



Carlyon Parish Council

Trethella Cottage, Ruan Laniorne, Truro TR2 5NU
Tel: 07983 710385 Email clerk@carlyon-pc.gov.uk
www.carlyon-pc.gov.uk

Dear Councillor

You are summoned to attend the **Annual Meeting** of **Carlyon Parish Council** to be held on **Tuesday 21 May 2024 at 6.20 pm** in **Charlestown Primary School**

Julie Larter

Mrs Julie Larter
Clerk
14 May 2024

07983 710385
clerk@carlyon-pc.gov.uk

Please note that under the Openness of Local Government Bodies Regulations 2014 this meeting may be recorded.

AGENDA

- 1. Election of a Chairman**
- 2. Chairman to sign Declaration of Acceptance of Office**
- 3. Election of a Vice Chairman**
- 4. Apologies for Absence**
- 5. Minutes of a Meeting of the Parish Council held on 16 April 2024**
To resolve that the minutes of the above meeting be signed as a correct record of the meeting
- 6. 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

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

7. Chairman's Announcements

8. Public Participation

The Chairman will invite members of the public to address the meeting in relation to the business to be transacted at the meeting. 15 minutes will be allocated for public participation (this can be extended at the Chairman's discretion). Each person addressing the Council will be allocated a maximum of two minutes.

9. Cornwall Councillor's Report

To receive a report from Cllr James Mustoe

10. Planning Applications and Related Matters

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

(i) PA23/09532 – Land off Menear Road: Construction of a temporary 17.51MW Solar Photovoltaic (PV) and 5MW Battery Storage Farm comprising solar modules, battery cabinets, landscaping, access from the public highway and associated works

11. Appointments to Working Parties and other bodies

- (i) Staffing Committee
- (ii) Tregrehan Methodist Church Working Party
- (iii) West Crinnis Field Working Party
- (iv) Beach Liaison Group
- (v) Tregrehan Flood Working Party
- (vi) Eden Geothermal Community Liaison Group
- (vii) South Cornwall Community Area Partnership
- (viii) Internal Control Checks

12. Financial Regulations

To adopt new Financial Regulations

Appendix (i)

13. Parish Projects

- (i) History Boards
To receive an update.
- (ii) Cypress Avenue Bulb Planting

14. 80th Anniversary of D-Day – Beacon Lighting

To receive an update of progress and authorise any expenditure

15. Parish Issues

- (i) Tregrehan Jubilee Park
 - (a) *To note the current situation regarding devolution*
 - (b) *To note any concerns*
- (ii) Tregrehan Flood Working Party
 - (a) *To receive an update*
 - (b) *To adopt Tregrehan Emergency Plan*
- (iii) West Crinnis Field
 - To note any concerns*
- (iv) Tregrehan Methodist Church
 - To note that the building has been accepted for re-listing on Cornwall Council's List of Assets of Community Value*
- (v) Beach Development
 - To note the current situation*
- (vi) Highways
 - To note any concerns*

Appendix (i)

16. Financial Matters

- (i) *To note the Internal Auditor's report*
- (ii) *To approve the Annual Governance Statement*
- (iii) *To approve the Annual Accounting Statements*
- (iv) *To note the current financial position and authorise payments*

Appendix (ii)
Appendix (iii)
Appendix (iv)

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17. Training/Meetings

To note any training or meetings attended by members or the Clerk

18. Correspondence

To note any correspondence received since the last meeting

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19. Dates for the Diary

To note dates for members' diaries

20. Dates of Forthcoming Meetings (Ch = Charlestown Primary School; T=Tregrehan Methodist Church) *18 June(T), 16 July(C), 10 September (T), 15 October(C), 19 November(T), 17 December(C)*

21. Exclusion of Public and Press

Under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 it is proposed that the public and press be excluded from the meeting for agenda item 22 due to the confidential nature of the business to be transacted

22. Tregrehan Methodist Church

To consider next steps

MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on 16 APRIL 2024 at 6.00pm in Tregrehan Methodist Centre

Present: Sonia Phillips (Vice Chairman), Mike Ford, Lynn Parsons, Paul Riley, Nathan Cooper

In attendance: Cornwall Councillor James Mustoe, Julie Larter (Clerk), 4 members of the public.

In the absence of the Chairman, Cllr Phillips took the Chair.

(23/165) Apologies

Apologies were received from Cllrs Paul Trudgian and Penny Hermes.

(23/166) Minutes of a Parish Council meeting held on 19 March 2024

It was **RESOLVED** that the minutes of the meeting held on 19 March should be signed as a correct record of the meeting.

It was noted at that meeting Cllr Mustoe replied to a question raised by a member of the public regarding the closure of Appletree Point. The answer was read from an email sent by Matthew Brend to Cllr Mustoe.

(23/167) Declarations of Interest

There were no declarations of interest.

(23/168) Chairman's Announcements

There were no Chairman's announcements.

(23/169) Public Participation

A member of the public enquired whether councillors knew that the planning application for lodges on the beach has been approved.

