

Carlyon Parish Council

Dear Councillor

You are summoned to attend a **virtual** meeting of **Carlyon Parish Council** to be held on **Tuesday 22 September 2020 at 6.00 pm.**

Any member of the public wishing to attend this meeting should obtain the joining details from the Clerk no later than **12.00 noon on 22 September 2020.** For security reasons no person will be admitted to the meeting without prior notification to the Clerk that they wish to attend.

Julie Larter

Mrs Julie Larter

Clerk

15 September 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 August 2020

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

Pages 4-6

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. Carlyon Beach Development

A representative from CEG will outline proposals for future development of the beach and clarify matters contained within application PA20/07591. Councillors will have the opportunity to put questions to CEG

6. 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

7. Cornwall Councillor's Report

To receive a report from Cllr Tom French CC

8. Planning Applications and Related Matters

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

(i) PA20/07591 – Carlyon Bay: Non material amendment in respect of decision notice PA11/01331 to amend approved parameter plans and associated condition numbers to reflect the revised drawings

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(iii) PA20/06846 – Crinnis House: Tree works subject to a TPO

(b) To receive an update on the following planning application:

PA20/04542 – 9 Boscundle Close: Proposed woodland holiday lodges and associated works

9. Neighbourhood Plan

To receive an update from the Steering Group

10. Working Parties

(a) Environment and Climate Change Working Party
To receive an update

(b) To consider setting up other working parties

11. Parish Issues

- (i) Tregrehan Playing Fields
 - (a) Devolution of the fields
 - (b) To consider a request to hold weekly Walking Football sessions on the field
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12. Financial Matters

- (a) To note that donations have been received in appreciation of the work of the Carlyon Support Group and to determine what to do with them*
- (b) To consider the acquisition of a credit card for the parish council*
- (c) To note the annual pay award for local government employees has been agreed. Cllr Taylor has checked the Clerk's calculations*
- (d) To note the current financial position and to authorise payments*

Pages 7-8

13. Correspondence

- To note any correspondence received since the last meeting*

Page 9

14. Dates for the Diary

- To note dates for members' diaries*

15. Dates of Forthcoming Meetings

(V) – Virtual, (C) – Charlestown Primary School, (T) – Tregrehan Methodist Centre

27 October (V or T), 24 November (Virtual or C), 17 December (Virtual or T)

Note: All meetings will be virtual until guidance changes

**MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on TUESDAY 25 August 2020 at 6.00 PM
(This was a virtual meeting)**

Present: Cllrs Paul Trudgian (Chairman), Alan Moore, Graham Entwistle, Jane Chantrill-Burns, Heidi Clemo, Myles Breary, Mike Thompson, Ann Taylor

In attendance: Julie Larter (Clerk); 5 members of the public

(20/026) Apologies for Absence

Apologies were received from Cllr Tom French, CC

(20/027) Minutes of the Annual Meeting of the Parish Council held on 28 July 2020

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

(20/028) Declarations of Interest on Items on the Agenda

Cllr Entwistle declared a Pecuniary Interest in agenda item 7 (a) (ii) as he is the applicant for the planning application.

Cllr Trudgian declared an interest in the same agenda item as he is well known to the applicant.

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The Chairman said that he would like to introduce a parish newsletter which could be used as a platform for CEG to consult residents on the forthcoming beach development. It could also be used for a consultation on the draft neighbourhood plan. The matter will be discussed more fully at the September meeting, but councillors agreed in principle to the idea. Cllr Thompson said that Eden would be sending out a letter to all homes within 2 miles of the site regarding the geothermal project.

(20/030) Public Participation

No members of the public wished to speak.

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In his absence, the Clerk read a statement from Cllr French: "I am disappointed that many of the planning applications on Sea Road are modern in style but as so many have been passed, they have become the norm. It is not the Sea Road I was brought up on."

(20/032) Planning Applications and Related Matters

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It was **RESOLVED** that the Clerk respond to the Planning Authority (Cornwall Council) stating that the parish council has no objections to the proposal subject to a transport management plan being put in place.

The Chairman and Cllr Entwistle were placed in the waiting room and Cllr Moore took the Chair.

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(20/033) Marine Sites Mitigation Supplementary Planning Document

Cllr Clemo will circulate comments to councillors and a consensus reply to the consultation will be achieved by email.

(20/034) Parish Councillor Vacancies

It was **RESOLVED to co-opt Mark Seckerson to fill the remaining Carlyon Bay ward seat.**

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Current balances were noted and the following payments were authorised:

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BACS	Tregrehan Methodist Church	Hall hire	£30.00
BACS	St Austell Bay Parish Council	Printing/photocopy charges	£38.85
BACS	Mrs J Larter	Salary	*
		Mileage	£45.00
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Cllr Moore asked for changes to be made to headings on the monthly budget monitoring form. The Chairman said that he would discuss the proposed changes with the Clerk and

Cllr Taylor. Cllr Moore also asked for additional steps to be put in place regarding the authorisation of payments but it was decided that this was an un-necessary extra layer of bureaucracy.

