parish Council

Trethella Cottage, Ruan Lanihorne, Truro TR2 5NU
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Dear Councillor

You are summoned to attend a **Meeting** of **Carlyon Parish Council** to be held on **Tuesday 16 December 2025 at 6.00pm** in **Carlyon Parish Hall, Tregrehan Mills**

Julie Larter

Mrs Julie Larter

9 December 2025

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 18 November 2025

To resolve that the minutes of the meeting are an accurate record of the meeting

Pages 4 - 7

3. Declarations of Interest on Items on the Agenda

(a) Pecuniary Interests

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

(b) Non-registerable Interests

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

(c) Dispensations

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

(d) Gifts and Hospitality

To declare any gifts or hospitality

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

4. Matters to Note-

To receive an update from the clerk on matters progressed since the last meeting (for information only)

5. Chairman's Announcements

6. 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.

7. Cornwall Councillor's Report

To receive a report from Cllr James Mustoe.

8. Planning Applications and Related Matters

To respond to the following planning applications on the following applications and any applications received after publication of this agenda

PA25/07844 – 33 Kent Avenue: Conversion of a domestic garage to habitable room and other internal works

9. Carlyon Parish Hall

To consider quotes for internet access and authorise expenditure

10. Gwallon Keas

To receive an update on estate matters.

11. Parish Issues

(i) Tregrehan Jubilee Park

- (a) *To consider a quote for waste disposal for 2026/27 and authorise expenditure*
- (b) *To consider a quote for safety inspections for 2026/27 and authorise expenditure*
- (c) *To note any concerns*

(ii) Tregrehan Flood Working Party

To receive an update

(iii) West Crinnis Field

- (a) *HAD 302 – Public Paths Order Preliminary Consultation*
To note the current situation
- (b) *To consider quotes for additional hedge cutting and authorise expenditure*
- (c) *To receive an update on work requested on the SWCP*
- (d) *To note any concerns*

(iv) Highways

- (a) *To note a Road Closure intention for Fairway 3 March 2026*
- (b) *To note any concerns*

12. Financial Matters

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

(ii) *To agree a budget for 2026-27*

Pages 8-9

To follow

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 any dates for members' diaries

16. Dates of Future Meetings

20 January, 17 February, 17 March, 21 April, 19 May, 16 June, 14 July,
15 September, 20 October, 17 November, 15 December 2026

MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on 18 November 2025 at 6.00pm in Carlyon Parish Hall

Present: Cllrs Paul Trudgian (Chairman), Mike Ford, Paul Riley, Sonia Phillips and Lynn Parsons.

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

(25/084) Apologies for Absence

There were no apologies for absence.

(25/085) Minutes of a Meeting of the Parish Council held on 21 October 2025

It was **RESOLVED** that the minutes of a meeting of the Parish Council held on 21 October 2025 be signed as a correct record of the minute.

(25/086) Declarations of Interest

There were no declarations of Interest.

(25/087) Matters to Note

The Clerk reported that she contacted a planning officer who has confirmed that it is not possible to impose conditions on applications for development in Sea Road as it is a private road and therefore a civil matter. The Clerk also contacted the Highways Officer regarding improved markings at the Charlestown Road junction on Mount Charles roundabout. She asked for temporary signage to be placed there, but this was not practically possible. Furthermore she said that there was not an extant problem with traffic blocking the junction at school drop off time. The Clerk has written to Brend Hotels regarding the street lights in Beach Road but have not had a reply. Both Carlyon and Tregrehan Mills should have been road swept last Friday. The handyman is continuing to do small jobs in the hall to spruce it up and has also made repairs to the pirate ship in the park.

(25/088) Chairman's Announcements

The Chairman had no announcements to make.

(25/089) Public Participation

A member of the public commented that the fireworks display at Crinnis Beach which was a ticketed event went very well with no issues.

(25/090) Cornwall Councillor's Report

Cllr Mustoe reported on a number of issues including Remembrance Day, liaison with various parties regarding the adoption of roads in Gwallon Keas and issues regarding the ongoing roadworks on A390. Cllr Mustoe's full report can be found on the parish council's website.

(25/091) Planning and Related Matters

(i) PA25/07617 – 5 Haddon Way: Retrospective material change of use of existing detached annex into a single dwelling.