A member of the public raised that there have been 12 sewage discharges onto Shorthorn beach this year and also that there is a very active group opposing the proposed desalination plant at Par.

(23/170) Cornwall Councillor's Report

Cllr Mustoe gave a report on proposed work to alleviate flooding in Tregrehan. He commented that the South West Coast Path across the whole of Cornwall has been affected by this winter's wet weather but the paths are being inspected shortly to identify areas that will need work. Cllr Mustoe expressed his concern about changes to the procedure at Cornwall Council's Planning Committee meetings, which prohibit members of the Committee from asking questions to members of the public and parish councillors speaking at meetings. Cornwall Council is currently reviewing these changes. The Clerk is to write to the Planning Committee and Constitutional and Governance Scrutiny Panel expressing the parish council's concerns about these changes.

Cllr Mustoe's full report can be found on the parish council's website.

(23/171) Planning Applications and Related Matters

(i) PA23/09532 – Land off Menear Road: Construction of a temporary 17.51MW Solar Photovoltaic (PV) and 5MW Battery Storage Farm comprising solar modules, battery cabinets, landscaping, access from the public highway and associated works

It was noted that the Environment Agency and Cornwall Council as Lead Flood Authority have requested further information relating to water run off and percolation.

The matter was deferred until next month.

(ii) PA24/00426 – Crinnis Beach: Advertisement Consent for the erection of five permanent warning signs at the western cliff of Crinnis Beach.

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.**

(iii) It was noted that PA22/09153 – land between Aspen Drive and Boscoppa Road has gone to appeal.

(23/172) Parish Projects

(i) History Boards

Carlyon Bay: The Highways officer has agreed the proposed location but it needs to be installed by a highway approved contractor. The Clerk has therefore asked Cormac for a quote for installation and has received a revised quote from Parc Signs for fabrication of the board only.

It was **RESOLVED that Cormac should install the board.**

(ii) Any other projects

Spring Bulbs in Cypress Avenue

There was no update.

(23/173) 80th Anniversary of D-Day – Beacon Lighting

Cllr Riley offered to co-ordinate the event on Crinnis Beach. Mrs Taylor has kindly agreed to provide a gas cylinder. Cllr Riley will ensure that CEG make provision for disabled access down to the beach.

(23/174) Appletree Point Lookout

Following last month's meeting, the Clerk sought advice from the Countryside Officer who has said that the Marine and Coastal Access Act does not come into force until April 2025 and until the legislation is used by Cornwall Council, it is unclear how it will be applied.

(23/175) Parish Issues

(i) Tregrehan Jubilee Park

The Clerk reported that Cornwall Council's draft transfer document is now with the parish council's legal officer for review and the matter is likely to be on next month's agenda for scrutiny.

Cllr Parsons reported that Cllr Hermes has planted 5 apple trees. She also mentioned that one of the yellow parking posts has rotted and she will replace it.

Cllr Phillips asked if the sandbag store could be moved. The Clerk said that this would be difficult as it is on a plinth. It is hoped that once the parish council has ownership of the field, the implementation of drainage measures will prevent the store from being flooded. The matter will be reviewed then.

(ii) Tregrehan Flood Working Party

(a) Update

Cllr Phillips reported that following a walkover of the area Cornwall Council has drawn up a comprehensive report identifying the issues together with a plan of measures it intends taking to help alleviate the flooding issue. It was felt that it is important to have a timeline for the work and Cllr Phillips will contact the officer who produced the report. Cllr Phillips has also arranged to meet the owner of Boscoppa Farm and the Environment Agency to discuss issues.

(b) Salt bin for sandbag storage

It was **RESOLVED to purchase a 400 litre lockable salt bin to store sandbags near School Lane.**

Cllr Mustoe said that as he and the Clerk were walking through the village earlier, they noticed a recycling bag and branch were stuck in the river. Cllr Parsons offered for her husband to remove them.

(iii) West Crinnis Field

There was nothing to report.

(iv) Tregrehan Methodist Church

The Clerk has been unable to make contact with the church's Property Manager so there was no progress report.

It was noted that the Clerk has made an Expression of Interest in accessing the Community Ownership Fund.

(iv) Beach Development

It was noted that application no PA22/05234 relating to 21 cabins and a pavilion on Shorthorn beach has been approved

(v) Highways

A resident of Wheal Regent has reported that there is moss on some of the pavements in the estate which is a slip hazard. It was **RESOLVED to add affected pavements to the parish council's moss spraying schedule.**

(23/176) Financial Matters

Current balances were noted and the following payments authorised:

DD	EE Ltd	Monthly mobile phone bill	£40.92
DD	Lloyds Bank Ltd	Credit card	£3.00
BACS	Cornwall ALC	Annual Subscription	£658.38
BACS	Lyreco	Printer paper	£25.45
BACS	Biffa	Annual Litter Bin Contract (Sea Road)	£312.00

BACS	Cornwall ALC	Training (Cllr Riley)	£24.00
BACS	J Larter/HMRC/CPF	Salary and oncosts	*
BACS	St Austell Bay Parish Council	Printing recharge	£58.01

It was noted that Cllr Riley checked the bank reconciliation on 4 April.