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Cllr Moore again asked that councillors receive copies of all correspondence received and the Clerk reiterated that she receives a large volume of correspondence, much of which is irrelevant and that councillors would not wish to see it all. Cllr Clemo said that it was the Clerk's role to sift out relevant correspondence and she is happy with the way things are. The Chairman said that he would talk to the Clerk about the possibility of getting shared drive where all correspondence could be viewed by all councillors if they wish.

(20/037) Dates for the Diary

Immediately after this meeting the Neighbourhood Plan Working Party is to meet.

11 September – Heligan-Eden Cycle Trail Project Group meeting – the Chairman is to attend.

(20/038) Dates of Forthcoming Meetings (C) – *Charlestown Primary School*, (T) – *Tregrehan Methodist Centre*. It was noted that meetings will be held virtually until Government advice changes.

22 September (C), 27 October (T), 24 November (C), 17 December (T)

The meeting closed at 6.31 pm

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Chairman

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Date

Carlyon Parish Council Budget Monitor Report to 31 August 2020

	Budget £	Expenditure £	% of Budget £
Employee Costs			
Clerk's salary (including oncosts)	£ 10,250.00	£ 3,587.65	35.00%
Training & conference expenses	£ 1,000.00	£ -	0.00%
Clerks Room Allowance	£ 216.00	£ 116.00	53.70%
Clerk's travel and subsistence	£ 300.00	£ 63.90	21.30%
Total employee related costs	£ 11,766.00	£ 3,767.55	32.02%
Administration Costs			
Office expenses	£ 600.00	£ 7.88	1.31%
Postage	£ 150.00	£ 35.93	23.95%
Photocopying	£ 150.00	£ 101.50	67.67%
Office equipment	£ 600.00	£ 344.39	57.40%
Insurance	£ 600.00	£ 357.71	59.62%
Subscriptions	£ 700.00	£ 545.99	78.00%
Website	£ 500.00	£ 60.00	12.00%
Audit Fees	£ 500.00	£ 200.00	40.00%
Bank charges	£ 100.00	£ 18.00	18.00%
Books and Publications	£ 100.00	£ -	0.00%
Meeting Expenses	£ 300.00	£ 30.00	10.00%
Total Administration Costs	£ 4,300.00	£ 1,701.40	39.57%
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	£ 380.00	38.00%
Parish Projects	£ 6,000.00	£ 687.65	11.46%
Carlyon Recreation Field	£ 1,500.00	£ 1,300.00	86.67%
Tregrehan Recreation Fields	£ 1,500.00	£ -	0.00%
Footpath maintenance	£ 600.00		0.00%
Neighbourhood Plan	£ 2,000.00	£ -	0.00%
Neighbourhood Plan Grant	£ -	£ 1,073.40	
Total Other Expenses	£ 14,700.00	£ 3,441.05	23.41%
Total VAT		£ 301.70	
Total Expenditure	£ 111,766.00	£ 9,211.70	8.24%
Reserves			
Election Fund	£ 2,000.00	£ -	0.00%
Community building	£ 70,000.00	£ -	0.00%
Flood Alleviation	£ 5,000.00	£ -	0.00%
General Contingency	£ 4,000.00	£ -	0.00%
Total Reserves	£ 81,000.00	£ -	0.00%
Income			
Precept	£ 26,827.81	£ 13,413.91	50.00%

CTSG	£	-	£	142.45
VAT	£	-	£	448.10
Bank Interest			£	86.69
CIL			£	2,762.63
Other Income				
Total Income	£	26,827.81	£	16,853.78

Balance as at 31/03/2020		£	99,293.66
Add income		£	16,853.78
Less expenditure		£	9,211.70
		£	106,935.74
Bank Reconciliation			
Balance as at 31/08/2020	Current Account	£	16,334.48
	Less outstanding payments	£	40.00
		£	16,294.48
Balance as at 31/08/2020	Instant Access	£	90,641.26
	Total Funds Held	£	106,935.74

Correspondence received since 25 August 2020

- Neighbourhood Planning newsletter
- Details of a consultation on Cornwall Council's draft Marine and Estuarine European Sites Supplementary Planning Document
- Details of a consultation on reforming local government exit pay
- Invitation to attend the Annual Meeting of Royal Cornwall Hospitals Trust
- Town and Parish Council newsletters
- Devon and Cornwall Constabulary's Rural Affairs Autumn newsletter
- Communication from the Environment Agency requesting the removal of supports to the bridge over the Tregrehan stream
- Correspondence regarding proposed improvements to Par Moor Road to enable safer use by cyclists and pedestrians
- Invitation from Truro City Council to attend a virtual conference on wilding
- Correspondence regarding the placement of "No Waiting" cones in Fairway
- Complaint about dogs being taken into the childrens' play area in Tregrehan

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Carlyon Parish Council

Dear Councillor

You are summoned to attend a **virtual** meeting of **Carlyon Parish Council** to be held on **Tuesday 22 September 2020 at 6.00 pm.**

Any member of the public wishing to attend this meeting should obtain the joining details from the Clerk no later than **12.00 noon on 22 September 2020.** For security reasons no person will be admitted to the meeting without prior notification to the Clerk that they wish to attend.

