



# 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 21 January 2025 at 6.00pm** in **Tregrehan Chapel**

*Julie Larter*

Mrs Julie Larter  
Clerk  
14 January 2025

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 Parish Council held on 17 December 2024

*To resolve that the minutes of the meeting are an accurate record of the meeting*

Pages 4 - 7

### 3. Declarations of Interest on Items on the Agenda

#### (a) Pecuniary Interests

*Declare those interests which have been declared on your Register of Financial Interests relevant to the agenda of the meeting. Whenever the item is being discussed, including public participation, you must leave the room and not take part in the discussion or decision.*

#### (b) Non-registerable Interests

*You must declare Non-Registerable Interests at the start of the meeting or whenever the interest becomes apparent. Then when the matter is being discussed, even during public participation, you must leave the room and not take part in the discussion or decision.*

#### (c) Dispensations

*To consider any requests for dispensations relating to items on the agenda*

#### (d) Gifts and Hospitality

*To declare any gifts or hospitality*

*Please call the Clerk before the meeting if you have any queries about 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 the following planning applications and any planning applications received since publication of this agenda*

(i) PA24/09501 – 101 Sea Road: Proposed demolition of existing garage and construction of new extension with integral garage below, landscaping and associated works

(ii) PA24/09485 – 12 Chatsworth Way: Proposed extensions to existing dwelling

(iii) PA24/09333 – Land to the rear of Hillcrest, Beach Road: Reserved Matters application for access, appearance, landscaping, layout and scale, following outline consent PA23/06603 dated 24.01.24

(iv) PA24/09594 – Caravan West of Grey Cottage, Carn Grey: Application for Permission in Principle for the replacement of the established residential caravan with single dwellinghouse (minimum 1 maximum 1)

*(b) To receive an update on the following planning applications*

(i) PA24/08947 – Thornham, 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 without compliance of conditions 2 and 3 in respect of decision PA24/00808 dated 12.09.2024

(ii) PA24/09532 – St Austell Household Recycling Centre: Retention of storage containers used as a re-sales are (retrospective)  
*A 5 day protocol letter has been issued and the Clerk has responded stating that the parish council maintains its objection but in this instance agrees to disagree with the planning officer's recommendation to approve the application*

(iii) 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 and authorise expenditure*

## **9. Salt Bins for Gwallon Keas**

*To receive an update following a site meeting on 10 January*

**10. Parish Issues**

(i) Tregrehan Jubilee Park

*To note any concerns and authorise any expenditure*

(ii) Tregrehan Flood Working Party

*To receive an update*

(iii) West Crinnis Field

*To note any concerns*

(iv) Tregrehan Chapel

*To consider the report on searches and authorise any expenditure*

Appendix (i)

(v) Highways

*To note any concerns*

**11. Financial Matters**

*To note the current financial position and authorise payments*

Pages 8-9

**12. 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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**14. Dates for the Diary**

*To note any dates for members' diaries*

**15. Dates of Future Meetings**

18 February, 18 March, 15 April, 13 May 2025

**MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on 17 December 2024 at 6.00pm in Tregrehan Chapel**

**Present:** Cllrs Paul Trudgian (Chairman), Mike Ford, Lynn Parsons and Paul Riley.

**In attendance:** Julie Larter (Clerk), 4 members of the public.

**(24/098) Apologies**

Apologies were received from Cllrs Phillips and Cooper.

**(24/099) Minutes of a Meeting of the Parish Council held on 19 November 2024**

It was **RESOLVED** that the minutes of a meeting of the Parish Council held on 19 November 2024 should be signed as a correct record of the meeting.

**(24/100) Declarations of Interest**

Cllr Riley declared an interest in planning application PA24/09045 as the applicant is known to him.

**(24/101) Chairman's Announcements**

The Chairman had nothing to report.

**(24/102) Public Participation**

No members of the public wished to speak.

**(24/103) Cornwall Councillor's Report**

Cllr Mustoe reported on actions he took following the recent Storm Daragh and thanked Cormac for their response. Cllr Mustoe has been approached by residents from Gwallon Keas who have asked for salt bins to be installed on the estate and he said that he was pleased that the matter is to be discussed later on the agenda.

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

*Cllr Riley left the room.*

**(24/104) Planning Applications and Related Matters**

(i) PA24/09045 – 20 Sea Road: Proposed modifications and extensions to existing dwellings to include increased first floor accommodation and balcony

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.

*Cllr Riley returned to the room.*

(ii) PA24/08947 – Thornham, 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 without compliance of conditions 2 and 3 in respect of decision PA24/00808 dated 12.09.2024

It was **RESOLVED** that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council objects to the application as it considers that the amended window design will result in a loss of privacy for the neighbour. The floor in question is proposed to be a living room which will overlook a bedroom in the neighbouring property. This is of particular concern as the replacement dwelling will be considerably closer to the adjacent property. We would add that the windows should have obscured glazing fitted or 45 degree external louvres, angled to allow seaward views only.

