



# 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 March 2025 at 6.00pm** in **Tregrehan Chapel**

*Julie Larter*

Mrs Julie Larter  
Clerk  
11 March 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 18 February 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) 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

*Rupert Warwick, Planning Consultant will address the meeting on behalf of the applicant*

(ii) PA25/01168 – 37 Sea Road: Proposed garage

(iii) PA25/01192 – 30 Wheal Regent Park: Works to trees subject to a TPO, 1 large Scots Pine, 2 dead unidentified trees and 1 small Oak to be removed for safety reasons and dangerous to the property

*(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

*This application has been approved*

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

*To receive an update*

**9. Tunes on the Shore**

*To receive a report on a meeting held on 26 February with the event organiser*

**10. Parish Projects**

Tregrehan History Board

*To receive an update*

## **11. Parish Issues**

- (i) Tregrehan Jubilee Park  
*To receive an update from the Clerk, note any concerns and authorise any expenditure*
- (ii) Tregrehan Flood Working Party  
*To receive an update*
- (iii) West Crinnis Field
  - (a) *Footpath modification – to receive an update*
  - (b) *Application to have the field re-listed on Cornwall Council’s List of Assets of Community Value: To note that the application has been refused*
  - (c) *To note any concerns*
- (iv) Tregrehan Chapel
  - (a) *To receive an update on the purchase*
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  - (c) *To appoint a working party to oversee the transfer of the property*
- (v) Highways
  - (a) *To receive a report on forthcoming work to the A391*
  - (b) *To note a Road Closure Order has been made for Cypress Avenue, 1900 hours 18 March – 0700 hours 19 March*
  - (c) *To note that a Road Closure Application has been made for Fairway 2 June – 11 July (24 hours)*
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## **12. Appointment of a Handyman**

- (i) *To ratify the decision of the Personnel Committee to appoint a handyman*
- (ii) *To agree a budget for the purchase of resources*

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- (i) *Insurance: To consider quotes and ensure that there is adequate cover*
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*To note any training or meetings attended by members or the Clerk*

## **15. Correspondence**

*To note any correspondence received since the last meeting*

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## **16. Dates for the Diary**

*To note any dates for members’ diaries*

## **17. Dates of Future Meetings**

*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 18 February 2025 at 6.00pm in Tregrehan Chapel**

**Present:** Cllrs Paul Trudgian (Chairman), Mike Ford, Sonia Phillips and Paul Riley

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

**(24/129) Apologies**

Apologies were received from Cllrs Nathan Cooper and Lynn Parsons

**(24/130) Minutes of a Meeting of the Parish Council held on 21 January 2025**

It was **RESOLVED** that the minutes of a meeting of the Parish Council held on 21 January 2025 be signed as a correct record of the meeting.

**(24/131) Declarations of Interest**

There were no declarations of interest.

**(24/132) Chairman's Announcements**

The Chairman had no announcements.

**(24/133) Public Participation**

A member of the public spoke about the condition of the South West Coast Path opposite the Porth Avallen Hotel.

A member of the public commented that the hedge along Cypress Avenue had recently been rather brutally flailed. However he was pleased to see that the daffodils along the verge will soon be in flower.

**(24/134) Cornwall Councillor's Report**

Cllr Mustoe expressed his disappointment at the outcome of the Planning Appeal relating to the proposed housing development on land between Aspen Drive and Boscoppa Road and the likely impact it could have on flooding in the parish. Cllr Mustoe spoke of activities he had been involved in over the past month. Cllr Mustoe's full report can be found on the parish council's website.

**(24/135) Planning Applications and Related Matters**

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

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

(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 rest of the broken tree

It was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council has no objections to removal of the tree and has requested that a native tree be planted to replace it.**

(iii) PA25/00899 – 95 Sea Road: First floor extension to accommodate ensuite. Slate roofing to replace existing concrete tiles

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) PA25/01035 – 4 Sea Road: Works to tree covered by a TPO – Mature Oak – Proposed removal – replanting something more suited to location. Applicant concerned about the imbalance and potential fall risk towards property

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 and requested that a native tree be planted to replace the tree.**

(b) An update was given 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

Cornwall Council's Ecologist is studying the Biodiversity Net Gain credits previously bought (offsite) and subject to the Ecologist's approval the application is likely to be approved.

(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

The Planning Officer is awaiting a response from the applicant regarding the parish council's request for louvre windows and obscured glazing

(iii) PA23/09532 -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

Additional information has been submitted and the parish council has been re-consulted. The matter will be discussed at next month's meeting.

