

Carlyon Parish Council

Dear Councillor

You are summoned to attend a meeting of **Carlyon Parish Council** to be held in **Charlestown Primary School** on **Tuesday 28 January 2020 at 6.00 pm.**

Julie Larter

Mrs Julie Larter

Clerk

21 January 2020

01872 501101

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 17 December 2019

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

4. Chairman's Announcements

To allow the Chairman to make any announcements

5. Public Participation

*The Chairman will invite Members of the public to address the meeting in relation to the business to be carried out 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 Tom French CC

7. Planning Applications and Related Matters

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

PA20/00142 – Land west of 12 Appletree Lane: Proposed dwelling including associated revisions to vehicular access to existing dwelling

(b) To note the current situation regarding the following application:

PA18/07915 – 4 Boscundle Close: Proposed demolition of dwelling and erection of 4 residential apartments and associated works

8. Neighbourhood Plan

To receive an update from the Steering Group and authorise any expenditure

9. Community Governance Review

To determine the parish council's next steps

10. Gwallon Keas Development

To consider a street name for the 10 houses approved under PA18/10255 (Previously suggested names have now been used: Cuddra Road, Cuddra Close, Kober Way, Gwartha Close, Ley Close, Hollow Burrow View, Hollow Burrow Way)

11. Parish Councillor Vacancy

To note the current situation

12. Parish Issues

Ongoing Matters

- Carlyon Recreation Area
 - (a) *To note that the field has been accepted for listing on Cornwall Council's List of Assets of Community Value*
 - (b) *To note any concerns*
- Tregrehan Recreation Area
 - (a) *To note the current situation regarding the devolution of the field*
 - (b) *To note any concerns*
- Beach development
 - To note any concerns*
- Highways matters
 - (a) *Village Gateways*
 - To note progress and authorise any expenditure*

(b) To consider further bids to the Community Network Highways Scheme
(c) To note any highways concerns

- Parish Projects
To note the current situation
- Climate Change
(a) To adopt Terms of Reference for the group
(b) To receive an update

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13. Financial Matters

To note the current financial position and authorise payments

Pages 9-10

14. Correspondence

To note any correspondence received since the last meeting

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15. Meetings/Training Attended

To receive an update from meetings or training recently attended by members or the Clerk

16. Dates for the Diary

To note any forthcoming dates for Members' diaries

17. Dates of Forthcoming Meetings

(C) – Charlestown Primary School, (T) – Tregrehan Methodist Centre
25 February (T), 24 March (C), 28 April: Annual Parish Meeting (T), 19 May: Annual Meeting of the Parish Council (C), 23 June (T), 21 July (C), 25 August (T) – only if required, 22 September (C), 27 October (T), 24 November (C), 17 December (T)

MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on TUESDAY 17 DECEMBER 2019 in Tregrehan Methodist Centre at 6.00pm

Present: Cllrs Alan Moore, Mike Thompson, Graham Entwistle, Ann Taylor, Paul Trudgian, Heidi Clemo, Myles Breary

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

(19/122) Apologies for Absence

Apologies were received from Cllr Cunningham.

(19/123) Minutes of a Parish Council held on 26 November 2019

It was **RESOLVED** that the minutes of a Meeting of the Parish Council held on 26 November 2019 be signed as an accurate record of the meeting.

(19/124) Declarations of Interest on Items on the Agenda

There were no declarations of interest.

(19/125) Chairman's Announcements

The Chairman said it was with regret that he had to announce the resignation of Cllr Delenn Burkitt.

The Chairman wished all present a Happy Christmas.

(19/126) Public Participation

No members of the public wished to speak.

