



# Carlyon Parish Council

Trethella Cottage, Ruan Laniorne, Truro TR2 5NU  
Tel: 07983 710385 Email [clerk@carlyon-pc.gov.uk](mailto:clerk@carlyon-pc.gov.uk)  
[www.carlyon-pc.gov.uk](http://www.carlyon-pc.gov.uk)

Dear Councillor

You are summoned to attend a meeting of **Carlyon Parish Council** to be held on **Tuesday 18 February 2025 at 6.00pm** in **Tregrehan Chapel**

*Julie Larter*

Mrs Julie Larter  
Clerk  
18 February 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.*

---

## AGENDA

### 1. Apologies for Absence

### 2. Minutes of a Meeting of the Parish Council held on 21 January 2025

*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) PA25/00630 – 4 Sea Road: Proposed garage demolition and rebuild

(ii) PA25/00615 – Newbold Cottage, Chapel Lane, Tregrehan Mills: Works to trees covered by a TPO, namely one Fir/Spruce tree which has snapped in half during recent storm. Remove the reset of the broken tree

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

(i) 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

(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

(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

(c) Appeal relating to PA22/09153 – Land between Aspen Drive and Boscoppa Road: Outline application with all matters reserved for proposed development of site to create up to 50 dwellings. A mix of open market and affordable homes

*To note that this Appeal has been allowed*

**8. Cornwall Council's Call for Sites Consultation**

*To consider a response to the consultation*

Appendix (i)

**9. Tunes on the Shore**

*To discuss the proposed festival on Crinnis Beach and determine next steps*

**10. Recruitment of a Handyman**

*To appoint a recruitment panel and set an interview date*

**11. Parish Projects**

Tregrehan History Board  
*To receive an update*

**12. Salt Bins for Gwallon Keas**

*To receive an update*

**13. Pavement Weed Spraying**

*To consider whether to undertake pavement weed spraying and authorise expenditure*

**14. Parish Issues**

(i) Tregrehan Jubilee Park

*(a) To consider options for waste services for 2025/26*

*(b) 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

*(a) To consider making an application for funding from the Community Levelling Up Programme*

*(b) To receive an update on the purchase and authorise any expenditure*

(v) Highways

*(a) To note that a street tree has been planted on land at Crinnis Road/Beach Road green as part of the Local Authorities Treescapes Fund*

*(b) SWCP opposite Porth Avallen Hotel – to discuss the surface of the path and authorise any expenditure and to receive an update on Appletree Point*

*(c) To note any concerns*

**15. Financial Matters**

*(i) To review the council's Risk Management Strategy and Risk Assessment*

Appendix (ii)

*(ii) To review the council's Asset Register*

*(ii) To consider quotes for renewal of the council's insurance*

Appendix (iii)

*(iii) To note the current financial position and authorise payments*

To follow  
Pages 8-9

**16. Training/Meetings**

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

**17. Correspondence**

*To note any correspondence received since the last meeting*

Page 10

**18. Dates for the Diary**

To note any dates for members' diaries

**19. Dates of Future Meetings**

18 March, 15 April, 13 May, 17 June, 15 July, 9 September, 21 October, 18 November, 16 December 2025

**MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on 21 January 2025 at 6.00pm in The Pattern Hall, Charlestown**

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

**In attendance:** Julie Larter (Clerk), 5 members of the public.

**(24/114) Apologies**

Apologies were received from Cllrs Phillips and Riley.

**(24/115) Minutes of a Meeting of the Parish Council held on 17 December 2024**

It was **RESOLVED** that the minutes of a meeting of the Parish Council held on 17 December 2024 should be signed as a correct record of the meeting.

**(24/116) Declarations of Interest**

There were no declarations of interest.

**(24/117) Chairman's Announcements**

The Chairman had no announcements to make but said he was reordering the agenda.

**(24/118) Public Participation**

A member of the public said that it appears that the Carlyon Bay Hotel are still not willing to open up Appletree Point. The Clerk was asked to clarify the situation regarding the Marine and Coastal Access Act with the Countryside Officer.