(c) Appeal Decision

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

It was noted that this Appeal has been allowed

### **(24/136) Cornwall Council's Call for Sites**

It was noted that both the Football Golf site and land at Cuddra have been put forward. The Chairman was delegated to respond to the consultation on behalf of the parish council. The parish council is happy to work with St Austell Bay Parish Council. Cllr Ford said the parish had a degree of safety from the new Government housing targets as its Neighbourhood Plan is only 1 year old.

The Clerk is to find out more about conducting a housing needs survey, in particular the degree of input the parish council could have.

### **(24/137) Tunes on the Shore 23 – 25 May**

Cllr Riley has spoken to Steve Smith. The capacity of the event will be capped at 1500 per day and organisers are expecting about 800 – 1000 people on Friday and 1500 people on Saturday. Parking will be available on the beach with additional parking at the Britannia Inn, with a shuttle bus running. Security will be in place at the Sea Road/Beach Road junction to try to alleviate parking along Sea Road and Crinnis Close. Councillors felt this was insufficient to deal with parking in the surrounding areas. Cllr Riley is to arrange a meeting between councillors and the organisers .

### **(24/138) Recruitment of a Handyperson**

Interviews will take place on 3 March. **It was RESOLVED that the interview panel will consist of the Chairman, Vice Chairman and Clerk. Cllr Riley will deputise if necessary. It was further RESOLVED that the interview panel could appoint a suitable applicant and the decision will be ratified at the next parish council meeting.**

Councillors then made a list of possible tasks for the handyperson, which the Clerk noted.

### **(24/139) Parish Projects**

Tregrehan History Board

The Clerk reported that the final proof has been signed off and Mike Stone will take it to the signwriter.

It was noted that all the projects on the current list have now been completed and a new list would be compiled after the council elections. It has already been agreed that another section of the verge in Cypress Avenue will be planted with daffodil bulbs in the autumn.

### **(24/140) Salt Bins for Gwallon Keas**

The Clerk reported that Cormac has now agreed to install 2 bins and they are expected to be in situ by the end of this week.

### **(24/141) Pavement Weed Spraying**

It was **RESOLVED to accept a quote of £1,164.00 for 2 x treatments across the parish.**

### **(24/142) Parish Issues**

#### (i) Tregrehan Jubilee Park

##### (a) Waste Disposal

Cornwall Council's annual charge to empty the bins in the park for the forthcoming year will be £2,098.17. The parish council has the option to make its own arrangements to empty the bins but Cornwall Council will re-charge the council for the bins as they are Cornwall Council's property. The Clerk has enquired how much this will be and is awaiting a response. An alternative option would be to empty the bins ourselves and enter into a private contract with a licensed waste disposal company to dispose of the waste. This would entail having a large lockable bin situated on an accessible site. It was **RESOLVED to accept Cornwall Council's quote for waste disposal for the next financial year.**

##### (b) Other Matters

It was noted that Cormac has removed the dead tree by the main entrance. The hedges, grass and riverbanks have been cut. Cornwall Council has offered a grant of £2,500 out of its devolution fund to replace the defective parts on the pirate ship. The Clerk has accepted the offer and instructed Cormac to obtain the replacement parts and carry out the work at a cost of £3,318, which is slightly less than the quote received from another company last autumn.

Some of the trees in the woodland area were damaged when the grass was cut recently and these have been replaced free of charge as part of the Forest For Cornwall.

#### (ii) Tregrehan Flood Working Party

Cllr Phillips reported that she has been in contact with Maxwell Needham-Bailey and legal documents relating to land ownership are being finalised.

Cllr Phillips reported that she and her husband have removed debris from the leat but stressed that it is the landowners' responsibility to keep leats within the curtilage of their property free of debris.

#### (iii) West Crinnis Field

There was nothing to report.

#### (iv) Tregrehan Methodist Chapel

##### (i) Levelling Up Programme

It was **RESOLVED to make an application to the Community Capacity Fund to facilitate the following improvements to the building improve accessibility and install wifi.**

The Clerk reported that a conditions survey was carried out on 11 February. The full report has not yet been received but the surveyor has stated that this is a sound building and free from serious defect. It was noted that although there are no immediate

concerns, the roof has a limited life in its current form. An insurance valuation was carried out at the same time.

The Methodist organisation has asked for exchange of contracts by 1 April with completion no later than the end of April.