(19/127) Cornwall Councillor's Report

Cllr French reported that at the meeting of Cornwall Council held on 10 December regarding the Community Governance Review, he had tabled a motion, supported by Cllr Mustoe, that the Town Council should not be allowed to take over the Gwallon Keas development. Cllr French's main point was that this is a development of 190 houses of which 48 are affordable and there is no other affordable housing within the parish. He also said the additional precept will allow the Parish Council to build up their reserves in order to meet increased commitments as Cornwall Council comes under greater financial pressure. Cllr French also stated that the proposed Town Council's take-over of the development will not help develop better working relationships with Carlyon Parish Council.

The Clerk explained that there will be a 3 month consultation period and Cllr French said that it was important to get residents to respond to the consultation. Cllr Thompson suggested starting a petition. The parish council will decide what course of action to take at the January meeting.

(19/128) Planning Applications and Related Matters

(a)

(i) PA19/09450 – The Oaks, Appletree Lane: Works to trees covered by a Tree Preservation Order

The Clerk said that the applicant has now agreed to amend the application in line with the Tree Officer's comments. It was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council goes along with the Tree Officer's comments and has no objections.**

(ii) PA19/10436 – 21 Gloucester Avenue: Proposed rear extension and front porch
It was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council supports the proposal.**

(b) The current situation regarding the following applications was noted:
PA18/07915 – 4 Boscundle Close: Proposed demolition of dwelling and erection of 4 residential apartments and associated works
The Clerk reported that the planning officer cannot support the current scheme on the basis of the scale not being appropriate and its location within a flood zone. The applicant is to be given the option to withdraw the application or the officer will refuse the application.

(19/129) Neighbourhood Plan

Cllr Entwistle reported that work is ongoing. Cllr Thompson will chase the grant funding application.

(19/130) Community Governance Review

This matter had been discussed earlier. The Clerk reported that she has been unable to find out how many other decisions were made against the recommendation of the officer.

(19/131) Carlyon Recreation Area

There were no concerns.

(19/132) Tregrehan Playing Fields

The Chairman reported that members of the Lions Club of St Austell have now kindly planted the trees and shrubs and that a photograph would be in the local press. Cllr Trudgian commented that there were a lot of mole hills in the childrens' playground.

(19/133) Beach Development

(a) Amendments to footpaths

The Clerk reported that she has spoken to Mike Eastwood, Countryside Access Team Leader at Cornwall Council who has contacted CEG. Mr Eastwood is happy to offer advice on the process and it was decided that the parish council should wait for CEG to make contact again.

(b) There were no other concerns.

(19/134) Highways Matters

(a) Village Gateways

A quote has been received from Cormac. The Clerk was asked to obtain a further quote and the matter will be considered again in January.

(b) Street Lighting in Cypress Avenue

The Highways Officer has indicated that it will cost in the region of £21,000 to install 6 lighting columns at the northern end of Cypress Avenue. It would cost approximately £70,000 to install lighting on the entire length that is not currently lit. There is no funding stream at the present time to carry out the work, although it could be put forward for inclusion in the Community Network Highways Scheme.

Members felt that there is an issue of night time visibility of the traffic build outs. Reflective strips on the bollards are not visible with dipped headlights. The Clerk was asked to request that road markings be renewed and better reflective strips are provided to see if this made any difference. Cllr Trudgian offered to meet the Highways officer to discuss.

The Clerk was asked to enquire whether there is any S106 money available from the Gwallon Keas development.

(c) Other Highways Concerns

The Clerk reported that the missing sign in Kent Avenue is due to be replaced this month. The Clerk was asked to report a number of instances of graffiti in the parish, including on Cypress Avenue bridge and on the South West Coast Path.

(19/135) Parish Projects

The Clerk confirmed that required improvements to the SWCP at the back of Carlyon Bay Hotel are planned to be undertaken by Cormac next year as part of the Natural England Coastal Improvement grant work.

Cllr Trudgian reported that he has spoken to residents in Tregrehan and they are receptive to having a living Christmas tree planted in Tregrehan playing field. Cllr Trudgian will send the Clerk a map indicating the preferred location in order that she can get permission from Cornwall Council. It is also proposed to install planters in Crinnis Road and along the railings in Tregrehan next year. Cllr Trudgian will check with Cllr Richard Pears to see if there is any intention to plant a wild flower meadow on the A391/Trenowah Road.