A member of the public said that a Give Way sign by the Oak Tree in Sea Road is facing the wrong way and a second Give Way sign is obscured by a Holly bush. The Clerk is to contact Highways.

**(24/119) Cornwall Councillor's Report**

Cllr Mustoe reported that he and the Chairman met with residents from Gwallon Keas to identify 2 sites for Salt Bins on the estate and Devonshire Homes have given their permission for a parish noticeboard to be erected when they leave the site. Cllr Mustoe said that Cornwall Council were starting to put up the 20MPH signs around the area.

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

**(24/120) Parish Projects**

Tregrehan History Board

Mr Stone presented a draft of the board, which the Clerk will circulate via email. It was determined that the board should replace the community board by the entrance the park but in addition duplicate of both the Tregrehan and Carlyon Bay boards should be affixed to the chapel wall in due course.

### **(24/121) Salt Bins for Gwallon Keas**

Following a site visit by the Chairman and Cllr Mustoe on 9 January, 2 sites have been identified and agreed with Devonshire Homes. The Clerk has placed an order but Cormac are not prepared to accept the order as the roads have not yet been adopted. The Clerk is in discussion with them regarding this.

### **(24/122) Parish Issues**

#### **(i) Tregrehan Jubilee Park**

The Clerk reported that she has met with the appointed contractor and he will be cutting the hedges as soon as the field is dry enough to get a tractor in. Under her delegated powers she has arranged for the annual tree survey to be carried out on 27 February at a cost of £295 and has arranged for the annual inspection of the play equipment to be undertaken by an independent inspector at the end of February. The Chairman said that the Tregrehan Wassailers have offered to maintain the apple trees. A Wassail will take place on 31 January in the park.

#### **(ii) Tregrehan Flood Working Party**

Copies of Maxwell Needham-Bailey's briefing note to update on Cornwall Council's work to address ongoing flooding issues on the Tregrehan Stream were distributed.

#### **(iii) West Crinnis Field**

Cornwall Council has asked the parish council to provide more evidence of the value to the community of the field to enable it to decide whether to re-list the field as an Asset of Community Value. Cllr Ford has kindly provided some information which has been passed on. The matter is ongoing.

Cllr Cooper arrived 6.18pm.

#### **(iv) Tregrehan Methodist Chapel**

The report on searches had been previously circulated and as a result the solicitor raised some queries with the vendor. The matter is ongoing.

Councillors discussed whether a full structural survey should be undertaken. The Clerk is to get a quote which will be circulated via email and the Clerk was given delegated powers to appoint a surveyor before the next parish council meeting if councillors determine to proceed.

#### **(v) Highways concerns**

There were no Highways concerns.

### **(24/123) Financial Matters**

Current balances were noted the following payments were approved:

DD	EE Ltd	Monthly mobile phone bill	£33.66
DD	Lloyds Bank Ltd	Credit card	£3.00
DD	Unity Trust Bank	Monthly bank charge	£6.00
BACS	Hay Nurseries	Replanting Carlyon Bay planters	£143.88
BACS	Vision ICT	Renewal of .gov.uk domain and website hosting	£297.30

BACS	Complete Weed Control	Moss spraying	£192.00
BACS	J Larter	Mileage October – December 2024	£69.30
BACS	J Larter/HMRC/CPF	Salary and oncosts	*

### (24/124) Training/Meetings Attended

- 14 January – Clerk attended a CALC briefing on the forthcoming elections
- 15 January – Clerk attended an SLCC webinar on committee structure

### (24/125) Correspondence

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

- Cornwall Council’s Town and Parish Council newsletter

### (24/126) Dates for the Diary

- 22 January - Mid Cornwall Area Partnership Meeting (via Teams), Cllr Ford to attend
- 29 January – Cornwall Council briefing on planning reform (Cllr Ford to attend)

### (24/127) Dates of Future Meetings

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

### (24/128) Planning Applications and Related Matters

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

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

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

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

(iii) PA24/09333 – Land to the rear of Hillcrest, Beach Road: Reserved Matters application for access, appearance, landscaping, layout and scale, following consent PA23/09903 dated 24.01.24

It was **RESOLVED** that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council maintains its original objection to this application based on the overdevelopment of the site. The application contains insufficient bio diversity net gain.