Julie Larter

Mrs Julie Larter

Clerk

15 September 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 August 2020

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

Pages 4-6

3. Declarations of Interest on Items on the Agenda

(a) Pecuniary Interests

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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. Carlyon Beach Development

A representative from CEG will outline proposals for future development of the beach and clarify matters contained within application PA20/07591. Councillors will have the opportunity to put questions to CEG

6. 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

7. Cornwall Councillor's Report

To receive a report from Cllr Tom French CC

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

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To receive an update from the Steering Group

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- (a) To note that donations have been received in appreciation of the work of the Carlyon Support Group and to determine what to do with them*
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Pages 7-8

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- To note any correspondence received since the last meeting*

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14. Dates for the Diary

- To note dates for members' diaries*

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(V) – Virtual, (C) – Charlestown Primary School, (T) – Tregrehan Methodist Centre

27 October (V or T), 24 November (Virtual or C), 17 December (Virtual or T)

Note: All meetings will be virtual until guidance changes

**MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on TUESDAY 25 August 2020 at 6.00 PM
(This was a virtual meeting)**

Present: Cllrs Paul Trudgian (Chairman), Alan Moore, Graham Entwistle, Jane Chantrill-Burns, Heidi Clemo, Myles Breary, Mike Thompson, Ann Taylor

In attendance: Julie Larter (Clerk); 5 members of the public

(20/026) Apologies for Absence

Apologies were received from Cllr Tom French, CC

(20/027) Minutes of the Annual Meeting of the Parish Council held on 28 July 2020

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

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Cllr Entwistle declared a Pecuniary Interest in agenda item 7 (a) (ii) as he is the applicant for the planning application.

Cllr Trudgian declared an interest in the same agenda item as he is well known to the applicant.

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The Chairman said that he would like to introduce a parish newsletter which could be used as a platform for CEG to consult residents on the forthcoming beach development. It could also be used for a consultation on the draft neighbourhood plan. The matter will be discussed more fully at the September meeting, but councillors agreed in principle to the idea. Cllr Thompson said that Eden would be sending out a letter to all homes within 2 miles of the site regarding the geothermal project.

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In his absence, the Clerk read a statement from Cllr French: "I am disappointed that many of the planning applications on Sea Road are modern in style but as so many have been passed, they have become the norm. It is not the Sea Road I was brought up on."

(20/032) Planning Applications and Related Matters

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It was **RESOLVED** that the Clerk respond to the Planning Authority (Cornwall Council) stating that the parish council has no objections to the proposal subject to a transport management plan being put in place.

The Chairman and Cllr Entwistle were placed in the waiting room and Cllr Moore took the Chair.

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(20/033) Marine Sites Mitigation Supplementary Planning Document

Cllr Clemo will circulate comments to councillors and a consensus reply to the consultation will be achieved by email.

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It was **RESOLVED to co-opt Mark Seckerson to fill the remaining Carlyon Bay ward seat.**

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Immediately after this meeting the Neighbourhood Plan Working Party is to meet.

11 September – Heligan-Eden Cycle Trail Project Group meeting – the Chairman is to attend.

(20/038) Dates of Forthcoming Meetings (C) – *Charlestown Primary School*, (T) – *Tregrehan Methodist Centre*. It was noted that meetings will be held virtually until Government advice changes.

22 September (C), 27 October (T), 24 November (C), 17 December (T)

The meeting closed at 6.31 pm

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Chairman

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Date

Carlyon Parish Council Budget Monitor Report to 31 August 2020

	Budget £	Expenditure £	% of Budget £
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Training & conference expenses	£ 1,000.00	£ -	0.00%
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Books and Publications	£ 100.00	£ -	0.00%
Meeting Expenses	£ 300.00	£ 30.00	10.00%
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Neighbourhood Plan	£ 2,000.00	£ -	0.00%
Neighbourhood Plan Grant	£ -	£ 1,073.40	
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Precept	£ 26,827.81	£ 13,413.91	50.00%

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VAT	£	-	£	448.10
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Carlyon Parish Council

Dear Councillor

You are summoned to attend a **virtual** meeting of **Carlyon Parish Council** to be held on **Tuesday 22 September 2020 at 6.00 pm.**

Any member of the public wishing to attend this meeting should obtain the joining details from the Clerk no later than **12.00 noon on 22 September 2020.** For security reasons no person will be admitted to the meeting without prior notification to the Clerk that they wish to attend.