(19/136) Climate Change

A meeting is due to be held after the parish council meeting to draft Terms of Reference for the group.

(19/137) Financial Matters

(a) Sand for sandbags in Tregrehan Mills.

It was **RESOLVED to purchase 50 x 25kg bags of sand to fill sandbags purchased last year. The sand is to be stored in The Carhouse.**

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

BACS	A & A Maintenance	Cutting inland PRoW, SWCP and Sea Road field	£1,310.00
BACS	Vision ICT	Initial payment for upgrading PC website	£465.00
BACS	St Austell Bay PC	50% share of Clerk's annual membership SLCC	£143.50
BACS	Chacewater garden Centre	Trees for Tregrehan playing field	£756.06
BACS	Mrs J Larter	December salary	*
BACS	Cornwall Pension Fund	EE and ER contributions	*

BACS	HMRC	Quarterly PAYE	*
BACS	J Fenn	Excavation work in Tregrehan playing field	£60.00
BACS	AAJ and EEM Moore	Reimbursement for sundry goods in connection with planting trees in Tregrehan playing field	£183.36

*Publication of salary payments is excluded under the Data Protection Act

(19/138) Correspondence Received

A list of correspondence had previously been circulated. In addition, the following had been received since publication of the agenda

- Communities and Devolution bulletin on Cornwall Council's future spending priorities
- Notes from Community Network Panel meeting held on 28 November
- Email from Cornwall Council's Monitoring Officer giving an update on the Standards Committee

(19/139) Meetings/Training Attended

28 November – Cllr Taylor and the Clerk attended the St Austell and Mevagissey Community Network Panel meeting

4 December – Clerk attended the SLCC Smaller Councils meeting

6 December – Clerk attended a Cornwall Council working party meeting to look at ways of improving the Local Maintenance Partnership scheme and encouraging more councils to join

(19/140) Dates for the Diary

30 January – CALC AGM

Future Neighbourhood Plan meetings are to be held immediately after parish council meetings. The Clerk to check with Charlestown PS that an extended hire period is acceptable.

(19/141) Dates of Forthcoming Meetings (C) – *Charlestown Primary School*, (T) – *Tregrehan Methodist Centre*, 28 January (C), 25 February (T), 24 March (C), 28 April (T) (Annual Parish Meeting), 19 May (C) (Annual Meeting of the Parish Council), 23 June (T), 21 July (C), 25 August (T) – only if required, 22 September (C), 27 October (T), 24 November (C), 17 December (T)

The meeting closed at 6.48 pm

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Chairman

Date

Carlyon Parish Council Climate Change Working Party

Terms of Reference

Purpose:

- To identify positive actions that Carlyon Parish can take to reduce its impact on the environment
- To compile a list of steps that the Carlyon Parish Council can take to stop the negative impact of climate change on the parish
- To work with partners and other government bodies to address climate change at a local level

Membership:

- The group is a working party of Carlyon Parish Council
- Membership is determined annually by the parish council, but is to be a mixture of councillors and non-councillors
- Non-members agree to abide by the Council's Code of Conduct

Meetings:

- Meetings are to be held as required. They are not required to be held in public, but in the interest of good practice, notes should be kept
- One councillor to be responsible for reporting activity to the parish council

Budgetary Responsibility:

- The Climate Change Working Party does not have delegate powers to spend money. All recommendations for expenditure are to be put to the full Council for consideration

