



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 15 October at 6.00pm** in **Tregrehan Chapel**

Julie Larter

Mrs Julie Larter
Clerk
4 October 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. Apologies for Absence**
- 2. Minutes of a Meeting of the Parish Council held on 10 September 2024**
To resolve that the minutes of the meeting are an accurate record of the meeting
- 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

To consider a response to the following planning application and any planning applications received since publication of this agenda

PA24/07332 – 79 Sea Road: Proposed replacement dwelling and associated work

(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. Parish Projects

Tregrehan History Board
To receive an update.

9. Tender for Jubilee Playing Fields Ground Maintenance

To consider a draft document and amend if required

Appendix (i)

10. Parish Issues

(i) Tregrehan Jubilee Park

To note the current situation and 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 whether the council's application for a Public Works Loan has been approved and determine next step

(v) Beach Development

To note the current situation

(vi) Highways

To note any concerns

11. Financial Matters

To note the current financial position and authorise payments

Pages 9-10

21. Training/Meetings

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

13. Correspondence

To note any correspondence received since the last meeting

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13. Dates for the Diary

To note any dates for members' diaries

14. Dates of Future Meetings

19 November, 17 December 2024; 21 January, 18 February, 18 March,
15 April, 13 May 2025

MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on 10 SEPTEMBER 2024 at 6.00pm in Tregrehan Chapel

Present: Cllrs Paul Trudgian (Chairman), Mike Ford, Nathan Cooper and Lynn Parsons

In attendance: Julie Larter (Clerk), Cllr James Mustoe, 8 members of the public.

(24/068) Apologies

Apologies were received from Cllrs Paul Riley and Sonia Phillips.

(24/069) Minutes of a Meeting of the Parish Council held on 16 July 2024

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

(24/070) Declarations of Interest

There were no declarations of interest.

(24/071) Chairman's Announcements

The Chairman had no announcements to make.

(24/072) Public Participation

A resident expressed his concern that the chapel is to be purchased as a location for a community centre. Prior to the meeting he had sent an email for circulation to councillors setting out his concerns. He said that the bowling club on Cypress Avenue has plans to rebuild its clubhouse and he felt that the parish council should consider its use. The Chairman said that the parish council had done many years of due diligence trying to find a suitable building and had concluded that although the chapel was not in the ideal location, it is the only viable building available. He said that the parish council wants to secure a building that can be held in perpetuity for the benefit of the whole community, and it is important to keep this historic building.

The resident also said that he had asked Cornwall Council for Cypress Avenue to be included in Cornwall Council's current public consultation on proposed 20MPH speed limits in the residential areas of St Austell and surrounding parishes.

A member of the public expressed her concerns for safety on the road leading from Tregrehan to Trethurgy. She said that the hedges are badly in need of cutting back and some motorists are driving at excessive speeds. This has made it extremely dangerous for pedestrians and horse riders. The Chairman asked the Clerk to contact the Highways Officer and ask for the hedges to be cut and ask for horse riders warning signs to be erected.

(24/073) Cornwall Councillor's Report

Cllr Mustoe mentioned Cornwall Councils live consultation on its proposed 20MPH speed limits in residential areas and said that the consultation runs until 13 September. Cllr Mustoe's full report is on the parish council's website,

(24/074) Planning Applications and Related Matters

(a) It was **RESOLVED to ratify the following responses given to planning applications during August.**

(i) PA24/05417 – 48 Beach Road: Proposed remodelling and extension

The parish council responded by stating that it had no objections to the proposal.

(ii) PA24/05226 – 9 Fairway: Demolition of existing garage/utility room and construction of a side and rear extension and garage

The parish council responded by stating that it had no objections to the proposal. The application was subsequently approved.

(iii) PA24/04911 – 17 Appletree Lane: Works to a tree subject to a Tree Preservation Order for Beech (T1) reduce height by approximately 6-7 metres.

The parish council responded by stating that if the Tree Officer is content, the parish council has no objections. The application was subsequently approved.