Julie Larter

Mrs Julie Larter

Clerk

15 September 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 August 2020

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

Pages 4-6

3. Declarations of Interest on Items on the Agenda

(a) Pecuniary Interests

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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. Carlyon Beach Development

A representative from CEG will outline proposals for future development of the beach and clarify matters contained within application PA20/07591. Councillors will have the opportunity to put questions to CEG

6. 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

7. Cornwall Councillor's Report

To receive a report from Cllr Tom French CC

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

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To receive an update from the Steering Group

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- (a) To note that donations have been received in appreciation of the work of the Carlyon Support Group and to determine what to do with them*
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Pages 7-8

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- To note any correspondence received since the last meeting*

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14. Dates for the Diary

- To note dates for members' diaries*

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(V) – Virtual, (C) – Charlestown Primary School, (T) – Tregrehan Methodist Centre

27 October (V or T), 24 November (Virtual or C), 17 December (Virtual or T)

Note: All meetings will be virtual until guidance changes

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(This was a virtual meeting)**

Present: Cllrs Paul Trudgian (Chairman), Alan Moore, Graham Entwistle, Jane Chantrill-Burns, Heidi Clemo, Myles Breary, Mike Thompson, Ann Taylor

In attendance: Julie Larter (Clerk); 5 members of the public

(20/026) Apologies for Absence

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(20/027) Minutes of the Annual Meeting of the Parish Council held on 28 July 2020

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Cllr Trudgian declared an interest in the same agenda item as he is well known to the applicant.

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The Chairman said that he would like to introduce a parish newsletter which could be used as a platform for CEG to consult residents on the forthcoming beach development. It could also be used for a consultation on the draft neighbourhood plan. The matter will be discussed more fully at the September meeting, but councillors agreed in principle to the idea. Cllr Thompson said that Eden would be sending out a letter to all homes within 2 miles of the site regarding the geothermal project.

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In his absence, the Clerk read a statement from Cllr French: "I am disappointed that many of the planning applications on Sea Road are modern in style but as so many have been passed, they have become the norm. It is not the Sea Road I was brought up on."

(20/032) Planning Applications and Related Matters

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It was **RESOLVED** that the Clerk respond to the Planning Authority (Cornwall Council) stating that the parish council has no objections to the proposal subject to a transport management plan being put in place.

The Chairman and Cllr Entwistle were placed in the waiting room and Cllr Moore took the Chair.

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(20/033) Marine Sites Mitigation Supplementary Planning Document

Cllr Clemo will circulate comments to councillors and a consensus reply to the consultation will be achieved by email.

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It was **RESOLVED to co-opt Mark Seckerson to fill the remaining Carlyon Bay ward seat.**

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BACS	Tregrehan Methodist Church	Hall hire	£30.00
BACS	St Austell Bay Parish Council	Printing/photocopy charges	£38.85
BACS	Mrs J Larter	Salary	*
		Mileage	£45.00
BACS	Cornwall Pension Fund	EE and ER contributions	*

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

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(20/037) Dates for the Diary

Immediately after this meeting the Neighbourhood Plan Working Party is to meet.

11 September – Heligan-Eden Cycle Trail Project Group meeting – the Chairman is to attend.

(20/038) Dates of Forthcoming Meetings (C) – *Charlestown Primary School*, (T) – *Tregrehan Methodist Centre*. It was noted that meetings will be held virtually until Government advice changes.

22 September (C), 27 October (T), 24 November (C), 17 December (T)

The meeting closed at 6.31 pm

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Chairman

.....

Date

Carlyon Parish Council Budget Monitor Report to 31 August 2020

	Budget £	Expenditure £	% of Budget £
Employee Costs			
Clerk's salary (including oncosts)	£ 10,250.00	£ 3,587.65	35.00%
Training & conference expenses	£ 1,000.00	£ -	0.00%
Clerks Room Allowance	£ 216.00	£ 116.00	53.70%
Clerk's travel and subsistence	£ 300.00	£ 63.90	21.30%
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Postage	£ 150.00	£ 35.93	23.95%
Photocopying	£ 150.00	£ 101.50	67.67%
Office equipment	£ 600.00	£ 344.39	57.40%
Insurance	£ 600.00	£ 357.71	59.62%
Subscriptions	£ 700.00	£ 545.99	78.00%
Website	£ 500.00	£ 60.00	12.00%
Audit Fees	£ 500.00	£ 200.00	40.00%
Bank charges	£ 100.00	£ 18.00	18.00%
Books and Publications	£ 100.00	£ -	0.00%
Meeting Expenses	£ 300.00	£ 30.00	10.00%
Total Administration Costs	£ 4,300.00	£ 1,701.40	39.57%
Other Expenses			
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Councillors Travel/Subsistence	£ 500.00	£ -	0.00%
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Neighbourhood Plan	£ 2,000.00	£ -	0.00%
Neighbourhood Plan Grant	£ -	£ 1,073.40	
Total Other Expenses	£ 14,700.00	£ 3,441.05	23.41%
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Community building	£ 70,000.00	£ -	0.00%
Flood Alleviation	£ 5,000.00	£ -	0.00%
General Contingency	£ 4,000.00	£ -	0.00%
Total Reserves	£ 81,000.00	£ -	0.00%
Income			
Precept	£ 26,827.81	£ 13,413.91	50.00%