Carlyon Parish Council
Budget Monitor Report to 31 December 2019

	Budget	Spend to Date	Percentage of Budget
	£	£	£
Employee Costs			
Clerk's salary (including oncosts)	£ 9,750.00	£ 6,432.85	65.98%
Training & conference expenses	£ 1,000.00	£ 145.00	14.50%
Clerks Room Allowance	£ 216.00	£ 198.00	91.67%
Clerk's travel and subsistence	£ 300.00	£ 188.10	62.70%
Total employee related costs	£ 11,266.00	£ 6,963.95	61.81%
Administration Costs			
Office expenses	£ 400.00	£ 321.12	80.28%
Postage	£ 200.00	£ 34.54	17.27%
Photocopying	£ 200.00	£ 27.27	13.64%
Office equipment	£ 600.00	£ -	0.00%
Insurance	£ 600.00	£ 348.75	58.13%
Subscriptions	£ 700.00	£ 647.01	92.43%
Website	£ 500.00	£ 605.49	121.10%
Audit Fees	£ 500.00	£ 417.64	83.53%
Bank charges	£ 100.00	£ 54.00	54.00%
Books and Publications	£ 100.00	£ 63.30	63.30%
Hire of Meeting Room	£ 500.00	£ 120.00	24.00%
Total Administration Costs	£ 4,400.00	£ 2,639.12	59.98%
Other Expenses			
Chairman's Allowance	£ 100.00	£ -	0.00%
Councillors Travel/Subsistence	£ 500.00	£ -	0.00%
Street Furniture Maintenance	£ 1,500.00	£ -	0.00%
Devolved Services	£ 1,000.00	£ 300.00	30.00%
Parish Projects	£ 4,000.00	£ 5,316.49	132.91%
Carlyon Recreation Field	£ 1,500.00	£ 741.67	49.44%
Tregrehan Recreation Fields	£ 1,500.00	£ 1,807.53	120.50%
Footpath maintenance	£ 600.00	£ 590.00	98.33%
Neighbourhood Plan	£ 2,000.00	£ 1,594.24	79.71%
Neighbourhood Plan Grant	£ -	£ 210.36	
Total Other Expenses	£ 12,700.00	£ 10,560.29	83.15%
Reserves			
Election Fund	£ 2,000.00	£ -	0.00%
Community building	£ 65,000.00	£ -	0.00%
General Contingency	£ 4,000.00	£ -	0.00%
Total Reserves	£ 71,000.00	£ -	0.00%
VAT Paid		£ 1,994.79	
Total Expenses	£ 99,366.00	£ 22,158.15	22.30%
Income			
Precept	£ 25,478.33	£ 25,478.33	100.00%
CTSG	£ 325.30	£ 325.29	100.00%

VAT	£ -	£ 459.99
Bank Interest		£ 240.50
Other Income		£ 6,175.82
Total Income	£ 25,803.63	£ 32,679.93

Bank Reconciliation

Balance as at 31/12/2019	Current Account	£ 19,323.32
	Less unpresented chqs	£ -
		<hr/>
		£ 19,323.32
Balance as at 31/12/2019	Instant Access	£ 80,474.32
		<hr/>
		£ 99,797.64

Correspondence received since 17 December 2019

- NALC Chief Executive's bulletin
- Citizens' Advice Cornwall update
- Notification of a Streetworks closure on 17 – 21 February for Beach Road, Crinnis Road, Church Road and Holmbush Arch road
- Notification of a vacancy on the board of Cornwall Rural Housing Association
- Agenda for Community Network Panel meeting regarding climate change to be held on 30 January
- Agenda for Cornwall Countryside Access Forum meeting to be held on 28 January
- Email from a local resident regarding the listing of Crinnis Beach and any discussion the parish council may have with CEG regarding PRow
- Invitation to attend Cornwall Community Flood Forum Flood Warden Taster Days
- Emails regarding the removal of the Oak tree in front of AJ's in Beach Road
- Letter from Tanya Courage Trust asking for financial support
- Details of Cornwall Council's consultation on the draft Cornwall Design Guide and the draft Cornwall Streetscape Design guide
- Email from a Tregrehan resident regarding dog owners taking dogs into the childrens' playground field