



# Carlyon Parish Council

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Dear Councillor

You are summoned to attend a meeting of **Carlyon Parish Council** to be held on **Tuesday 18 June 2024 at 6.00 pm** in **Tregrehan Methodist Church**

*Julie Larter*

Mrs Julie Larter  
Clerk  
11 June 2024

07983 710385  
[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 Annual Meeting of Carlyon Parish Council held on 21 May 2024

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

### 4. Chairman's Announcements

**5. 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.*

**6. Cornwall Councillor's Report**

*To receive a report from Cllr James Mustoe*

**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) To receive an update on the following planning application  
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*

**8. Ad-Hoc Maintenance Tasks**

*To consider employing a person to perform ad-hoc maintenance tasks around the parish*

**9. Provision of an Additional Litter Bin**

*To consider installing a litter bin along A390*

**10. Parish Projects**

*(i) History Boards*

*To receive an update.*

*(ii) Cypress Avenue Bulb Planting*

**11. Parish Issues**

*(i) Tregrehan Jubilee Park*

*(a) To note the current situation regarding devolution*

*(b) To note the current situation regarding replacement play equipment and authorise any expenditure*

*(c) To note any concerns*

*(ii) Tregrehan Flood Working Party*

*To receive an update*

*(iii) West Crinnis Field*

*To note any concerns*

*(iv) Tregrehan Methodist Church*

*To note the current situation*

*(v) History Boards*

*To note that a board has now been installed on Crinnis Road and to note the situation regarding the Tregrehan board*

*(vi) Beach Development*

*To note the current situation*

*(vii) Highways*

*To note any concerns*

**12. Financial Matters**

*To note the current financial position and authorise payments*

**13. Training/Meetings**

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

**14. Correspondence**

*To note any correspondence received since the last meeting*

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**15. Dates for the Diary**

*To note dates for members' diaries*

**16. Dates of Forthcoming Meetings** (Tregrehan Methodist Church unless otherwise advised), 16 July (*The Pattern Hall, Charlestown Road*), 10 September, 15 October, 19 November, 17 December

**MINUTES of the ANNUAL MEETING OF CARLYON PARISH COUNCIL held on 21 MAY 2024 at 6.30pm in Charlestown Primary School**

**Present:** Paul Trudgian (Chairman), Mike Ford, Lynn Parsons, Paul Riley, Sonia Phillips, Penny Hermes

**In attendance:** Julie Larter (Clerk), 6 members of the public.

**(24/001) Election of a Chairman**

Cllr Paul Trudgian was elected as Chairman for the forthcoming year.

**(24/002) Declaration of Acceptance of Office**

Cllr Trudgian duly signed the Acceptance of Office.

**(24/003) Election of a Vice-Chairman**

Cllr Sonia Philips was elected as Vice-Chairman

**(24/004) Apologies**

Apologies were received from Cllr Nathan Cooper and Cllr James Mustoe, CC

**(24/005) Minutes of a Parish Council meeting held on 16 April 2024**

It was **RESOLVED** that the minutes of the meeting held on 16 April 2024 should be signed as a correct record of the meeting.

**(24/006) Declarations of Interest**

There were no declarations of interest.

**(24/007) Chairman's Announcements**

There were no Chairman's announcements.

**(24/008) Public Participation**

A member of the public highlighted that there is overgrowing vegetation in front of the traffic lights by the railway bridge. The Clerk is to ask Highways to contact Network Rail. The Clerk is also to ask Highways to remove the redundant traffic light.

It was raised that there are no bins between Gwallon Keas and the Britannia roundabout. The matter is to go on the agenda for discussion next month.

**(24/009) Cornwall Councillor's Report**

Cllr Mustoe's report had been previously circulated and was taken as read. It gave an update on flood alleviation work in Tregrehan and that he has distributed a number of dog waste stickers to residents of Gwallon Keas. Cllr Mustoe's report can be found on the parish council's website.