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VAT	£	-	£	448.10
Bank Interest			£	86.69
CIL			£	2,762.63
Other Income				
Total Income	£	26,827.81	£	16,853.78

Balance as at 31/03/2020		£	99,293.66
Add income		£	16,853.78
Less expenditure		£	9,211.70
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Bank Reconciliation			
Balance as at 31/08/2020	Current Account	£	16,334.48
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		£	16,294.48
Balance as at 31/08/2020	Instant Access	£	90,641.26
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	Total Funds Held	£	106,935.74

Correspondence received since 25 August 2020

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- Complaint about dogs being taken into the childrens' play area in Tregrehan

Carlyon Parish Council

Dear Councillor

You are summoned to attend a **virtual** meeting of **Carlyon Parish Council** to be held on **Tuesday 22 September 2020 at 6.00 pm.**

Any member of the public wishing to attend this meeting should obtain the joining details from the Clerk no later than **12.00 noon on 22 September 2020.** For security reasons no person will be admitted to the meeting without prior notification to the Clerk that they wish to attend.

Julie Larter

Mrs Julie Larter

Clerk

15 September 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 August 2020

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

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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.

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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. Carlyon Beach Development

A representative from CEG will outline proposals for future development of the beach and clarify matters contained within application PA20/07591. Councillors will have the opportunity to put questions to CEG

6. 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

7. Cornwall Councillor's Report

To receive a report from Cllr Tom French CC

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

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To receive an update from the Steering Group

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- (a) To note that donations have been received in appreciation of the work of the Carlyon Support Group and to determine what to do with them*
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Pages 7-8

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- To note any correspondence received since the last meeting*

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14. Dates for the Diary

- To note dates for members' diaries*

15. Dates of Forthcoming Meetings

(V) – Virtual, (C) – Charlestown Primary School, (T) – Tregrehan Methodist Centre

27 October (V or T), 24 November (Virtual or C), 17 December (Virtual or T)

Note: All meetings will be virtual until guidance changes

**MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on TUESDAY 25 August 2020 at 6.00 PM
(This was a virtual meeting)**

Present: Cllrs Paul Trudgian (Chairman), Alan Moore, Graham Entwistle, Jane Chantrill-Burns, Heidi Clemo, Myles Breary, Mike Thompson, Ann Taylor

In attendance: Julie Larter (Clerk); 5 members of the public

(20/026) Apologies for Absence

Apologies were received from Cllr Tom French, CC

(20/027) Minutes of the Annual Meeting of the Parish Council held on 28 July 2020

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

(20/028) Declarations of Interest on Items on the Agenda

Cllr Entwistle declared a Pecuniary Interest in agenda item 7 (a) (ii) as he is the applicant for the planning application.

Cllr Trudgian declared an interest in the same agenda item as he is well known to the applicant.

(20/029) Chairman's Announcements

The Chairman said that he would like to introduce a parish newsletter which could be used as a platform for CEG to consult residents on the forthcoming beach development. It could also be used for a consultation on the draft neighbourhood plan. The matter will be discussed more fully at the September meeting, but councillors agreed in principle to the idea. Cllr Thompson said that Eden would be sending out a letter to all homes within 2 miles of the site regarding the geothermal project.

(20/030) Public Participation

No members of the public wished to speak.

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In his absence, the Clerk read a statement from Cllr French: "I am disappointed that many of the planning applications on Sea Road are modern in style but as so many have been passed, they have become the norm. It is not the Sea Road I was brought up on."

(20/032) Planning Applications and Related Matters

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It was **RESOLVED** that the Clerk respond to the Planning Authority (Cornwall Council) stating that the parish council has no objections to the proposal subject to a transport management plan being put in place.

The Chairman and Cllr Entwistle were placed in the waiting room and Cllr Moore took the Chair.

(ii) PA20/06168 – Trenowah House, Tregrehan Mills: Proposed internal alterations and extensions to provide additional accommodation including Juliet balconies

It was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council supports the application.**

The Chairman and Cllr Entwistle were returned to the meeting.

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(b) The Clerk updated members on the following outstanding planning applications:

(i) PA20/03252 – 85 Sea Road: Demolition of existing dwelling and outbuildings and erection of 6 apartments. This application has been approved

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(20/033) Marine Sites Mitigation Supplementary Planning Document

Cllr Clemo will circulate comments to councillors and a consensus reply to the consultation will be achieved by email.