(iii) PA24/05507 – Land at Gwallon Keas: Works subject to a TPO: Rear of 13 Cuddra Road – (T1) Sessile Oak – 8m canopy radius to reduce to 5.6m over garden. Rear of 38 Cuddra Road (G2) – 8m tree canopy radius on two sides of rear garden, to be reduced to 5.6m over garden. Rear of 46 Cuddra Road – Ash (T3) – Pollard to 8m height, plus remove large branch 125m over garden. Beech (G3) reduce canopy over garden to 9m to 6.5m. Rear of 58 Cuddra Road – Sycamore (T2) reduce height from 13m to 9m and branch spread over rear garden from 4m to 2.75m. Rear of 140 Cuddra Road – Holm Oak (T4) – canopy spread over rear garden 9m, reduce to 6m, cutting to growing point. Height to be reduced from 22m to 18m to the southern crown. Sessile Oak (T5) – reduce height from 12m to 9.5m. Front of 2-10 Hollow Burrow View – (G1) six mature trees. Reduce group canopy spread to the west (towards the houses) from 8.5m to 6m. 1 x Ash – pollard

The Tree Officer had no objections and the parish council asked the officer to justify this decision. No response had been received and the application has now been approved. Cllr Mustoe offered to take up the matter with the planning department.

(b) An update was given on the following planning applications

(i) 58 Sea Road: To replace an existing poor quality two-storey dwelling and connected garage with a new three storey dwelling with an integral garage and associated landscaping

Following a 5 day protocol letter, the parish council agreed to disagree with the Planning Officer's recommendation to approve the application.

(ii) 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

No update was available.

(24/075) Parish Projects

(i) Tregrehan History Board

Councillors agreed to meet with Mike Stone after the meeting to discuss ideas.

It was noted that there has been a lot of interest in the board in Crinnis Road which was pleasing.

(24/076) Parish Issues

(i) Tregrehan Jubilee Park

(a) It was **RESOLVED to sign a Deed of Dedication with Fields in Trust**. It is likely that the transfer from Cornwall Council will be completed by the middle of October.

(b) Concerns

Over the summer a Tregrehan resident made a number of complaints to the parish council about the football nets being left down. Cllr Parsons said she thought that young people living in the village were putting them up, but others who came from outside the area tended to leave them down. Where practicable Mr Parsons and the Chairman have been putting them up. It was **RESOLVED that as the schools and colleges have now returned, the nets will be removed and the matter will be revisited again in the spring**.

It was noted that there have been a number of events at Boscoppa Farm over the summer. The Clerk was asked to contact Cornwall Council's Licensing Officers to see if the farm is licensed to hold music events.

(ii) Tregrehan Flood Working Party

There was nothing to report

(iii) West Crinnis Field

There was nothing to report

(iv) Tregrehan Methodist Chapel

The Chairman reported that only one comment had been received following the public consultation which closed on 2 August and the comment was in support of the proposal. The Public Works Loan application was submitted to Cornwall ALC for first stage verification, which has now been done and the application is now with the Department for Levelling Up, Housing and Communities for approval.

It was **RESOLVED to ratify the predicted budget headings stated within the loan application**.

(iv) Beach Development

There was nothing to report.

(v) Highways

(a) Consultation on proposed roll out of 20MPH speed limits in the St Austell area.

The Chairman explained that the proposed 20MPH limits are only applicable to built up areas and as Cypress Avenue is not residential, it would not qualify. **It was**

RESOLVED to ask for the speed limit on Cypress Avenue to be reduced from 40MPH to 30MPH. If this was not possible under the current consultation, the request would be put forward for the Community Network Highways scheme when bids open again next summer.

(b) Any concerns

Apart from the concerns about safety on the Tregrehan – Trethurgy Road previously minuted, there were no other highways concerns.

(24/077) Standing Orders

The parish council’s standing orders were reviewed.

(24/078) Financial Matters

(i) It was noted that the Annual Audit is now complete and no matters were raised.