### **(24/010) 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 **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that it objects to proposal due to the flood risk to Tregrehan.**

### **(24/011) Appointments to Working Parties and other bodies**

(i) Staffing

Cllrs Trudgian, Hermes and Ford

(ii) Tregrehan Methodist Church

Cllrs Trudgian, Riley, Hermes, Parsons, Phillips

(iii) West Crinnis Field Working Party

Cllr Ford, Ken Stark, Juliet Aylward, Robin Malcolm

(iv) Eden Geothermal Liaison Group

Cllr Ford

(vii) South Cornwall Community Area Partnership

Cllr Riley

(viii) Internal Control Checks

Cllr Riley

### **(24/012) Financial Regulations**

It was **RESOLVED to adopt the new Financial Regulations which had been previously circulated.**

### **(24/013) Parish Projects**

(i) History Boards

The Clerk reported that board for Carlyon Bay is currently being fabricated and she is waiting for Cormac to programme in its installation. St Austell Bay Parish Council was thanked for permitting the board to be placed within their boundary.

(ii) Cypress Avenue Bulb planting

There was no update.

## **(24/014) 80<sup>th</sup> Anniversary of D-Day – Beacon Lighting**

Cllr Riley reported that he met with the beach's site manager and have agreed a location. He has completed a risk assessment, and the Clerk is to produce some flyers for the event that can be distributed to businesses on the beach. The proclamation is to be made by Jon Sparkes, currently Chief Executive, UK, UNICEF and the beacon will be lit at 21.15. Cllr Riley will check with CEG that disabled access will be available on the evening.

## **(24/015) Parish Issues**

(i) Tregrehan Jubilee Park

(a) Devolution

Transfer documents have been reviewed by the parish council's solicitors. The matter was dealt with later in the meeting when the press and public had been excluded.

(b) The Clerk reported that the replacement slide is due to be installed at the beginning of June together with the refurbishment of the swings.

(ii) Tregrehan Flood Working Party

(a) Update

Cllr Phillips reported that the group is still waiting for a response from the Environment Agency.

(b) Salt bin for sandbag storage

The highways manager has suggested a location for the store, but it was decided this is not suitable. The Clerk is to go back to the highways manager and request a site meeting.

(c) Tregrehan Emergency Plan

Cllr Parsons has updated the previous flood plan and it was **RESOLVED to adopt the new Tregrehan Emergency Plan.**

(iii) West Crinnis Field

There was nothing to report.

(iv) Tregrehan Methodist Church

It was noted that the building has been re-listed on Cornwall Council's List of Assets of Community Value. Progress on the possible acquisition of the building was discussed later in the meeting with the exclusion of the public and press.

(iv) Beach Development

Concern was expressed that the dog waste bin at the bottom of the footpath down to the beach has been removed. People are depositing dog waste bags where it used to be located. A number of reports have been received about the amount of litter on the beach. The Clerk is to contact CEG.

(v) Highways

It was noted that a road closure notice has been issued for School Lane from 3 – 7 June in order for SWW to undertake work.

## **(24/016) Financial Matters**

The parish council confirmed that it has no conflict of interest with BDO LLP.

(i) The Internal Auditor's report was noted.

(ii) It was **RESOLVED to approve the Annual Governance Statement.**

(iii) It was **RESOLVED to approve the Annual Accounting Statements**

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

DD	EE Ltd	Monthly mobile phone bill	£33.66
DD	Lloyds Bank Ltd	Credit card	£3.00
BACS	Mike Stone Creative	Designing Carlyon Bay History Board	£850.00
BACS	Vision ICT	Hosted email accounts July 2024 – June 2025	£192.00
BACS	Kernow Learning MAT	Classroom hire for March	£40.00
BACS	Tregrehan Methodist Church	Room hire	£100.00s
BACS	J Larter/HMRC/CPF	Salary and oncosts	*
BACS	Mrs L Coles	Internal Audit fee	£200.00

### **(24/017) Training/Meetings Attended**

19 April – Clerk attended Cormac's Spring workshop

9 May – Clerk attended neurodiversity awareness training

### **(24/018) Correspondence**

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

- Complaint about litter on Crinnis beach

### **(24/019) Dates for the Diary**

3 June – Cornwall Council's budget update

4 June – Biodiversity net gain planning training – Cllr Ford to attend

6 June – D-Day beacon lighting

13 June – Local Councils Training on Short lets and community led projects – Cllr Ford to attend

### **(24/020) Dates of Future Meetings**

It was noted that the council can no longer use Charlestown School for future meetings and an alternative venue is being sourced.