It was **RESOLVED** that the Clerk should respond to the planning authority stating that the parish council has no objections subject to it being conditioned that it can only be used as a permanent residence and not a holiday let.

(ii) PA25/07820 – 15 Crinnis Wood Avenue: Works to trees subject to a TPO for semi-mature Beech (1) – to manage lateral growth to encourage upwards growth and reduce sidelining. Beech (2) – reduce lateral overhang on the rear boundary and blend into upper canopy to maintain shape and form. Oak (3) – reduction due to imbalance and lateral crown growth as tree has been suppressed by larger woodland trees

It was **RESOLVED that the Clerk should respond to the planning authority stating that the parish council objects on the basis that not all trees are on the applicant's land.**

(b) Planning Appeal

It was noted that an appeal has been lodged with the Planning Inspectorate in relation to planning application PA23/09532 – land off Menear Road: Construction of a temporary 17.51 MWp Solar Voltaic (PV) and 5 MW Battery storage.

(25/092) Carlyon Parish Hall

(i) Good Growth Shared Prosperity Fund

The parish council was awarded a grant of £2665 for a feasibility study. The original architect's drawing and a builder's report for the work amounted to only £873, below the threshold for grants so the Clerk asked the architect for an alternative design, keeping the toilets outside but improving the overhead canopy.

(ii) Concerns

There were no concerns.

(25/093) Parish Issues

(i) Tregrehan Jubilee Park

(a) The Clerk has obtained a quote for reinstating the goalmouths – to fill the sunken area with topsoil, lay turf and secure the grass mats would be £250 + VAT per goal or £180 if soil from the drainage work can be used. It was **RESOLVED that the council's handyman should undertake the work and expenditure was authorised.**

(b) Waste Disposal for 2026/27

Cornwall council has quoted £2,235.20 +VAT for waste disposal for the next financial year, an increase of £137.03. The Clerk is to obtain quotes from independent waste contractors and the matter will be discussed again next month.

(c) Concerns

Cllr Phillips raised concerns about verge cutting at Boscundle. Cllr Phillips has spoken to the manager of St Austell Garden Centre and he is happy to supply plants for the area provided the parish council maintains it. Cllr Phillips will meet with the council's contractor to discuss the matter with the garden centre manager.

(ii) Tregrehan Flood Working Party

Cllr Phillips put a post on the Tregrehan FaceBook page asking for residents to clear debris around the drains as a precautionary measure. She explained that there are some issues still on Boscoppa Fields – Maxwell Needwell-Bailey is liaising with the owner and Cllr Phillips is happy to go on a site visit.

It was noted that Rob McCutcheon had been appointed to carry out the drainage work in the play park and work has now been completed.

(iii) West Crinnis Fields

(a) Public Paths Order

An amended proposal had been received.

It was **RESOLVED** that the Clerk should respond to Cornwall Council stating that **Footpath 1 is a former miners' path and is an important part of the industrial heritage of the area. The parish council accepts the revised plan in principle provided Footpath 1 is retained as it is and point (e) at the coastguard gate continues to point (f) at Ocean House.**

(b) Cornwall Council's Call for Sites

It was **RESOLVED** that **West Crinnis Field should be nominated as a designated green space as part of Cornwall Council's Call for Sites.** The Chairman will submit the nomination.

(c) Concerns

Cllr Ford was not happy with the hedge cutting on sea road. He felt it is important to retain sea views. The Clerk is to obtain quotes to get the centre of the hedge cut and the matter will be discussed at next month's meeting.

(iv) Highways

(a) Community Highways Improvement Programme

A resident from Fairway has previously asked if the yellow lining can be extended. It was **RESOLVED** to request an extension of the yellow lining in Fairway to ensure ambulance access for a disabled resident is always maintained. The Clerk is to ask for it to be included as part of a wider consultation in order to keep costs down. Cllr Riley will let the Clerk know the extent of the extra lining required.

(b) Concerns

There were no other concerns.

(25/094) Parish Councillor Vacancies

It was **RESOLVED** to co-opt Stephen Mabbott to fill one of the vacancies in the Carlyon Bay ward.