(v) Highways concerns

(a) It was noted that Cormac has planted a *Davidia Involucrata* (Handkerchief tree) on the Crinnis Road/Beach Road triangle as part of the Local Authorities Treescapes following works carried out along Beach Road previously.

(b) South West Coast Path opposite the Porth Avallen Hotel

It was noted that the surface of the path is very rough and walkers are choosing to walk on the bank instead, which is often slippery. The Clerk has spoken to the Countryside Officer and they have agreed to lay some fine stone and compact the surface. The work will be carried out during the next financial year.

The Clerk has spoken to the Countryside Officer regarding Appletree Point. The Coastal Margin is not yet in existence, and it is likely to be enacted within a few months, until that time as it is private land, there is no right of access. The Countryside Officer will update the council when she has further information as to the extent of the Coastal Margin and access rights.

(c) Concerns

It was noted that the "Give Way in 50 yards" sign on Sea Road is facing the wrong way. The Clerk is to notify Cornwall Council.

**(24/143) Financial Matters**

(i) Risk Management Strategy and Risk Assessment

The parish council's Risk Management Strategy and Risk Assessment were reviewed.

(ii) Asset Register

The parish council's Asset Register was reviewed. The waste bin on Cypress Avenue needs to be added but otherwise it was found to be correct.

(iii) Parish Council Insurance

This matter was deferred until the next meeting.

(c) 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	Cornwall Signs	Headers for noticeboards	£108.00
BACS	KP Carter	Labour to attach noticeboard headers	£12.60
BACS	GET Landscaped	Grounds maintenance – Jubilee Park	£336.00
BACS	Cormac	Monthly play inspections November and December	£86.26
BACS	Mike Stone Creative	Design work for Tregrehan History Board	£870.00
BACS	J Larter/HMRC/CPF	Salary and oncosts	*



**(24/144) Training/Meetings Attended**

- 22 January – Cllr Ford attended the Mid Cornwall Community Area Partnership meeting
- 29 January – Cllr Ford and the Clerk attended a Cornwall Council briefing on planning reform
- 12 February – Cllr Ford and the Clerk attended a Cornwall Council briefing on Levelling Up funding

**(24/145) Correspondence**

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

- Letter from Redruth Town Council regarding the allocation of second home council tax premium funding
- Cornwall Council’s Town and Parish Council newsletter

**(24/146) Dates for the Diary**

26 February – Cornwall Council Planning Policy update (Cllr Ford hoping to attend, Cllr Riley will deputise if required)

Important dates regarding the forthcoming parish council elections:

Election packs will be available from 14 March. The Clerk will have a supply or they can be downloaded from Cornwall Council’s website. The Pre-election period starts on Friday 14 March and after this time the parish council will be unable to agree to start any new projects.

Deadline for submission of candidate nomination papers is 2 April. Papers have to be handed in in person at Carlyon House (by appointment), a date has yet to be set.

Election day is 1 May and the formal end of the current council is on 6 May.

**(24/147) Dates of Future Meetings**

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

The meeting closed at 8.07 pm

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Chairman

.....

Date

## Carlyon Parish Council Budget Monitor Report to 28/02/2025

	Budget £	Expenditure £	% of Budget £
<b>Employee Costs</b>			
Clerk's salary (including oncosts)	£ 13,000.00	£ 9,874.63	75.96%
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>£ 10,938.54</b>	<b>75.44%</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	£ 511.16	68.15%
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	£ 98.40	49.20%
Meeting Expenses	£ 250.00	£ 265.00	106.00%
<b>Total Administration Costs</b>	<b>£ 4,850.00</b>	<b>£ 2,831.36</b>	<b>58.38%</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	£ 5,660.63	84.49%
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	£ 2,460.65	98.43%
CIL		£ 6,336.97	
Total Other Expenses	£ 22,200.00	£ 19,568.76	<b>88.15%</b>
<b>Total VAT</b>	<b>£ 2,000.00</b>	<b>£ 3,505.16</b>	<b>175.26%</b>
<b>Total Expenditure</b>	<b>£ 43,550.00</b>	<b>£ 36,843.82</b>	<b>84.60%</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	£ 4,516.69	9033.38%
Interest	£ 2,000.00	£ 5,896.83	294.84%

<b>Total Income</b>	<b>£ 44,079.78</b>	<b>£ 54,780.18</b>	124.28%
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<b>Total Funds held as at 31/03/2024</b>		£ 170,988.65
	<b>Add income</b>	£ 54,780.18
	<b>Less expenditure</b>	£ 36,843.82
		<hr/>
		<b>£ 188,925.01</b>
		<hr/> <hr/>

