

# Carlyon Parish Council

Dear Councillor

You are summoned to attend a meeting of **Carlyon Parish Council** to be held in **Tregrehan Methodist Centre** on **Tuesday 25 February 2020 at 6.00 pm.**

*Julie Larter*

Mrs Julie Larter

Clerk

18 February 2020

01872 501101

[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 28 January 2020

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

Pages 4-8

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

#### (a) Pecuniary Interests

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

#### (b) Non-registerable Interests

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

#### (c) Dispensations

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

#### (d) Gifts and Hospitality

*To declare any gifts or hospitality*

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

(i) PA20/00519 – Morleigh House, Crinnis Close: Proposed rear conservatory

(ii) PA19/11257 – Mobile home and land at 14 Tregrehan Mills: Certificate of Lawfulness for existing use of mobile home and adjoining and as a residential unit

(iii) PA20/00602 – 11 Sea Road: Amendment of previously approved plans to avoid conflict with mains drains plus ancillary changes

(b) To note that an appeal for non-determination has been lodged with the Planning Inspectorate for 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 note the current situation*

**10. The Great British Spring Clean 2020**

*To consider organising a litter pick*

**11. Tree Preservation Orders**

*To determine which trees/areas should be put forward for TPOs*

*Appendix (i)*

**12. Parish Issues**

Ongoing Matters

- Carlyon Recreation Area
  - (a) *To note the situation regarding improving access to the field*
  - (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  
*To note any highways concerns*
- Climate Change and Environment Working Party  
*To receive an update and authorise any expenditure*

**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*

Page 11

**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*  
 17 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)

**\*note change of date**

**MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on TUESDAY 28 JANUARY 2020 in Charlestown Primary School at 6.00pm**

**Present:** Cllrs Graham Entwistle, Paul Trudgian, Heidi Clemo, Myles Breary, Alison Cunningham

**In attendance:** Julie Larter (Clerk), 12 members of the public.

In the absence of the Chairman, Cllr Entwistle took the chair.

**(19/142) Apologies for Absence**

Apologies were received from Cllrs Alan Moore, Ann Taylor and Mike Thompson.

**(19/143) Minutes of a Parish Council held on 17 December 2019**

It was **RESOLVED** that the minutes of a Meeting of the Parish Council held on 17 December 2019 be signed as an accurate record of the meeting.

**(19/144) Declarations of Interest on Items on the Agenda**

There were no declarations of interest.

**(19/145) Chairman's Announcements**

The Chairman had no announcements to make.

**(19/146) Public Participation**

A member of the public apologised for his prolonged absence and asked about the Community Governance Review.

A resident of Wheal Regent Park thanked Cllr French and the Clerk for their efforts in getting yellow lines painted at the entrance to the estate.

Jason Jarvis, Director, Create Design, informed the meeting that he will shortly be submitting a planning application for the demolition of 85 Sea Road and replacing it with a block of apartments. The plan is for a 3 storey building containing no more than 9 apartments. The façade would be similar to that of a house.

**(19/147) Cornwall Councillor's Report**

Cllr French asked for suggestions for the Community Network Highways scheme.

Cllr French spoke about the removal of an Oak tree from outside AJs in Beach Road. He said that had spoken to an enforcement officer, but as there was no TPO on the tree, it was not possible to stop the felling. It appears that there may have been a split in the tree.

Cornwall Council is shortly to distribute z cards to all households in Cornwall giving details of who to contact in the event of anti-social behaviour in the community. Safer Cornwall is working closely with Charlestown residents to try to combat anti-social behaviour in the village.

**(19/148) Planning Applications and Related Matters**

(a)

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

(b) The current situation regarding the following application was noted:

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

The applicant has submitted an appeal to the Planning Inspector on the grounds of non-determination.

#### **(19/149) Neighbourhood Plan**

Cllr Entwistle said that the steering group would be meeting immediately after the parish council meeting.

It was suggested that as the pine trees along Sea Road have been recommended for protection in the Village Design Statement, an application to have Tree Preservation Orders placed on them should be made to Cornwall Council. It was **RESOLVED that the Clerk should make such an application.** The Clerk was also asked to put a notice on the website to see if anyone would like to be the council's Tree Warden.

#### **(19/150) Community Governance Review**

The Clerk reported that Cornwall Council is currently running a consultation which is open until 24 March. A public consultation event is being held on Wednesday 26 February at 6.00pm in the St Austell Information Centre. The Clerk will place notices of the event on noticeboards.