(20/034) Parish Councillor Vacancies

It was **RESOLVED to co-opt Mark Seckerson to fill the remaining Carlyon Bay ward seat.**

(20/035) Financial Matters

Current balances were noted and the following payments were authorised:

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BACS	Tregrehan Methodist Church	Hall hire	£30.00
BACS	St Austell Bay Parish Council	Printing/photocopy charges	£38.85
BACS	Mrs J Larter	Salary	*
		Mileage	£45.00
BACS	Cornwall Pension Fund	EE and ER contributions	*

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

Cllr Moore asked for changes to be made to headings on the monthly budget monitoring form. The Chairman said that he would discuss the proposed changes with the Clerk and

Cllr Taylor. Cllr Moore also asked for additional steps to be put in place regarding the authorisation of payments but it was decided that this was an un-necessary extra layer of bureaucracy.

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(20/037) Dates for the Diary

Immediately after this meeting the Neighbourhood Plan Working Party is to meet.

11 September – Heligan-Eden Cycle Trail Project Group meeting – the Chairman is to attend.

(20/038) Dates of Forthcoming Meetings (C) – *Charlestown Primary School*, (T) – *Tregrehan Methodist Centre*. It was noted that meetings will be held virtually until Government advice changes.

22 September (C), 27 October (T), 24 November (C), 17 December (T)

The meeting closed at 6.31 pm

.....

Chairman

.....

Date

Carlyon Parish Council Budget Monitor Report to 31 August 2020

	Budget £	Expenditure £	% of Budget £
Employee Costs			
Clerk's salary (including oncosts)	£ 10,250.00	£ 3,587.65	35.00%
Training & conference expenses	£ 1,000.00	£ -	0.00%
Clerks Room Allowance	£ 216.00	£ 116.00	53.70%
Clerk's travel and subsistence	£ 300.00	£ 63.90	21.30%
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Office expenses	£ 600.00	£ 7.88	1.31%
Postage	£ 150.00	£ 35.93	23.95%
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Office equipment	£ 600.00	£ 344.39	57.40%
Insurance	£ 600.00	£ 357.71	59.62%
Subscriptions	£ 700.00	£ 545.99	78.00%
Website	£ 500.00	£ 60.00	12.00%
Audit Fees	£ 500.00	£ 200.00	40.00%
Bank charges	£ 100.00	£ 18.00	18.00%
Books and Publications	£ 100.00	£ -	0.00%
Meeting Expenses	£ 300.00	£ 30.00	10.00%
Total Administration Costs	£ 4,300.00	£ 1,701.40	39.57%
Other Expenses			
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Neighbourhood Plan	£ 2,000.00	£ -	0.00%
Neighbourhood Plan Grant	£ -	£ 1,073.40	
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General Contingency	£ 4,000.00	£ -	0.00%
Total Reserves	£ 81,000.00	£ -	0.00%
Income			
Precept	£ 26,827.81	£ 13,413.91	50.00%

CTSG	£	-	£	142.45
VAT	£	-	£	448.10
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Total Income	£	26,827.81	£	16,853.78

Balance as at 31/03/2020		£	99,293.66
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Balance as at 31/08/2020	Current Account	£	16,334.48
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Chairman

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	Less outstanding payments	£	40.00
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- Details of a consultation on Cornwall Council's draft Marine and Estuarine European Sites Supplementary Planning Document
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- Complaint about dogs being taken into the childrens' play area in Tregrehan

Carlyon Parish Council

Dear Councillor

You are summoned to attend a **virtual** meeting of **Carlyon Parish Council** to be held on **Tuesday 22 September 2020 at 6.00 pm.**

Any member of the public wishing to attend this meeting should obtain the joining details from the Clerk no later than **12.00 noon on 22 September 2020.** For security reasons no person will be admitted to the meeting without prior notification to the Clerk that they wish to attend.

Julie Larter

Mrs Julie Larter

Clerk

15 September 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 August 2020

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

Pages 4-6

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. Carlyon Beach Development

A representative from CEG will outline proposals for future development of the beach and clarify matters contained within application PA20/07591. Councillors will have the opportunity to put questions to CEG

6. 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

7. Cornwall Councillor's Report

To receive a report from Cllr Tom French CC

8. Planning Applications and Related Matters

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

(i) PA20/07591 – Carlyon Bay: Non material amendment in respect of decision notice PA11/01331 to amend approved parameter plans and associated condition numbers to reflect the revised drawings

(ii) PA20/06512 – Porth Avallen Hotel: Works to trees namely to remove dead and dying branches from 4 Monterey Pines between hotel and 53a Kintail subject to a TPO

(iii) PA20/06846 – Crinnis House: Tree works subject to a TPO

(b) To receive an update on the following planning application:

PA20/04542 – 9 Boscundle Close: Proposed woodland holiday lodges and associated works