(ii) It was **RESOLVED to appoint Linda Coles as the council’s Internal Auditor for 2024/25.**

(iii) Current balances were noted and the following payments were approved

August Payments

| | | | |
|------|-------------------------------|--------------------------------------------------|----------|
| DD | EE Ltd | Monthly mobile phone bill | £33.66 |
| DD | Lloyds Bank Ltd | Credit card | 106.09 |
| BACS | Complete Weed Control | Pavement weed spraying | £546.00 |
| BACS | A & A Garden Services | Repairs to fencing at West Crinnis Field | £230.00 |
| BACS | GET Landscaped | Cutting Cypress Ave verges and watering planters | £204.00 |
| BACS | Lyreco | Stationery | £27.42 |
| BACS | Biffa | Annual litter bin service – Cypress Avenue | £312.00 |
| BACS | St Austell Bay Parish Council | 50% share of Clerk’s attendance at SLCC Conf. | 305.00 |
| BACS | Sym Fletcher | Painting swings in Jubilee Park | £230.00 |
| BACS | Cormac | Installation of play equipment | £2873.90 |
| BACS | BDO LLP | External Audit fee | £252.00 |
| BACS | J Larter/HMRC/CPF | Salary and oncosts | * |

September Payments

| | | | |
|------|--------------------------|--------------------------------------------------|---------|
| DD | EE Ltd | Monthly mobile phone bill | £33.66 |
| DD | Lloyds Bank Ltd | Credit card | £3.00 |
| DD | Information Commissioner | Data Protection registration renewal | £35.00 |
| BACS | Cormac Ltd | Post installation safety inspection | £405.00 |
| BACS | GET Landscaped | Cutting Cypress Ave verges and watering planters | £264.00 |
| BACS | Lyreco | Stationery | £27.42 |
| BACS | Biffa | Annual litter bin service – Cypress Avenue | £312.00 |
| BACS | J Larter/HMRC/CPF | Salary and oncosts | * |

It was noted that Cllr Riley undertook an internal control check on 1 August.

(24/079) Training/Meetings Attended

18 July – Cllr Ford attended a South West Water drop in session regarding the proposed Par desalination plant. Cllr Ford gave a brief update on the proposed scheme which has been reduced in size from the original scheme

24 July – Cllr Riley attended a Community Area Partnership Meeting and had provided a report which had been previously circulated

4 September – Cllr Riley attended Linda Taylor’s Listening to Residents roadshow in St Austell

9 September – Clerk attended a meeting of clerks to smaller councils

(24/080) Correspondence

A list of correspondence had been previously circulated and in addition the following correspondence had been received since publication of the agenda

- Complaint about the rudeness of a car park attendant at the beach and the lack of disabled access
- Cornwall Council’s Affordable Housing newsletter
- Cornwall Council’s Town and Parish Council newsletter
- CALC News Roundup
- Community Area Partnership survey

(24/081) Dates for the Diary

There were no dates for the diary.

