

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 17 March 2020 at 6.00 pm.**

Julie Larter

Mrs Julie Larter

Clerk

10 March 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 25 February 2020

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 any applications received after publication of this summons

*(b) Cornwall Council Climate Change Development Plan Document
To consider a response to the above consultation*

Pages 8 - 9

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. Tour of Britain Cycle Race

To consider organising an event to coincide with the event

11. Heavy Transport Bowling Club

To consider a letter from the Club regarding the purchase of a defibrillator and authorise any expenditure

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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 activities planned for the forthcoming summer season and 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*
- Tree Preservation Orders
 - To receive an update*

- 13. Financial Matters**
(a) To review the Council's Asset Register Appendix (i)
(b) To consider whether the Council has adequate insurance provision Appendix (ii)
(c) To note the current financial position, vire funds to regularise budget headings and authorise payments Pages 11 - 12
- 14. Correspondence**
To note any correspondence received since the last meeting Page 13
- 15. Meetings/Training Attended**
To receive an update from meetings or training recently attended by members or the Clerk Appendix (iii)
- 16. Dates for the Diary**
(a) To nominate a representative to attend the Imerys Community Liaison Group
(b) To note any forthcoming dates for Members' diaries
- 17. Annual Parish Meeting**
To decide the format of the Annual Parish Meeting
- 18. Dates of Forthcoming Meetings**
(C) – Charlestown Primary School, (T) – Tregrehan Methodist Centre
 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)
- 19. Exclusion of Public and Press**
Under Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, it is proposed that because of the nature of the business to be transacted, the public and press be excluded from the meeting for agenda items 20 and 21
- 20. Footpath Maintenance**
To consider tenders for cutting the South West Coast Path and Public Rights of Way under a Local Maintenance Partnership agreement with Cornwall Council
- 21. Pavement Weed Spraying**
To appoint a contractor for the forthcoming year

MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on TUESDAY 25 FEBRUARY 2020 at Tregrehan Methodist Centre at 6.00pm

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

In attendance: 6 members of the public, Libby Moore - minute taker in the absence of the Clerk

(19/164) Apologies for Absence

Apologies were received from Cllrs Mike Thompson and Alison Cunningham.

(19/165) Minutes of a Parish Council held on 28 January 2020

It was **RESOLVED** that the minutes of a Meeting of the Parish Council held on 28 January 2020 be signed as an accurate record of the meeting.

(19/166) Declarations of Interest on Items on the Agenda

There were no declarations of interest.

(19/167) Chairman's Announcements

The Chairman explained the reasons for the change of meeting dates.

The Chairman has arranged visits to the incinerator and recycling centre for Councillors and members of the public.

19/168) Public Participation

A member of the public again requested that an error concerning the Council's position on the development on the beach be corrected. He went on to explain that he would be speaking at the public meeting on the Community Governance Review.

Another member of the public asked that Libby be thanked for standing in for the Clerk. He also commented that the hedge trimming on Sea Road is a great improvement and may discourage vegetation dumping.

(19/169) Cornwall Councillor's Report

Cllr French reported that the mini roundabout at Holmbush Arch had been resurfaced and was a great improvement.

A house owner adjacent to the triangle of ground with a letterbox on the junction of Haddon way can no longer maintain the area.

(19/170) Planning Applications and Related Matters

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

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.

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

Members did not have sufficient detailed knowledge of the history of the site to make a formal comment.

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

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) 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.

(19/171) Neighbourhood Plan

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

It was **RESOLVED that the Clerk should pay for the Web provider to convert a number of word files to pdf at a cost of £30 + VAT.**

This action should correct the Website error drawn to the meeting attention by a member of the public.

(19/172) Community Governance Review

A public consultation event is being held on Wednesday 26 February at 6.00pm in the St Austell Information Centre.

The Chairman will be attending and presenting the Parish Councils agreed position. The Chairman has given letters and proformas that were agreed at the January meeting to the three householders at Gwallon Keas. A member of the public handed the Chairman a copy of the speech he will be giving at the meeting.

(19/173) The Great British Spring Clean 2020

Councillors and members of the public will meet on 21st March Carlyon recreation field at 10.30 am to litter pick.