(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)

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

(b) An update was given 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 Roz

The application has not yet been determined and the Planning Officer agrees that there will be a degree of overlooking and is not happy with the proposal for smaller windows only. However the applicant has already lodged an appeal with the Planning Inspectorate stating that Conditions 2 and 3 of the extant permission are unreasonable.

(ii) PA24/09532 – St Austell Household Recycling Centre: Retention of storage containers used as a re-sales are (retrospective)

A 5 day protocol letter had been issued and the Clerk 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

No update was available.

The meeting closed at 6.31pm

## Carlyon Parish Council Budget Monitor Report to 31/01/25

	Budget £	Expenditure £	% of Budget £
<b>Employee Costs</b>			
Clerk's salary (including oncosts)	£ 13,000.00	£ 8,997.21	69.21%
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	£ 354.91	88.73%
<b>Total employee related costs</b>	<b>£ 14,500.00</b>	<b>£ 10,061.12</b>	<b>69.39%</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	£ 483.11	64.41%
Insurance	£ 750.00	£ 71.67	9.56%
Subscriptions	£ 800.00	£ 766.21	95.78%
Website	£ 500.00	£ 357.75	71.55%
Audit Fees	£ 550.00	£ 410.00	74.55%
Bank charges	£ 200.00	£ 89.40	44.70%
Meeting Expenses	£ 250.00	£ 265.00	106.00%
<b>Total Administration Costs</b>	<b>£ 4,850.00</b>	<b>£ 2,794.31</b>	<b>57.61%</b>
<b>Other Expenses</b>			
Chairman's Allowance	£ 100.00	£ -	0.00%
Councillors Travel/Subsistence	£ 200.00	£ -	0.00%
Parish Maintenance	£ 8,000.00	£ 4,500.04	56.25%
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	£ 580.00	38.67%
Tregrehan Jubilee Playing Fields	£ 2,500.00	£ 2,108.77	84.35%
CIL		£ 6,336.97	
Total Other Expenses	£ 22,200.00	£ 18,244.28	<b>82.18%</b>
<b>Total VAT</b>	<b>£ 2,000.00</b>	<b>£ 3,411.17</b>	<b>170.56%</b>
<b>Total Expenditure</b>	<b>£ 43,550.00</b>	<b>£ 34,510.88</b>	<b>79.24%</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	£ 819.23	27.31%
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>£ 151,139.41</b>	<b>94.66%</b>
<b>Income</b>			
Precept	£ 41,029.78	£ 41,029.78	100.00%
VAT	£ 1,000.00	£ 3,336.88	333.69%
CIL	£ -	£ -	



Other Income	£ 50.00	£ 2,016.69	4033.38%
Interest	£ 2,000.00	£ 5,496.26	274.81%
<b>Total Income</b>	<b>£ 44,079.78</b>	<b>£ 51,879.61</b>	117.69%

<b>Total Funds held as at 31/03/2024</b>		£ 170,988.65
<b>Add income</b>		£ 51,879.61
<b>Less expenditure</b>		£ 34,510.88
		<b>£ 188,357.38</b>

**Bank Reconciliation**

Balance as at 31/01/2025	Current Account	£ 14,151.57
	Less outstanding payments	£ -
		£ 14,151.57
Balance as at 31/01/2025	Instant Access	£ 74,205.81
Balance as at 31/01/2025	CCLA	£ 100,000.00
	<b>Total Funds Held</b>	<b>£ 188,357.38</b>

## **Agenda Item 11 – Correspondence Received**

- Notification of planting of a new street tree on the Crinnis Road triangle (to replace trees lost in Beach Road)
- CALC news bulletin
- Invitation to take part in research on community connections
- Cornwall Council's Neighbourhood Planning newsletter
- Cornwall Council's Positive Planning newsletter