**Bank Reconciliation**

Balance as at 28/02/2025	Current Account	£ 14,719.20
	Less outstanding payments	£ -
		<hr/>
		£ 14,151.57

Balance as at 28/02/2025	Instant Access	£ 74,205.81
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Balance as at 28/02/2025	CCLA	£ 100,000.00
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	<b>Total Funds Held</b>	<hr/>
		<b>£ 188,925.01</b>
		<hr/> <hr/>

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

- Invitation to attend a briefing on the forthcoming elections
- CALC training bulletin
- Correspondence regarding the proposed Tunes on the Shore event
- Cornwall and Isles of Scilly “Cornwall Together” newsletter



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Dear Councillor

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*Julie Larter*

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

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*To declare any gifts or hospitality*

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

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(c) *To note any concerns*

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(b) *To note a Road Closure Order has been made for Cypress Avenue, 1900 hours 18 March – 0700 hours 19 March*

(c) *To note that a Road Closure Application has been made for Fairway 2 June – 11 July (24 hours)*

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Interviews will take place on 3 March. **It was RESOLVED that the interview panel will consist of the Chairman, Vice Chairman and Clerk. Cllr Riley will deputise if necessary. It was further RESOLVED that the interview panel could appoint a suitable applicant and the decision will be ratified at the next parish council meeting.**

Councillors then made a list of possible tasks for the handyperson, which the Clerk noted.

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Tregrehan History Board

The Clerk reported that the final proof has been signed off and Mike Stone will take it to the signwriter.

It was noted that all the projects on the current list have now been completed and a new list would be compiled after the council elections. It has already been agreed that another section of the verge in Cypress Avenue will be planted with daffodil bulbs in the autumn.

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The Clerk reported that Cormac has now agreed to install 2 bins and they are expected to be in situ by the end of this week.

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It was **RESOLVED to accept a quote of £1,164.00 for 2 x treatments across the parish.**

### **(24/142) Parish Issues**

#### (i) Tregrehan Jubilee Park

##### (a) Waste Disposal

Cornwall Council's annual charge to empty the bins in the park for the forthcoming year will be £2,098.17. The parish council has the option to make its own arrangements to empty the bins but Cornwall Council will re-charge the council for the bins as they are Cornwall Council's property. The Clerk has enquired how much this will be and is awaiting a response. An alternative option would be to empty the bins ourselves and enter into a private contract with a licensed waste disposal company to dispose of the waste. This would entail having a large lockable bin situated on an accessible site. It was **RESOLVED to accept Cornwall Council's quote for waste disposal for the next financial year.**

##### (b) Other Matters

It was noted that Cormac has removed the dead tree by the main entrance. The hedges, grass and riverbanks have been cut. Cornwall Council has offered a grant of £2,500 out of its devolution fund to replace the defective parts on the pirate ship. The Clerk has accepted the offer and instructed Cormac to obtain the replacement parts and carry out the work at a cost of £3,318, which is slightly less than the quote received from another company last autumn.

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Cllr Phillips reported that she has been in contact with Maxwell Needham-Bailey and legal documents relating to land ownership are being finalised.

Cllr Phillips reported that she and her husband have removed debris from the leat but stressed that it is the landowners' responsibility to keep leats within the curtilage of their property free of debris.

#### (iii) West Crinnis Field

There was nothing to report.

#### (iv) Tregrehan Methodist Chapel

##### (i) Levelling Up Programme

It was **RESOLVED to make an application to the Community Capacity Fund to facilitate the following improvements to the building improve accessibility and install wifi.**

The Clerk reported that a conditions survey was carried out on 11 February. The full report has not yet been received but the surveyor has stated that this is a sound building and free from serious defect. It was noted that although there are no immediate

concerns, the roof has a limited life in its current form. An insurance valuation was carried out at the same time.

The Methodist organisation has asked for exchange of contracts by 1 April with completion no later than the end of April.

(v) Highways concerns

(a) It was noted that Cormac has planted a *Davidia Involucrata* (Handkerchief tree) on the Crinnis Road/Beach Road triangle as part of the Local Authorities Treescapes following works carried out along Beach Road previously.