(19/174) Tree Preservation Orders

The two members of the Neighbourhood Plan Steering Group that met with the Parish Clerk and produced a plan for potential TPOs' were thanked. Councillor Breary asked that the existing TPO in the garden of 14 Windsor Drive be noted on the plan.

Councillors were concerned at the potential cost of seeking conservation area status to preserve the trees, and wished to view the trees individually to consider their landscape value.

It was **RESOLVED that a site meeting with the Planning Officer responsible for TPOs should be held with at least two Parish Councillors being present, to take advice on how best to progress this issue.**

(19/175) Carlyon Recreation Area

(a) It was reported that Brend Hotels have refused permission for a bench fearing the potential for anti-social behaviour.

(b) Cllr Trudgian reported that there was the possibility of organising a community event, possibly a pop up art exhibition.

(c) The green triangle on the corner of Haddon Way now needs maintenance.

It was **RESOLVED** the Clerk finds out who owns it, and if appropriate add it to the routine maintenance schedule.

(19/176) Tregrehan Playing Fields

(a) Asset Transfer the Clerk has chased Helen Nicholson.

(b) The Christmas tree will be planted this week at a cost considerably below budget.

(19/177) Beach Development

Cllr Clemo reported that she would be meeting with Tony Goodman and will be joined by Cllr Paul Trudgian.

(19/178) Highways Matters

(a) The planned patching of A390 will occur in March, but the relining of Cypress Avenue will be post 2020.

(b) Cllr Clemo advised she is working on the proposal for dropped curbs in Carlyon Bay. It was noted that the road markings at the junction of Kent Avenue and Beach Road need renewing, the road surface outside 9 Edinburgh Close is breaking up, and the surface of one of the pavements in Edinburgh Close is also in a poor state of repair. The Clerk was asked to report the defects to Highways.

It was RESOLVED that the Clerk approach the owners of the shopping centre to repair the potholes which members considered a safety hazard.

(19/179) Climate Change and Environment Working Party

(a) Parish Projects Cllr Trudgian reported the following.

On the coast path Andy has been instructed to plant the blackthorn behind Monterey Lodge.

The Village gates have been ordered and Cormac instructed to install.

SABEF and MSFN have agreed to include the wildflower planting within the Parish on the A391 in their scheme with no cost to the Parish. Saving an initial cost of £1,233 and an annual cost of £636.

It was RESOLVED that the Council would contribute £1,000 towards the Britannia Roundabout planting scheme.

The wildflower planting in Carlyon fields is in hand.

Cormac will not allow planting containers in any of the proposed locations except under each of the Parish signs. Quotes have been requested from Hay Nurseries.

It was RESOLVED to pay Andy to clear the area on Crinnis Road for £40 plus £80 per year for ongoing maintenance.

An acceptable solution is still being sought regarding the Tregrehan planters. As planned projects are currently under-budget, at the next meeting the Council will be asked to approve expenditure for the next highest scoring project in the master project plan, which is benches in the Tregrehan children's playing area.

(19/180) Financial Matters

Current balances were noted and payments totalling £1,135.83 as scheduled have been authorised.

Cllr Ann Taylor undertook an internal control check on 21 February and her report is held on file.

Current balances were noted and the following payments were authorised:

BACS	Duchy Defibrillators	Annual monitoring fee for Tregrehan unit	£192.00
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BACS	Tregrehan Meth Church	Hall hire for Pc and Np Meetings	£45.00
BACS	Mrs J Larter	February salary	*
BACS	SLCC Enterprises	Clerk's attendance at Practitioners Conference (50% share)	£232.00
BACS	Cornwall Pension Fund	EE and ER contributions	*
BACS	Lyreco	Printer cartridges	£75.18

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

(19/181) Correspondence Received

A list of correspondence had previously been circulated.

(19/182) Meetings/Training Attended

29 January – The Clerk attended SLCC Regional Training Roadshow.

10 February- Cllr Trudgian and the Clerk met with Melissa Ralph and Nikki Hotchin to discuss planting projects.

17 February- Clerk attended SLCC Smaller Councils meeting.

24 February- Clerk attended Tour of Britain Cycle tour briefing.

(19/183) Dates for the Diary

26 February – Cornwall Council Community Governance Review Public Meeting, St Austell Information Centre Cllr Moore attending.