After discussion around how to make residents aware of the proposed parish boundary change and to encourage them to object to the proposal, it was **RESOLVED that the clerk should create a pro-forma template which she will circulate to councillors and other contacts for onward cascading.**

#### **(19/151) Gwallon Keas Development**

Following a request from Devonshire Homes for a name for the additional road in the development, it was **RESOLVED that Boundary Close was an appropriate name for the new road on the development.**

#### **(19/152) Parish Councillor Vacancy**

The Clerk reported that no-one has requested an election and therefore the parish council may co-opt to fill the vacancy. The Clerk will put up a notice and it is hoped to co-opt at the next meeting.

#### **(19/153) Carlyon Recreation Area**

(a) The Clerk reported that the field has now been placed on Cornwall Council's Register of Assets of Community Value. The Clerk thanked the members of the public who had helped her gather evidence of use over the summer.

(b) The Clerk reported that the Sea Road hedge has now been cut and the growth in the middle will be removed by hand. Concern was expressed about marks left by the tractor's tyres but it is likely that they will disappear over time.

#### **(19/154) Tregrehan Playing Fields**

(a) Asset Transfer

The Clerk reported that Cornwall Council has been collating costs and is expecting a formal reply from the Council in the next couple of weeks.

(b) Concerns

A complaint has been received that a dog owner took a dog into the childrens' play park. A request has been received to hold a charity dog show on the field in the summer. Councillors were happy to give permission and the Clerk will respond informing the person of the process.

**(19/155) Beach Development**

There was nothing to report.

**(19/156) Highways Matters**

(a) Village Gateways

An additional quote has now been received from a private company. It was **RESOLVED to accept Cormac's quote of £3,839.13 to install gateways on 3 entrances to Tregrehan Mills.**

(b) Other Highways Concerns

A Road Closure Notice has been issued for Par Moor Road – 25 February 2200 – 26 February 0600.

The Clerk reported that she has now been told that there is no money left this financial year to replace the missing street sign for Kent Avenue. It is hoped that a replacement will be forthcoming financial year.

The Clerk asked for suggestions for the next round of the Community Network Highways Scheme. It was **RESOLVED to put forward a proposal for dropped kerbs along Beach Road and the Clerk will liaise with Cllr Clemo.**

The Clerk was asked to chase Highways again about the collapsing road between the Britannia roundabout and the St Austell Garden Centre.

The Clerk reported that she has enquired whether there is any S106 money available from the Gwallon Keas development for streetlights along Cypress Avenue and has been told that all the money has been allocated. She will chase the road marking and reflective strips issue with Highways.

The Clerk reported that she has purchased a graffiti removal kit and has now removed the graffiti reported last month. She asked to be informed if any more appears in the parish and she will deal with it accordingly.

The agenda was re-ordered

**(19/157) Climate Change**

(a) Following discussion it was decided that Parish Projects and Climate Change should be dealt with together and it was **RESOLVED to call the group the Climate Change and Environment Working Party. Terms of Reference were adopted and membership will initially comprise of Cllrs Paul Trudgian, Heidi Clemo and Graham Entwistle.**

Cllrs Entwistle and Clemo are to attend Cornwall Council's Community Network event about climate change on Thursday evening.

**(19/158) Parish Projects**

The Clerk has made contact with personnel involved in planting initiatives around St Austell town and will arrange a meeting for members of the Climate Change and Environment Working Party to see how the parish council can work with them.

The Clerk reported that she has now had permission from Cornwall Council to plant a living Christmas tree in Tregrehan playing field. She is waiting for a response from Cormac.

### **(19/159) Financial Matters**

The Clerk reported that she is having difficulty in getting this month's payments authorised due to councillors being on holiday and other councillors not having set themselves up correctly. It was therefore **RESOLVED that all parish councillors would be authorised signatories on the bank account to avoid this situation in the future.**

Current balances were noted and the following payments were authorised:

BACS	Vision ICT	Final invoice for website upgrade and hosting and support 2020/21	£669.00
BACS	Duchy Defibrillators	Annual monitoring fee for Tregrehan unit	£192.00
BACS	Mrs J Larter	Expenses and mileage	£161.75
BACS	Mrs J Larter	January salary	*
BACS	Complete Weed Control	Pavement weed spraying	£240.00
BACS	Cornwall Pension Fund	EE and ER contributions	*
BACS	Bradfords Building Supplies	Sand for sandbags in Tregrehan	£115.20