(b) South West Coast Path opposite the Porth Avallen Hotel

It was noted that the surface of the path is very rough and walkers are choosing to walk on the bank instead, which is often slippery. The Clerk has spoken to the Countryside Officer and they have agreed to lay some fine stone and compact the surface. The work will be carried out during the next financial year.

The Clerk has spoken to the Countryside Officer regarding Appletree Point. The Coastal Margin is not yet in existence, and it is likely to be enacted within a few months, until that time as it is private land, there is no right of access. The Countryside Officer will update the council when she has further information as to the extent of the Coastal Margin and access rights.

(c) Concerns

It was noted that the "Give Way in 50 yards" sign on Sea Road is facing the wrong way. The Clerk is to notify Cornwall Council.

## **(24/143) Financial Matters**

(i) Risk Management Strategy and Risk Assessment

The parish council's Risk Management Strategy and Risk Assessment were reviewed.

(ii) Asset Register

The parish council's Asset Register was reviewed. The waste bin on Cypress Avenue needs to be added but otherwise it was found to be correct.

(iii) Parish Council Insurance

This matter was deferred until the next meeting.

(c) 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	Cornwall Signs	Headers for noticeboards	£108.00
BACS	KP Carter	Labour to attach noticeboard headers	£12.60
BACS	GET Landscaped	Grounds maintenance – Jubilee Park	£336.00
BACS	Cormac	Monthly play inspections November and December	£86.26
BACS	Mike Stone Creative	Design work for Tregrehan History Board	£870.00
BACS	J Larter/HMRC/CPF	Salary and oncosts	*

**(24/144) Training/Meetings Attended**

- 22 January – Cllr Ford attended the Mid Cornwall Community Area Partnership meeting
- 29 January – Cllr Ford and the Clerk attended a Cornwall Council briefing on planning reform
- 12 February – Cllr Ford and the Clerk attended a Cornwall Council briefing on Levelling Up funding

**(24/145) Correspondence**

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

- Letter from Redruth Town Council regarding the allocation of second home council tax premium funding
- Cornwall Council’s Town and Parish Council newsletter

**(24/146) Dates for the Diary**

26 February – Cornwall Council Planning Policy update (Cllr Ford hoping to attend, Cllr Riley will deputise if required)

Important dates regarding the forthcoming parish council elections:

Election packs will be available from 14 March. The Clerk will have a supply or they can be downloaded from Cornwall Council’s website. The Pre-election period starts on Friday 14 March and after this time the parish council will be unable to agree to start any new projects.

Deadline for submission of candidate nomination papers is 2 April. Papers have to be handed in in person at Carlyon House (by appointment), a date has yet to be set.

Election day is 1 May and the formal end of the current council is on 6 May.

**(24/147) Dates of Future Meetings**

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

The meeting closed at 8.07 pm

.....

Chairman

.....

Date

## Carlyon Parish Council Budget Monitor Report to 28/02/2025

	Budget £	Expenditure £	% of Budget £
<b>Employee Costs</b>			
Clerk's salary (including oncosts)	£ 13,000.00	£ 9,874.63	75.96%
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>£ 10,938.54</b>	<b>75.44%</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	£ 511.16	68.15%
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	£ 98.40	49.20%
Meeting Expenses	£ 250.00	£ 265.00	106.00%
<b>Total Administration Costs</b>	<b>£ 4,850.00</b>	<b>£ 2,831.36</b>	<b>58.38%</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	£ 5,660.63	84.49%
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	£ 2,460.65	98.43%
CIL		£ 6,336.97	
Total Other Expenses	£ 22,200.00	£ 19,568.76	<b>88.15%</b>
<b>Total VAT</b>	<b>£ 2,000.00</b>	<b>£ 3,505.16</b>	<b>175.26%</b>
<b>Total Expenditure</b>	<b>£ 43,550.00</b>	<b>£ 36,843.82</b>	<b>84.60%</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	£ 4,516.69	9033.38%
Interest	£ 2,000.00	£ 5,896.83	294.84%

<b>Total Income</b>	<b>£ 44,079.78</b>	<b>£ 54,780.18</b>	124.28%
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<b>Total Funds held as at 31/03/2024</b>		£ 170,988.65
	<b>Add income</b>	£ 54,780.18
	<b>Less expenditure</b>	£ 36,843.82
		<hr/>
		<b>£ 188,925.01</b>
		<hr/> <hr/>

**Bank Reconciliation**

Balance as at 28/02/2025	Current Account	£ 14,719.20
	Less outstanding payments	£ -
		<hr/>
		£ 14,151.57