2 March- CC Environmental Growth Workshop Cllr Clemo and Clerk attending.

12 March- Cllr Miles Breary attending Code of Conduct training.

(19/184) Dates of Forthcoming Meetings (C) – Charlestown Primary School, (T) – Tregrehan Methodist Centre, 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)

*NOTE CHANGE OF DATE

The meeting closed at 7.15 pm

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Chairman

.....
Date

Cornwall Council Climate Change Development Plan Document

We wrote to you in January regarding the development of our Climate Change Development Plan Document (DPD). We are now writing to Parish and Town Councils again to share more information on the topics which are most likely to relate directly to Neighbourhood Planning (namely the renewable energy and coastal change sections) and to seek your input at an early stage.

There are currently 35 made Neighbourhood Plans in Cornwall, with many others at various stages in the process. Neighbourhood Plans form a fundamental part of Cornwall's planning policy framework and the intention is for the Climate Change DPD to provide additional support for addressing climate and resilience issues in a positive manner.

Renewable energy

Some Neighbourhood Plans are supportive of renewable energy, whereas others don't touch on it. A small number are not supportive of renewable energy. We have undertaken a review of all Neighbourhood Plans that have been submitted to us and are keen to explore opportunities to work together with Town and Parish Councils to promote renewable energy through planning policy. Where Neighbourhood Plans are explicitly not supportive of wind energy, we are keen to understand whether this position may have shifted in light of recent Climate Change Emergency declarations.

The Climate Change DPD team is in the process of developing a Scoping Report to identify key policy areas that the DPD could cover. Cornwall has significant opportunity to help reduce carbon emissions through renewable power generation. As part of the scoping stage, we are undertaking a study to identify locations that might be suitable for wind turbines and other renewable energy sources (for clarification, all would still require the grant of planning permission in the normal way to proceed). This will be undertaken via a renewable energy study that maps the best areas for wind speed and then applies various constraints (including landscape sensitivity, proximity to residents and infrastructure, protected wildlife sites and World Heritage Sites) to identify broad areas for allocation. We will also take into account relevant Neighbourhood Planning policies.

We would like to ensure that our approach has community support and are keen to understand your views on:

- Whether you consider that there should be any limit to the scale/size for wind turbines in your parish and why?
- Whether there are any broad locations which are/are not appropriate in your parish?
- What policy can do to help ensure community support e.g. Community ownership/benefit/community share?
- Should the Climate Change DPD include a policy supporting community owned small-scale turbines in areas of greater landscape sensitivity, e.g. in the AONB?

Coastal Change *(N.B. We recognise this section will not be relevant to all parishes)*

Coastal erosion and flooding incidents are expected to increase throughout this century because of the increasing frequency and magnitude of storms and rising sea levels as a result of global warming. Changes to the shoreline threatens some coastal communities, potentially including loss of homes and businesses. These threats need to be managed through the planning process to ensure that development in areas subject to coastal erosion and flooding are sustainable and safe. There is a need to plan to ensure that coastal communities will continue to have access to facilities, services and critical infrastructure in the future.

A Shoreline Management Plan for Cornwall (link: [Shoreline Management Plan](#)) identifies areas that could be at risk and recommends action for a number of coastal communities. A small number of communities have designated themselves as a Coastal Change Management Area (CCMA) in their Neighbourhood Plan. The Climate Change DPD could help provide a more strategic approach and allocate a Coastal

Vulnerability Zone around the majority of the Cornish coast and set out a consistent policy for the sort of development appropriate in vulnerable areas. Areas that could be allocated as Coastal Change Management Areas would be identified in draft, but it would continue to be most appropriate for communities working with other agencies and support to set out the detail of what needs to be done to adapt to coastal change, including planning for identifying land for changing needs.

We would like to understand the view of coastal communities on whether this approach would be helpful to you and what support should be identified as required to help you adapt to climate change.