(iii) PA24/09098 – 51 Beach Road: Works to trees subject to a TPO – T1, G2, T3, T4, T5, T6, T7, T8, T9, T10 and T11 as detailed in tree report EV-4910

It was **RESOLVED** that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council has no objections to the proposal.

(iv) PA24/07836 – St Austell Household Waste Recycling Centre: Retention of storage containers used as a re-sales area (retrospective)

It was **RESOLVED** that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council objects to this retrospective planning application as it has concerns for the safety of pedestrians on the site and since the installation of the storage containers, traffic flow along Menear Road has slowed down, creating long queues at the entrance to the site. The parish council questions whether the application should also have been for a change of use to retain for part of the site.

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

(i) PA24/07540 – Carlyon Bay Hotel, Sea Road: Works to a tree covered by a TPO – Oak – Crown raise to allow 5m to road for highway clearance

A 5-day protocol letter had been issued and having considered the tree officer's report, the parish council responded stating that it had no objections to the proposed work. The application was subsequently approved and work carried out.

(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

Cornwall Council as Lead Flood Authority has responded to the latest consultation and has no objections.

(c) Appeal Decision

It was noted that Appeal Reference APP/D0840/W/24/3344896 relating to 9 Boscundle Close (proposed woodland lodges and associated works) has been dismissed by the Planning Inspectorate.

### **(24/105) Bleed Control Kits**

Bleed Control UK via Duchy Defibrillators will be placing a bleed control kit in both the council's defibrillator cabinets. Councillors considered entering into a contract to maintain/replace any used resources but decided to monitor use for a year and revisit the matter in 12 months time.

## **(24/106) Parish Projects**

Tregrehan History Board

Drafts of the narrative together with a map were circulated and the project is ongoing.

## **(24/107) Salt Bins for Gwallon Keas**

It was **RESOLVED in principle to provide a minimum of 2 salt bins on the estate.** Cllr Mustoe will arrange a site visit in the new year with councillors and the Clerk to identify suitable locations.

## **(24/108) Parish Issues**

(i) Tregrehan Jubilee Park

A risk assessment had been previously circulated and subject to some minor amendments was agreed. The Clerk reported that it will not be possible to amend the frequency of bin emptying as it is tied into Cornwall Council's contract which doesn't allow for a prescribed/input specification. The front panel of the dog waste bin has become damaged and the Clerk is obtaining a replacement panel.

(ii) Tregrehan Flood Working Party

Cllr Parsons reported that the leat was blocked in the past month and this was reported to Cornwall Council.

(iii) West Crinnis Field

There was nothing to report.

(iv) Tregrehan Methodist Chapel

The Clerk reported that the legal process is progressing. It was **RESOLVED that the building would be named Carlyon Community Hall.**

(v) Highways

(a) It was noted that road closure intentions have been submitted for Holmbush Arch Road, 19-25 February 0930-1300 and 1900-0600 and for Windsor Drive, 10-14 March, 24 hours.

(b) The outcome of the 20MPH Speed Limits consultation was noted and work installing signs will commence imminently.

(c) Concerns

There were no highways concerns.

## **(24/109) Financial Matters**

(i) A draft budget had been previously circulated and it was **RESOLVED to set the budget and make a precept demand of £45,300 which represents an increase of £1.57 per year for a band D property.** The Chairman stressed that the precept is not being increased in order to meet the Public Works Loan repayments for the chapel purchase. It was decided that the recruitment process for a handyperson should commence in January with a view to a start date at the beginning of April to coincide with the new financial year.

(ii) Current balances were noted the following payments were approved

DD	EE Ltd	Monthly mobile phone bill	£33.66
DD	Lloyds Bank Ltd	Credit card	£42.29
DD	Unity Trust Bank	Monthly bank charge	£6.00
BACS	Tregrehan Methodist Church	Hire charges	£125.00
BACS	Duchy Defibrillators	Annual service charge	£456.00
BACS	Mrs L Parsons	Reimbursement for cable ties for football nets	£10.50
BACS	Cornwall Council	Pro rata for emptying Jubilee fields litter bins	£1379.74
BACS	Antony Hart	Cutting West Crinnis field hedge	£420.00
BACS	J Larter/HMRC/CPF	Salary and oncosts	*

**(24/110) Training/Meetings Attended**

- 26 November – Clerk attended a webinar on local council insurance
- 27 November – Clerk attended a meeting of clerks to smaller councils
- 12 December – Clerk attended a meeting of the Cornwall branch of SLCC