Balance as at 28/02/2025	Instant Access	£ 74,205.81
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Balance as at 28/02/2025	CCLA	£ 100,000.00
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	<b>Total Funds Held</b>	<hr/>
		<b>£ 188,925.01</b>
		<hr/> <hr/>

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

- Invitation to attend a briefing on the forthcoming elections
- CALC training bulletin
- Correspondence regarding the proposed Tunes on the Shore event
- Cornwall and Isles of Scilly “Cornwall Together” newsletter





# 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 March 2025 at 6.00pm** in **Tregrehan Chapel**

*Julie Larter*

Mrs Julie Larter  
Clerk  
11 March 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 18 February 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) 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

*Rupert Warwick, Planning Consultant will address the meeting on behalf of the applicant*

(ii) PA25/01168 – 37 Sea Road: Proposed garage

(iii) PA25/01192 – 30 Wheal Regent Park: Works to trees subject to a TPO, 1 large Scots Pine, 2 dead unidentified trees and 1 small Oak to be removed for safety reasons and dangerous to the property

*(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

*This application has been approved*

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

*To receive an update*

**9. Tunes on the Shore**

*To receive a report on a meeting held on 26 February with the event organiser*

**10. Parish Projects**

Tregrehan History Board

*To receive an update*

## **11. Parish Issues**

- (i) Tregrehan Jubilee Park  
*To receive an update from the Clerk, note any concerns and authorise any expenditure*
- (ii) Tregrehan Flood Working Party  
*To receive an update*
- (iii) West Crinnis Field
  - (a) *Footpath modification – to receive an update*
  - (b) *Application to have the field re-listed on Cornwall Council’s List of Assets of Community Value: To note that the application has been refused*
  - (c) *To note any concerns*
- (iv) Tregrehan Chapel
  - (a) *To receive an update on the purchase*
  - (b) *Community Capacity Fund – to receive an update*
  - (c) *To appoint a working party to oversee the transfer of the property*
- (v) Highways
  - (a) *To receive a report on forthcoming work to the A391*
  - (b) *To note a Road Closure Order has been made for Cypress Avenue, 1900 hours 18 March – 0700 hours 19 March*
  - (c) *To note that a Road Closure Application has been made for Fairway 2 June – 11 July (24 hours)*
  - (d) *To note any concerns*

## **12. Appointment of a Handyman**

- (i) *To ratify the decision of the Personnel Committee to appoint a handyman*
- (ii) *To agree a budget for the purchase of resources*

## **13. Financial Matters**

- (i) *Insurance: To consider quotes and ensure that there is adequate cover*
- (ii) *To note the current financial position and authorise payments*

Previously  
circulated

Pages 10-11

## **14. Training/Meetings**

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

## **15. Correspondence**

*To note any correspondence received since the last meeting*

Page 12

## **16. Dates for the Diary**

To note any dates for members’ diaries

## **17. Dates of Future Meetings**

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 18 February 2025 at 6.00pm in Tregrehan Chapel**

**Present:** Cllrs Paul Trudgian (Chairman), Mike Ford, Sonia Phillips and Paul Riley

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

**(24/129) Apologies**

Apologies were received from Cllrs Nathan Cooper and Lynn Parsons

**(24/130) Minutes of a Meeting of the Parish Council held on 21 January 2025**

It was **RESOLVED** that the minutes of a meeting of the Parish Council held on 21 January 2025 be signed as a correct record of the meeting.

**(24/131) Declarations of Interest**

There were no declarations of interest.

**(24/132) Chairman's Announcements**

The Chairman had no announcements.

**(24/133) Public Participation**

A member of the public spoke about the condition of the South West Coast Path opposite the Porth Avallen Hotel.

A member of the public commented that the hedge along Cypress Avenue had recently been rather brutally flailed. However he was pleased to see that the daffodils along the verge will soon be in flower.

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Cllr Mustoe expressed his disappointment at the outcome of the Planning Appeal relating to the proposed housing development on land between Aspen Drive and Boscoppa Road and the likely impact it could have on flooding in the parish. Cllr Mustoe spoke of activities he had been involved in over the past month. Cllr Mustoe's full report can be found on the parish council's website.

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The Clerk is to find out more about conducting a housing needs survey, in particular the degree of input the parish council could have.