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

### **(19/160) Correspondence Received**

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

- Details of funding available for community road safety
- Town and Parish Council newsletter updating on the Community Governance Review
- BT Superfast Broadband update
- Code of Conduct training dates
- NALC newsletter
- Town and Parish Council newsletter
- Notification of Cornwall Council's Climate Change Development Planning document
- Details of The Great British Spring Clean 2013
- Correspondence regarding a felled tree outside AJ's

### **(19/161) Meetings/Training Attended**

15 January – Cllr Trudgian and the Clerk met a representative of Keveths to discuss village gateways

16 January – Cllr Thompson attended the launch event for Gwallon Keas

### **(19/162) Dates for the Diary**

29 January – CALC AGM

30 January – Community Network Panel Meeting regarding climate change – Cllrs Entwistle and Clemo to attend

26 February – Cornwall Council Community Governance Review Public Meeting, St Austell Information Centre

**(19/163) Dates of Forthcoming Meetings** (C) – Charlestown Primary School, (T) – Tregrehan Methodist Centre, 25 February (T), 17 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 7.05 pm

.....  
Chairman

.....  
Date

DRAFT



**Carlyon Parish Council**  
**Budget Monitor Report to 04 February 2020**

	Budget	Spend to Date	Percentage of Budget	Notes/comments
	£	£	£	
<b>Employee Costs</b>				
Clerk's salary (including oncosts)	£ 9,750.00	£ 7,024.30	72.04%	
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	£ 277.65	92.55%	
<b>Total employee related costs</b>	<b>£ 11,266.00</b>	<b>£ 7,644.95</b>	<b>67.86%</b>	
<b>Administration Costs</b>				
Office expenses	£ 400.00	£ 321.12	80.28%	
Postage	£ 200.00	£ 66.80	33.40%	
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	£ 1,162.99	232.60%	
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%	
<b>Total Administration Costs</b>	<b>£ 4,400.00</b>	<b>£ 3,228.88</b>	<b>73.38%</b>	
<b>Other Expenses</b>				
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	£ 5,447.48	136.19%	
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		
<b>Total Other Expenses</b>	<b>£ 12,700.00</b>	<b>£ 10,691.28</b>	<b>84.18%</b>	
<b>Reserves</b>				
Election Fund	£ 2,000.00	£ -	0.00%	
Community building	£ 65,000.00	£ -	0.00%	
General Contingency	£ 4,000.00	£ -	0.00%	
<b>Total Reserves</b>	<b>£ 71,000.00</b>	<b>£ -</b>	<b>0.00%</b>	
<b>VAT Paid</b>		£ 2,130.44		
<b>Total Expenses</b>	<b>£ 99,366.00</b>	<b>£ 23,695.55</b>	<b>23.85%</b>	
<b>Income</b>				
Precept	£ 25,478.33	£ 25,478.33	100.00%	
CTSG	£ 325.30	£ 325.29	100.00%	

VAT	£	-	£ 2,256.10	
Bank Interest			£ 240.50	
Other Income			£ 6,175.82	inc £4701.79 s106
<b>Total Income</b>	<b>£</b>	<b>25,803.63</b>	<b>£ 34,476.04</b>	

#### Bank Reconciliation

Balance as at 03/02/2020/12/2019	Current Account	£ 19,342.03
	Less unpresented chqs	£ -
		£ 19,342.03
03/02/2020	Instant Access	£ 80,474.32
		<u><u>£ 99,816.35</u></u>

## **Correspondence received since 28 January 2020**

- Notification of Cornwall Council's consultation - 2020 Off-Street Parking Order
- Further correspondence regarding street lighting on Cypress Avenue
- Update on Cornwall Council's Community Governance Review
- Invitation to attend a Tour of Britain briefing
- Town and Parish Council newsletter
- Cornwall Council's Positive Planning newsletter
- Invitation to the Chairman to attend St Austell Mayor's Civic Dinner
- NALC Chief Executive's Bulletin
- Neighbourhood Planning E-Bulletin
- Details of The Great British Spring Clean
- Details of Cornwall Council's Community Enforcement Programme
- Update on Cornwall Council's Community Network Highways Schemes