9. Neighbourhood Plan

To receive an update from the Steering Group

10. Working Parties

(a) Environment and Climate Change Working Party
To receive an update

(b) To consider setting up other working parties

11. Parish Issues

- (i) Tregrehan Playing Fields
 - (a) Devolution of the fields
 - (b) To consider a request to hold weekly Walking Football sessions on the field
 - (c) To note any concerns
- (ii) Carlyon Recreation Area
 - To note any concerns
- (iii) Beach Development
 - To note a recent cliff fall and any other concerns
- (iv) Tree Preservation Order for Carlyon Bay
 - To note the current situation
- (v) Highways Concerns
 - To note any highways concerns

12. Financial Matters

- (a) To note that donations have been received in appreciation of the work of the Carlyon Support Group and to determine what to do with them*
- (b) To consider the acquisition of a credit card for the parish council*
- (c) To note the annual pay award for local government employees has been agreed. Cllr Taylor has checked the Clerk's calculations*
- (d) To note the current financial position and to authorise payments*

Pages 7-8

13. Correspondence

- To note any correspondence received since the last meeting*

Page 9

14. Dates for the Diary

- To note dates for members' diaries*

15. Dates of Forthcoming Meetings

- (V) – Virtual, (C) – Charlestown Primary School, (T) – Tregrehan Methodist Centre*

27 October (V or T), 24 November (Virtual or C), 17 December (Virtual or T)

Note: All meetings will be virtual until guidance changes

**MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on TUESDAY 25 August 2020 at 6.00 PM
(This was a virtual meeting)**

Present: Cllrs Paul Trudgian (Chairman), Alan Moore, Graham Entwistle, Jane Chantrill-Burns, Heidi Clemo, Myles Breary, Mike Thompson, Ann Taylor

In attendance: Julie Larter (Clerk); 5 members of the public

(20/026) Apologies for Absence

Apologies were received from Cllr Tom French, CC

(20/027) Minutes of the Annual Meeting of the Parish Council held on 28 July 2020

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

(20/028) Declarations of Interest on Items on the Agenda

Cllr Entwistle declared a Pecuniary Interest in agenda item 7 (a) (ii) as he is the applicant for the planning application.

Cllr Trudgian declared an interest in the same agenda item as he is well known to the applicant.

(20/029) Chairman's Announcements

The Chairman said that he would like to introduce a parish newsletter which could be used as a platform for CEG to consult residents on the forthcoming beach development. It could also be used for a consultation on the draft neighbourhood plan. The matter will be discussed more fully at the September meeting, but councillors agreed in principle to the idea. Cllr Thompson said that Eden would be sending out a letter to all homes within 2 miles of the site regarding the geothermal project.

(20/030) Public Participation

No members of the public wished to speak.

(20/031) Cornwall Councillor's Report

In his absence, the Clerk read a statement from Cllr French: "I am disappointed that many of the planning applications on Sea Road are modern in style but as so many have been passed, they have become the norm. It is not the Sea Road I was brought up on."

(20/032) Planning Applications and Related Matters

- (50) PA20/06124 – Hunter's Moon, 41 Sea Road: Demolition of an existing dwelling, separate garage and outbuilding, and the erection of a replacement dwelling, separate garage and garden room

It was **RESOLVED** that the Clerk respond to the Planning Authority (Cornwall Council) stating that the parish council has no objections to the proposal subject to a transport management plan being put in place.

The Chairman and Cllr Entwistle were placed in the waiting room and Cllr Moore took the Chair.

(ii) PA20/06168 – Trenowah House, Tregrehan Mills: Proposed internal alterations and extensions to provide additional accommodation including Juliet balconies

It was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council supports the application.**

The Chairman and Cllr Entwistle were returned to the meeting.

(iii) PA20/06220 – 83 Sea Road: Partial demolition and re-development of dwelling

It was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council has no objections to development of the property but concurs with the comments of the planning officer regarding overshadowing/overbearing/overlooking and would like assurance from the planning officer that she is happy before any consent is granted.**

(b) The Clerk updated members on the following outstanding planning applications:

(i) PA20/03252 – 85 Sea Road: Demolition of existing dwelling and outbuildings and erection of 6 apartments. This application has been approved

(ii) PA20/04542 – 9 Boscundle Close: Proposed woodland holiday lodges and associated works. The planning officer was due to visit the site today and she doesn't expect her conclusion to differ from her initial thoughts in that it is outside the settlement boundary and therefore contrary to Policy 3 of the Cornwall Local Plan and it is likely that she will refuse the application.

(20/033) Marine Sites Mitigation Supplementary Planning Document

Cllr Clemo will circulate comments to councillors and a consensus reply to the consultation will be achieved by email.