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#### (iv) Tregrehan Methodist Chapel

##### (i) Levelling Up Programme

It was **RESOLVED to make an application to the Community Capacity Fund to facilitate the following improvements to the building improve accessibility and install wifi.**

The Clerk reported that a conditions survey was carried out on 11 February. The full report has not yet been received but the surveyor has stated that this is a sound building and free from serious defect. It was noted that although there are no immediate

concerns, the roof has a limited life in its current form. An insurance valuation was carried out at the same time.

The Methodist organisation has asked for exchange of contracts by 1 April with completion no later than the end of April.

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(a) It was noted that Cormac has planted a *Davidia Involucrata* (Handkerchief tree) on the Crinnis Road/Beach Road triangle as part of the Local Authorities Treescapes following works carried out along Beach Road previously.

(b) South West Coast Path opposite the Porth Avallen Hotel

It was noted that the surface of the path is very rough and walkers are choosing to walk on the bank instead, which is often slippery. The Clerk has spoken to the Countryside Officer and they have agreed to lay some fine stone and compact the surface. The work will be carried out during the next financial year.

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It was noted that the "Give Way in 50 yards" sign on Sea Road is facing the wrong way. The Clerk is to notify Cornwall Council.

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The parish council's Risk Management Strategy and Risk Assessment were reviewed.

(ii) Asset Register

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DD	EE Ltd	Monthly mobile phone bill	£33.66
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The meeting closed at 8.07 pm

.....

Chairman

.....

Date

## Carlyon Parish Council Budget Monitor Report to 28/02/2025

	Budget £	Expenditure £	% of Budget £
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West Crinnis Field	£ 1,500.00	£ 580.00	38.67%
Tregrehan Jubilee Playing Fields	£ 2,500.00	£ 2,460.65	98.43%
CIL		£ 6,336.97	
Total Other Expenses	£ 22,200.00	£ 19,568.76	<b>88.15%</b>
<b>Total VAT</b>	<b>£ 2,000.00</b>	<b>£ 3,505.16</b>	<b>175.26%</b>
<b>Total Expenditure</b>	<b>£ 43,550.00</b>	<b>£ 36,843.82</b>	<b>84.60%</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	£ 4,516.69	9033.38%
Interest	£ 2,000.00	£ 5,896.83	294.84%

<b>Total Income</b>	<b>£ 44,079.78</b>	<b>£ 54,780.18</b>	124.28%
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<b>Total Funds held as at 31/03/2024</b>		£ 170,988.65
	<b>Add income</b>	£ 54,780.18
	<b>Less expenditure</b>	£ 36,843.82
		<hr/>
		<b>£ 188,925.01</b>
		<hr/> <hr/>

**Bank Reconciliation**

Balance as at 28/02/2025	Current Account	£ 14,719.20
	Less outstanding payments	£ -
		<hr/>
		£ 14,151.57

Balance as at 28/02/2025	Instant Access	£ 74,205.81
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Balance as at 28/02/2025	CCLA	£ 100,000.00
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	<b>Total Funds Held</b>	<hr/>
		<b>£ 188,925.01</b>
		<hr/> <hr/>

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

- Invitation to attend a briefing on the forthcoming elections
- CALC training bulletin
- Correspondence regarding the proposed Tunes on the Shore event
- Cornwall and Isles of Scilly “Cornwall Together” newsletter



# 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 March 2025 at 6.00pm** in **Tregrehan Chapel**

*Julie Larter*

Mrs Julie Larter  
Clerk  
11 March 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 18 February 2025**  
*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*

Pages 4 - 7

*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) 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

*Rupert Warwick, Planning Consultant will address the meeting on behalf of the applicant*

(ii) PA25/01168 – 37 Sea Road: Proposed garage

(iii) PA25/01192 – 30 Wheal Regent Park: Works to trees subject to a TPO, 1 large Scots Pine, 2 dead unidentified trees and 1 small Oak to be removed for safety reasons and dangerous to the property

*(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

*This application has been approved*

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

*To receive an update*

**9. Tunes on the Shore**

*To receive a report on a meeting held on 26 February with the event organiser*

**10. Parish Projects**

Tregrehan History Board

*To receive an update*

## **11. Parish Issues**

- (i) Tregrehan Jubilee Park  
*To receive an update from the Clerk, note any concerns and authorise any expenditure*
- (ii) Tregrehan Flood Working Party  
*To receive an update*
- (iii) West Crinnis Field
  - (a) *Footpath modification – to receive an update*
  - (b) *Application to have the field re-listed on Cornwall Council’s List of Assets of Community Value: To note that the application has been refused*
  - (c) *To note any concerns*
- (iv) Tregrehan Chapel
  - (a) *To receive an update on the purchase*
  - (b) *Community Capacity Fund – to receive an update*
  - (c) *To appoint a working party to oversee the transfer of the property*
- (v) Highways
  - (a) *To receive a report on forthcoming work to the A391*
  - (b) *To note a Road Closure Order has been made for Cypress Avenue, 1900 hours 18 March – 0700 hours 19 March*
  - (c) *To note that a Road Closure Application has been made for Fairway 2 June – 11 July (24 hours)*
  - (d) *To note any concerns*