**(24/111) Correspondence**

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

- Consultation on Cornwall Council’s Off-Street Parking Order 2025
- Forest for Cornwall newsletter
- NHS Cornwall and Isles of Scilly Cornwall Together newsletter
- CALC Training bulletin
- Emergency Road Closure Notice Boscundle
- Cornwall Council Town and Parish Council newsletter
- Notification of aerial surveillance of the area

**(24/112) Dates for the Diary**

- Mid Cornwall Community Area Partnership – 22 January (via Teams)

**(24/113) Dates of Future Meetings**

21 January, 18 February, 18 March, 15 April, 13 May 2025.

The meeting closed at 6.48 pm

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Chairman

Date

## Carlyon Parish Council Budget Monitor Report to 31/12/24

	Budget £	Expenditure £	% of Budget £
<b>Employee Costs</b>			
Clerk's salary (including oncosts)	£ 13,000.00	£ 8,119.79	62.46%
Training & conference expenses	£ 750.00	£ 397.00	52.93%
Clerks Room Allowance	£ 350.00	£ 312.00	89.14%
Clerk's travel and subsistence	£ 400.00	£ 285.61	71.40%
<b>Total employee related costs</b>	<b>£ 14,500.00</b>	<b>£ 9,114.40</b>	<b>62.86%</b>
<b>Administration Costs</b>			
Office expenses	£ 750.00	£ 281.97	37.60%
Postage	£ 150.00	£ 69.20	46.13%
Photocopying	£ 150.00		0.00%
Office equipment	£ 750.00	£ 455.06	60.67%
Insurance	£ 750.00	£ 71.67	9.56%
Subscriptions	£ 800.00	£ 766.21	95.78%
Website	£ 500.00	£ 110.00	22.00%
Audit Fees	£ 550.00	£ 410.00	74.55%
Bank charges	£ 200.00	£ 80.40	40.20%
Meeting Expenses	£ 250.00	£ 265.00	106.00%
<b>Total Administration Costs</b>	<b>£ 4,850.00</b>	<b>£ 2,509.51</b>	<b>51.74%</b>
<b>Other Expenses</b>			
Chairman's Allowance	£ 100.00	£ -	0.00%
Councillors Travel/Subsistence	£ 200.00	£ -	0.00%
Parish Maintenance	£ 8,000.00	£ 4,220.14	52.75%
Parish Projects	£ 6,700.00	£ 4,688.03	69.97%
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	£ 650.00	43.33%
Tregrehan Jubilee Playing Fields	£ 2,500.00	£ 2,298.77	91.95%
CIL		£ 6,336.97	
Total Other Expenses	£ 22,200.00	£ 18,224.38	<b>82.09%</b>
<b>Total VAT</b>	<b>£ 2,000.00</b>	<b>£ 3,040.03</b>	<b>152.00%</b>
<b>Total Expenditure</b>	<b>£ 43,550.00</b>	<b>£ 32,888.32</b>	<b>75.52%</b>
<b>Reserves Held</b>			
Community building	£ 110,000.00	£ 110,000.00	100.00%
CIL	£ 28,157.15	£ 21,820.18	77.49%
Election Fund	£ 1,000.00	£ 1,000.00	100.00%
Tregrehan Playing Fields Transfer	£ 3,000.00	£ 1,140.00	38.00%
Tregrehan Flood Alleviation	£ 7,500.00	£ 7,500.00	100.00%
General Contingency	£ 10,000.00	£ 10,000.00	100.00%
<b>Total Reserves</b>	<b>£ 159,657.15</b>	<b>£ 151,460.18</b>	<b>94.87%</b>
<b>Income</b>			
Precept	£ 41,029.78	£ 41,029.78	100.00%
VAT	£ 1,000.00	£ 1,529.85	152.99%
CIL	£ -	£ -	



Other Income	£ 50.00	£ 1,526.82	3053.64%
Interest	£ 2,000.00	£ 5,092.71	254.64%
<b>Total Income</b>	<b>£ 44,079.78</b>	<b>£ 49,179.16</b>	111.57%

<b>Total Funds held as at 31/03/2024</b>		£ 170,988.65
<b>Add income</b>		£ 49,179.16
<b>Less expenditure</b>		£ 32,888.32
		<b>£ 187,279.49</b>

**Bank Reconciliation**

Balance as at 31/12/2024	Current Account	£ 13,073.68
	Less outstanding payments	£ -
		£ 13,073.68

Balance as at 31/12/2024	Instant Access	£ 74,205.81
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Balance as at 31/12/2024	CCLA	£ 100,000.00
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<b>Total Funds Held</b>		<b>£ 187,279.49</b>
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## **Agenda Item 11 – Correspondence Received**

- NHS Cornwall and Isles of Scilly – NHS 10 Year Plan newsletter
- Open letter from the Chair of NALC
- Duchy Defibrillators review of 2024
- Details of CALC training opportunities