(23/177) Training/Meetings Attended

24 March – The Chairman and Cllr Phillips together with the Clerk took part in the parish litter pick

8 April – Cllrs Phillips and Parsons attended a meeting of the Tregrehan Flood Working Party.

(23/178) Correspondence

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

- Cornwall Council’s Town and Parish Council newsletter
- Highways Verge agreement from Cornwall Council for the Haddon Way/Fairway triangle which has been signed and returned
- Email from Cllr Mustoe to the Planning Inspector regarding the planning appeal relating to the land between Boscoppa Road and Aspen Road

(23/179) Dates for the Diary

24 April – Community Area Partnership Meeting. It was noted that Cllr Ford no longer wishes to be the parish council’s representative and Cllr Riley has offered to take his place.

(23/180) Dates of Future Meetings

(Ch = Charlestown Primary School; T = Tregrehan Methodist Church)

Annual Parish Council Meeting 21 May (C), 18 June (T), 16 July (C), 10 September (T), 15 October (C), 19 November (T), 17 December (C). The Annual Parish Meeting will be held on 21 May.

The meeting closed at 6.40 pm

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Chairman

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Date

Carlyon Parish Council Budget Monitor Report to 30 April 2024

	Budget £	Expenditure £	% of Budget £
Employee Costs			
Clerk's salary (including oncosts)	£ 13,000.00	£ 844.77	6.50%
Training & conference expenses	£ 750.00		0.00%
Clerks Room Allowance	£ 350.00		0.00%
Clerk's travel and subsistence	£ 400.00	£ 128.25	32.06%
Total employee related costs	£ 14,500.00	£ 973.02	6.71%
Administration Costs			
Office expenses	£ 750.00	£ 66.21	8.83%
Postage	£ 150.00		0.00%
Photocopying	£ 150.00		0.00%
Office equipment	£ 750.00	£ 34.10	4.55%
Insurance	£ 750.00		0.00%
Subscriptions	£ 800.00	£ 568.71	71.09%
Website	£ 500.00		0.00%
Audit Fees	£ 550.00		0.00%
Bank charges	£ 200.00	£ 3.00	1.50%
Meeting Expenses	£ 250.00		0.00%
Total Administration Costs	£ 4,850.00	£ 672.02	13.86%
Other Expenses			
Chairman's Allowance	£ 100.00	£ -	0.00%
Councillors Travel/Subsistence	£ 200.00	£ -	0.00%
Parish Maintenance	£ 8,000.00	£ 260.00	3.25%
Parish Projects	£ 6,700.00		0.00%
Parish Newsletter	£ 1,000.00	£ -	0.00%
Neighbourhood Plan	£ 200.00		0.00%
Events	£ 2,000.00		0.00%
West Crinnis Field	£ 1,500.00		0.00%
Tregrehan Jubilee Playing Fields	£ 2,500.00		0.00%
Total Other Expenses	£ 22,200.00	£ 260.00	1.17%
Total VAT	£ 2,000.00	£ 152.73	7.64%
Total Expenditure	£ 43,550.00	£ 2,057.77	4.73%
Reserves			
Community building	£ 110,000.00	£ -	0.00%
CIL	£ 28,157.15	£ -	0.00%
Election Fund	£ 1,000.00	£ -	0.00%
Tregrehan Playing Fields Transfer	£ 3,000.00	£ -	0.00%
Tregrehan Flood Alieviation	£ 7,500.00		0.00%
General Contingency	£ 10,000.00	£ -	0.00%
Total Reserves	£ 159,657.15	£ -	0.00%
Income			
Precept	£ 41,029.78	£ 20,514.89	50.00%
VAT	£ 1,000.00		0.00%
CIL	£ -	£ -	

Other Income	£	50.00		0.00%	
Interest	£	2,000.00	£	444.54	22.23%
Total Income	£	44,079.78	£	20,959.43	47.55%

Total Funds held as at 31/03/2024		£	170,988.65
Add income		£	20,959.43
Less expenditure		£	2,057.77
		£	189,890.31

Bank Reconciliation

Balance as at 30/04/2024	Current Account	£	36,940.87
	Less outstanding payments	£	-
		£	36,940.87

Balance as at 30/04/2024	Instant Access	£	52,949.44
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Balance as at 30/04/2024	CCLA	£	100,000.00
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Total Funds Held		£	189,890.31
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Agenda Item 14 – Correspondence Received

The following correspondence has been received since the last meeting

- Invitation from CALC to attend a briefing on Biodiversity Net Gain
- Cornwall Council Town and Parish Newsletter celebrating the 10th anniversary of Cornish Minority Status
- Details of CALC training and drop in sessions
- Cornwall Council's Affordable Housing newsletter
- NHS Cornwall Together newsletter
- Notification of tree works resulting in the closure of Charlestown Road and part of Mount Charles Roundabout on 18th and 19th May
- Details of Cornwall Council planning training
- Invitation to attend a meeting with SWW regarding the proposed desalination plant at Par on 15 May00