Agenda Item 11

Letter to the Parish Council from the Treasurer of the Heavy Transport Bowling Club

We are the Heavy Transport Bowling Club, based at Cypress Avenue, Carlyon Bay and we are currently raising funds so that we can purchase and install a defibrillator at our bowls centre. We currently have 60+ members (of a certain age!) who all live in the local area. We play matches on a very regular basis with friendly games most weekends with anything up to 48 people taking part.

To date we have raised £660 towards the defibrillator but the actual cost is £995 which includes training in the use of it.

We would be grateful if we could apply for grant aid to help with this project.

Carlyon Parish Council

Budget Monitor Report to 27 February 2020

	Budget	Proposed	Spend to	Percentage	From
	£	Budget	Date	of Budget	General
	£		£	£	Contingencies
Employee Costs					
Clerk's salary (including oncosts)	£ 9,750.00		£ 7,615.95	78.11%	
Training & conference expenses	£ 1,000.00		£ 357.00	35.70%	
Clerks Room Allowance	£ 216.00		£ 198.00	91.67%	
Clerk's travel and subsistence	£ 300.00	£ 360.00	£ 277.65	92.55%	£ 60.00
Total employee related costs	£ 11,266.00		£ 8,448.60	74.99%	
Administration Costs					
Office expenses	£ 400.00		£ 321.12	80.28%	
Postage	£ 200.00		£ 66.80	33.40%	
Photocopying	£ 200.00		£ 89.92	44.96%	
Office equipment	£ 600.00		£ -	0.00%	
Insurance	£ 600.00		£ 348.75	58.13%	
Subscriptions	£ 700.00		£ 647.01	92.43%	
Website	£ 500.00	£ 1,500.00	£ 1,162.99	232.60%	£ 750.00
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		£ 165.00	33.00%	
Total Administration Costs	£ 4,400.00		£ 3,336.53	75.83%	
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	£ 6,000.00	£ 5,607.48	140.19%	£ 2,000.00
Carlyon Recreation Field	£ 1,500.00		£ 741.67	49.44%	
Tregrehan Recreation Fields	£ 1,500.00	£ 2,500.00	£ 1,807.53	120.50%	£ 1,000.00
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		£ 10,851.28	85.44%	
Reserves					
Election Fund	£ 2,000.00		£ -	0.00%	
Community building	£ 65,000.00		£ -	0.00%	
General Contingency	£ 4,000.00	£ 190.00	£ -	0.00%	£ 3,810.00
Total Reserves	£ 71,000.00		£ -	0.00%	
VAT Paid			£ 2,194.97		
Total Expenses	£ 99,366.00		£ 24,831.38	24.99%	
Income					

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
Total Income	£ 25,803.63	£ 34,476.04		

Bank Reconciliation

Balance as at 27/02/2020	Current Account	£ 18,206.20
	Less unrepresented chqs	£ -
		£ 18,206.20
02/02/2020	Instant Access	£ 80,474.32
		£ 98,680.52

The Clerk and Cllr Taylor met on 21 February for an internal control check and reviewed the budget. The budget is likely to be underspent at the financial year end but the following budget headings will be overspent

Clerk's travel – a very slight overspend but no particular reason for this.

Website – the council's website was rebuilt in order to comply with the Public Sector Bodies (Websites and Mobile Applications) (No 2) Accessibility Regulations 2018. This expenditure had not been anticipated when the precept was set in November 2018.

Parish Projects – Technically this budget is not overspent - the council had to pay for the entrance improvement work in Tregrehan playing field but was reimbursed with £4,701.79 by way of s106 money

Tregrehan Recreation Field – A project to plant a number of trees was undertaken in order to improve the visual amenity

It is recommended that these budget headings are adjusting by viring money from the contingency fund.

Julie Larter
Responsible Financial Officer
3 March 2020

Correspondence received since 25 February 2020

- Cornwall Council's Town and Parish Newsletter
- Presentation on Community Governance Review
- Survey on Dementia Friendly Communities
- Neighbourhood Planning e-bulletin
- Highways and Environment update
- Town and Parish Council bulletin on Coronavirus
- Details of Calor's Rural Community Fund
- Request for grant funding from Cornwall Air Ambulance Trust (Clerk has responded explaining the council's "no grant" policy)
- NALC newsletter