(T) – Tregrehan Mills Methodist Church

18 June (T), 16 July (TBA), 10 September (T), 15 October (TBA), 19 November (T), 17 December (TBA)

### **(24/021) Exclusion of Public and Press**

Under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 it was **RESOLVED that the public and press be excluded from the meeting for agenda item 22 as it related to**

**commercially sensitive information.** In addition to the scheduled agenda item, information pertaining to the transfer of Tregrehan Jubilee Playing fields had been received after the agenda had been published and in order to expediate the matter, this was also discussed.

**(24/022) Tregrehan Methodist Church**

See confidential minute.

**(24/023) Tregrehan Jubilee Playing Fields**

See confidential minute.

The meeting closed at 7.45 pm

.....  
Chairman

.....  
Date

DRAFT



## Carlyon Parish Council Budget Monitor Report to 31 May 2024

	Budget £	Expenditure £	% of Budget £
<b>Employee Costs</b>			
Clerk's salary (including oncosts)	£ 13,000.00	£ 1,889.54	14.53%
Training & conference expenses	£ 750.00		0.00%
Clerks Room Allowance	£ 350.00	£ 156.00	44.57%
Clerk's travel and subsistence	£ 400.00	£ 128.25	32.06%
<b>Total employee related costs</b>	<b>£ 14,500.00</b>	<b>£ 2,173.79</b>	<b>14.99%</b>
<b>Administration Costs</b>			
Office expenses	£ 750.00	£ 226.21	30.16%
Postage	£ 150.00		0.00%
Photocopying	£ 150.00		0.00%
Office equipment	£ 750.00	£ 62.15	8.29%
Insurance	£ 750.00		0.00%
Subscriptions	£ 800.00	£ 568.71	71.09%
Website	£ 500.00		0.00%
Audit Fees	£ 550.00	£ 200.00	36.36%
Bank charges	£ 200.00	£ 6.00	3.00%
Meeting Expenses	£ 250.00	£ 140.00	56.00%
<b>Total Administration Costs</b>	<b>£ 4,850.00</b>	<b>£ 1,203.07</b>	<b>24.81%</b>
<b>Other Expenses</b>			
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	£ 850.00	12.69%
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%
<b>Total Other Expenses</b>	<b>£ 22,200.00</b>	<b>£ 1,110.00</b>	<b>5.00%</b>
<b>Total VAT</b>	£ 2,000.00	£ 190.34	9.52%
<b>Total Expenditure</b>	<b>£ 43,550.00</b>	<b>£ 4,677.20</b>	<b>10.74%</b>
<b>Reserves</b>			
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 Alleviation	£ 7,500.00		0.00%
General Contingency	£ 10,000.00	£ -	0.00%
<b>Total Reserves</b>	<b>£ 159,657.15</b>	£ -	<b>0.00%</b>
<b>Income</b>			
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	£	873.29	43.66%
<b>Total Income</b>	<b>£</b>	<b>44,079.78</b>	<b>£</b>	<b>21,388.18</b>	48.52%

**Total Funds held as at  
31/03/2024**

	£	170,988.65
<b>Add income</b>	£	21,388.18
<b>Less expenditure</b>	£	4,677.20
	<b>£</b>	<b>187,699.63</b>

**Bank Reconciliation**

Balance as at 31/05/2024	Current Account	£	34,750.19
	Less outstanding payments	£	-
		£	34,750.19
Balance as at 30/04/2024	Instant Access	£	52,949.44
Balance as at 30/04/2024	CCLA	£	100,000.00
	<b>Total Funds Held</b>	<b>£</b>	<b>187,699.63</b>

### **Agenda Item 13 – Correspondence Received**

The following correspondence has been received since the last meeting

- Statistics on how many residents in the parish have had help from the Citizens' Advice Bureau in the last 12 months
- Various emails from residents/groups regarding the proposed desalination plan at Par
- Guidance from CALC on the forthcoming general election
- Reminder from Cornwall Council regarding the Introduction of the Prior Notification Application that was brought in in 2023 concerning the temporary use of land for campsites
- Slides from Cornwall Council's recent budget information briefing