(20/034) Parish Councillor Vacancies

It was **RESOLVED to co-opt Mark Seckerson to fill the remaining Carlyon Bay ward seat.**

(20/035) Financial Matters

Current balances were noted and the following payments were authorised:

DD	Information Commissioner	Data Protection renewal fee	£40.00
BACS	GET Landscaped Ltd	Watering planters (July)	£120.00
BACS	Tregrehan Methodist Church	Hall hire	£30.00
BACS	St Austell Bay Parish Council	Printing/photocopy charges	£38.85
BACS	Mrs J Larter	Salary	*
		Mileage	£45.00
BACS	Cornwall Pension Fund	EE and ER contributions	*

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

Cllr Moore asked for changes to be made to headings on the monthly budget monitoring form. The Chairman said that he would discuss the proposed changes with the Clerk and

Cllr Taylor. Cllr Moore also asked for additional steps to be put in place regarding the authorisation of payments but it was decided that this was an un-necessary extra layer of bureaucracy.

(20/036) Correspondence Received

A list of correspondence had previously been circulated and in addition to this the following correspondence has been received after publication of the summons:

- Cornwall Council Town and Parish Council newsletter
- Cormac's Highways and Environment update

Referring to a complaint received about speeding in Tregrehan, the Chairman said that the matter would be discussed at next month's meeting as it is his intention to set up several working groups, one of which will be to look at improved traffic control both in Tregrehan and Carlyon Bay. The Clerk explained that she brings all correspondence to face to face meetings for councillors to read if they wish. She also said that a list of correspondence is included with agendas and councillors could ask for individual details prior to the meeting if they are interested.

Cllr Moore again asked that councillors receive copies of all correspondence received and the Clerk reiterated that she receives a large volume of correspondence, much of which is irrelevant and that councillors would not wish to see it all. Cllr Clemo said that it was the Clerk's role to sift out relevant correspondence and she is happy with the way things are. The Chairman said that he would talk to the Clerk about the possibility of getting shared drive where all correspondence could be viewed by all councillors if they wish.

(20/037) Dates for the Diary

Immediately after this meeting the Neighbourhood Plan Working Party is to meet.

11 September – Heligan-Eden Cycle Trail Project Group meeting – the Chairman is to attend.

(20/038) Dates of Forthcoming Meetings (C) – *Charlestown Primary School*, (T) – *Tregrehan Methodist Centre*. It was noted that meetings will be held virtually until Government advice changes.

22 September (C), 27 October (T), 24 November (C), 17 December (T)

The meeting closed at 6.31 pm

.....

Chairman

.....

Date

Carlyon Parish Council Budget Monitor Report to 31 August 2020

	Budget £	Expenditure £	% of Budget £
Employee Costs			
Clerk's salary (including oncosts)	£ 10,250.00	£ 3,587.65	35.00%
Training & conference expenses	£ 1,000.00	£ -	0.00%
Clerks Room Allowance	£ 216.00	£ 116.00	53.70%
Clerk's travel and subsistence	£ 300.00	£ 63.90	21.30%
Total employee related costs	£ 11,766.00	£ 3,767.55	32.02%
Administration Costs			
Office expenses	£ 600.00	£ 7.88	1.31%
Postage	£ 150.00	£ 35.93	23.95%
Photocopying	£ 150.00	£ 101.50	67.67%
Office equipment	£ 600.00	£ 344.39	57.40%
Insurance	£ 600.00	£ 357.71	59.62%
Subscriptions	£ 700.00	£ 545.99	78.00%
Website	£ 500.00	£ 60.00	12.00%
Audit Fees	£ 500.00	£ 200.00	40.00%
Bank charges	£ 100.00	£ 18.00	18.00%
Books and Publications	£ 100.00	£ -	0.00%
Meeting Expenses	£ 300.00	£ 30.00	10.00%
Total Administration Costs	£ 4,300.00	£ 1,701.40	39.57%
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	£ 380.00	38.00%
Parish Projects	£ 6,000.00	£ 687.65	11.46%
Carlyon Recreation Field	£ 1,500.00	£ 1,300.00	86.67%
Tregrehan Recreation Fields	£ 1,500.00	£ -	0.00%
Footpath maintenance	£ 600.00		0.00%
Neighbourhood Plan	£ 2,000.00	£ -	0.00%
Neighbourhood Plan Grant	£ -	£ 1,073.40	
Total Other Expenses	£ 14,700.00	£ 3,441.05	23.41%
Total VAT		£ 301.70	
Total Expenditure	£ 111,766.00	£ 9,211.70	8.24%
Reserves			
Election Fund	£ 2,000.00	£ -	0.00%
Community building	£ 70,000.00	£ -	0.00%
Flood Alleviation	£ 5,000.00	£ -	0.00%
General Contingency	£ 4,000.00	£ -	0.00%
Total Reserves	£ 81,000.00	£ -	0.00%
Income			
Precept	£ 26,827.81	£ 13,413.91	50.00%

CTSG	£	-	£	142.45
VAT	£	-	£	448.10
Bank Interest			£	86.69
CIL			£	2,762.63
Other Income				
Total Income	£	26,827.81	£	16,853.78

Balance as at 31/03/2020		£	99,293.66
Add income		£	16,853.78
Less expenditure		£	9,211.70
		£	106,935.74
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