(25/095) Financial Matters

Current balances were noted and the following payments authorised £9374.63

DD	EE Ltd	Monthly mobile phone charge	£35.81
DD	Lloyds Bank	Credit card*	£358.62
DD	Unity Trust Bank	Monthly bank charges	£6.00
BACS	A & A Garden Services	Cutting PRow, SWCP and West Crinnis Field	£1550.00
BACS	GET Landscaped	Grounds maintenance	£1626.00
BACS	Cormac	Replacement chains and shackles for swing	£623.33
BACS	Staff	Staff salaries and oncosts	£1803.99
BACS	Hay Nurseries	Replanting Carlyon Bay planters	£151.08
BACS	Cornwall Council	Waste cleansing for Jubilee fields	£2517.80
BACS	Cornwall ALC	Planning training	£42.00
BACS	ALA Architects	Plans for accessible toilet	£660.00

It was noted that there has been an increase in the Real Living Wage rate.

(25/096) Training/Meetings Attended

22 October – Cllr Phillips attended Planning Enforcement training
27 October – The Clerk attended a Public Rights of Way Improvement Plan focus session
9 November – The Chairman laid a wreath at the parish hall on Remembrance Day
18 November – The Clerk attended a briefing on changes to next year’s Annual Governance and Accountability Return.

(25/097) Correspondence Received

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

- Cornwall Council’s Affordable Housing newsletter

(25/098) Dates for the Diary

3 December – Cornwall South Community Area Partnership meeting (Teams) Paul Riley to attend.

(25/099) Dates of Future Meetings

16 December 2025, 20 January, 17 February, 17 March, 21 April, 19 May, 16 June, 14 July, 15 September, 20 October, 17 November, 15 December 2026

The meeting closed 7.15 pm

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Chairman

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Date

Carlyon Parish Council Budget Monitor Report to 30/11/2025

EXPENDITURE		Budget		Expenditure	% of Budget
Salaries (including oncosts)	£	14,000.00	£	11,233.71	80.24%
Training & conference expenses	£	750.00	£	425.00	56.67%
Clerks Room Allowance	£	350.00	£	312.00	89.14%
Staff travel and subsistence	£	450.00	£	320.50	71.22%
Handyman	£	4,000.00			
Total employee related costs	£	19,550.00	£	12,291.21	62.87%
Office expenses	£	2,500.00	£	990.21	39.61%
Insurance	£	3,000.00	£	-	0.00%
Subscriptions	£	900.00	£	649.03	72.11%
Website	£	500.00	£	-	0.00%
Audit Fees	£	550.00	£	515.00	93.64%
Bank charges	£	150.00	£	72.00	48.00%
Meeting Expenses	£	50.00	£	125.00	250.00%
Total Administration Costs	£	7,650.00	£	2,351.24	30.74%
Chairman's Allowance	£	100.00	£	-	0.00%
Councillors Travel/Subsistence	£	200.00	£	-	0.00%
Parish Maintenance	£	5,600.00	£	8,076.32	144.22%
Parish Projects	£	-	£	2,053.22	0.00%
Jubilee Playing Fields	£	10,000.00	£	9,113.16	91.13%
CIL (transferred from reserves)			£	24,501.93	100.00%
Community Building (trans from reserves)			£	50,498.07	100.00%
Carlyon Parish Hall	£	5,000.00	£	1,403.68	28.07%
Public Works Loan			£	75,000.00	
PWL Repayments	£	5,500.00	£	-	0.00%
Elections (transferred from reserves)			£	557.08	
Tregrehan Drainage Ditch (trans from res)			£	3,000.00	
Total VAT	£	4,000.00	£	4,162.74	104.07%
Total Other Expenses	£	30,400.00	£	178,366.20	586.73%
Total Expenditure	£	57,600.00	£	193,008.65	335.08%

INCOME		Budget		Received	% of Budget
Precept	£	45,300.00	£	45,300.00	100.00%
VAT	£	4,000.00	£	2,553.67	63.84%
CIL	£	-	£	3,376.97	0.00%
Hall Rental	£	2,600.00	£	45.00	1.73%
Other Income	£	1,200.00	£	3,258.07	271.51%
PWL Board			£	74,973.75	
Interest	£	1,500.00	£	2,264.13	150.94%
Transfers from Reserve Funds Held	£	3,000.00			

Agenda Item 14 – Correspondence Received

- Cornwall Council's analysis of the November budget
- NHS Cornwall and Isles of Scilly Cornwall Together newsletter
- Draft Minutes of CALC AGM
- Notice of withdrawal of First Bus from Cornwall
- Cornwall Council's Town and Parish Council newslet