(24/082) Dates of Future Meetings

15 October, 19 November, 17 December.

The meeting closed at 6.50pm

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Chairman

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Date

Carlyon Parish Council Budget Monitor Report to 30/09/24

| | Budget £ | Expenditure £ | % of Budget £ |
|-------------------------------------|---------------------|--------------------|------------------|
| Employee Costs | | | |
| Clerk's salary (including oncosts) | £ 13,000.00 | £ 5,268.62 | 40.53% |
| Training & conference expenses | £ 750.00 | £ 397.00 | 52.93% |
| Clerks Room Allowance | £ 350.00 | £ 156.00 | 44.57% |
| Clerk's travel and subsistence | £ 400.00 | £ 203.40 | 50.85% |
| Total employee related costs | £ 14,500.00 | £ 6,025.02 | 41.55% |
| Administration Costs | | | |
| Office expenses | £ 750.00 | £ 249.06 | 33.21% |
| Postage | £ 150.00 | £ 28.95 | 19.30% |
| Photocopying | £ 150.00 | | 0.00% |
| Office equipment | £ 750.00 | £ 247.31 | 32.97% |
| Insurance | £ 750.00 | | 0.00% |
| Subscriptions | £ 800.00 | £ 603.71 | 75.46% |
| Website | £ 500.00 | £ 60.00 | 12.00% |
| Audit Fees | £ 550.00 | £ 410.00 | 74.55% |
| Bank charges | £ 200.00 | £ 54.00 | 27.00% |
| Meeting Expenses | £ 250.00 | £ 140.00 | 56.00% |
| Total Administration Costs | £ 4,850.00 | £ 1,793.03 | 36.97% |
| Other Expenses | | | |
| Chairman's Allowance | £ 100.00 | £ - | 0.00% |
| Councillors Travel/Subsistence | £ 200.00 | £ - | 0.00% |
| Parish Maintenance | £ 8,000.00 | £ 3,487.56 | 43.59% |
| Parish Projects | £ 6,700.00 | £ 2,649.30 | 39.54% |
| Parish Newsletter | £ 1,000.00 | £ - | 0.00% |
| Neighbourhood Plan | £ 200.00 | | 0.00% |
| Events | £ 2,000.00 | £ 30.47 | 1.52% |
| West Crinnis Field | £ 1,500.00 | £ 230.00 | 15.33% |
| Tregrehan Jubilee Playing Fields | £ 2,500.00 | £ 8.99 | 0.36% |
| CIL | | £ 2,690.75 | |
| Total Other Expenses | £ 22,200.00 | £ 9,097.07 | 40.98% |
| Total VAT | £ 2,000.00 | £ 1,786.95 | 89.35% |
| Total Expenditure | £ 43,550.00 | £ 18,702.07 | 42.94% |
| Reserves | | | |
| Community building | £ 110,000.00 | £ - | 0.00% |
| CIL | £ 28,157.15 | £ 25,466.40 | 90.44% |
| 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% |
| Total Reserves | £ 159,657.15 | £ 25,466.40 | 15.95% |
| Income | | | |
| Precept | £ 41,029.78 | £ 41,29.78 | 100% |
| VAT | £ 1,000.00 | £ 1,529.85 | 152.99% |

| | | | |
|---------------------|--------------------|--------------------|---------|
| CIL | £ - | £ - | |
| Other Income | £ 50.00 | £ 146.00 | 292.00% |
| Interest | £ 2,000.00 | £ 3373.98 | 168.70% |
| Total Income | £ 44,079.78 | £ 24,737.22 | 104.54% |

Total Funds held as at 31/03/2024

| | |
|-------------------------|---------------------|
| | £ 170,988.65 |
| Add income | £ 24,737.22 |
| Less expenditure | £ 18,702.07 |
| | £ 177,023.80 |

Bank Reconciliation

| | | |
|--------------------------|---------------------------|-------------|
| Balance as at 30/09/2024 | Current Account | £ 24,654.05 |
| | Less outstanding payments | £ - |
| | | £ 24,654.05 |

| | | |
|--------------------------|----------------|-------------|
| Balance as at 30/09/2024 | Instant Access | £ 73,312.47 |
|--------------------------|----------------|-------------|

| | | |
|--------------------------|------|--------------|
| Balance as at 30/09/2024 | CCLA | £ 100,000.00 |
|--------------------------|------|--------------|

| | |
|-------------------------|---------------------|
| Total Funds Held | £ 197,966.52 |
|-------------------------|---------------------|

Agenda Item 11 – Correspondence Received

The following correspondence has been received since the last meeting

- Forest for Cornwall newsletter
- Invitation from St Austell Town Council to attend the annual Poppy Day parade
- NHS Cornwall and Isles of Scilly newsletter
- Complaints regarding planning application PA24/05507 relating to tree works at Gwallon Keas
- CALC Training Dates
- Invitation to attend the Annual Meeting of Cornwall Flood Forum