## **12. Appointment of a Handyman**

- (i) *To ratify the decision of the Personnel Committee to appoint a handyman*
- (ii) *To agree a budget for the purchase of resources*

## **13. Financial Matters**

- (i) *Insurance: To consider quotes and ensure that there is adequate cover*
- (ii) *To note the current financial position and authorise payments*

Previously  
circulated

Pages 10-11

## **14. Training/Meetings**

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

## **15. Correspondence**

*To note any correspondence received since the last meeting*

Page 12

## **16. Dates for the Diary**

*To note any dates for members’ diaries*

## **17. Dates of Future Meetings**

*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 18 February 2025 at 6.00pm in Tregrehan Chapel**

**Present:** Cllrs Paul Trudgian (Chairman), Mike Ford, Sonia Phillips and Paul Riley

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

**(24/129) Apologies**

Apologies were received from Cllrs Nathan Cooper and Lynn Parsons

**(24/130) Minutes of a Meeting of the Parish Council held on 21 January 2025**

It was **RESOLVED** that the minutes of a meeting of the Parish Council held on 21 January 2025 be signed as a correct record of the meeting.

**(24/131) Declarations of Interest**

There were no declarations of interest.

**(24/132) Chairman's Announcements**

The Chairman had no announcements.

**(24/133) Public Participation**

A member of the public spoke about the condition of the South West Coast Path opposite the Porth Avallen Hotel.

A member of the public commented that the hedge along Cypress Avenue had recently been rather brutally flailed. However he was pleased to see that the daffodils along the verge will soon be in flower.

**(24/134) Cornwall Councillor's Report**

Cllr Mustoe expressed his disappointment at the outcome of the Planning Appeal relating to the proposed housing development on land between Aspen Drive and Boscoppa Road and the likely impact it could have on flooding in the parish. Cllr Mustoe spoke of activities he had been involved in over the past month. Cllr Mustoe's full report can be found on the parish council's website.

**(24/135) Planning Applications and Related Matters**

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

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



(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 rest of the broken tree

It was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council has no objections to removal of the tree and has requested that a native tree be planted to replace it.**

(iii) PA25/00899 – 95 Sea Road: First floor extension to accommodate ensuite. Slate roofing to replace existing concrete tiles

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) PA25/01035 – 4 Sea Road: Works to tree covered by a TPO – Mature Oak – Proposed removal – replanting something more suited to location. Applicant concerned about the imbalance and potential fall risk towards property

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 and requested that a native tree be planted to replace the tree.**

(b) An update was given 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

Cornwall Council's Ecologist is studying the Biodiversity Net Gain credits previously bought (offsite) and subject to the Ecologist's approval the application is likely to be approved.

(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

The Planning Officer is awaiting a response from the applicant regarding the parish council's request for louvre windows and obscured glazing

(iii) PA23/09532 -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

Additional information has been submitted and the parish council has been re-consulted. The matter will be discussed at next month's meeting.

(c) Appeal Decision

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

It was noted that this Appeal has been allowed

### **(24/136) Cornwall Council's Call for Sites**

It was noted that both the Football Golf site and land at Cuddra have been put forward. The Chairman was delegated to respond to the consultation on behalf of the parish council. The parish council is happy to work with St Austell Bay Parish Council. Cllr Ford said the parish had a degree of safety from the new Government housing targets as its Neighbourhood Plan is only 1 year old.

The Clerk is to find out more about conducting a housing needs survey, in particular the degree of input the parish council could have.

### **(24/137) Tunes on the Shore 23 – 25 May**

Cllr Riley has spoken to Steve Smith. The capacity of the event will be capped at 1500 per day and organisers are expecting about 800 – 1000 people on Friday and 1500 people on Saturday. Parking will be available on the beach with additional parking at the Britannia Inn, with a shuttle bus running. Security will be in place at the Sea Road/Beach Road junction to try to alleviate parking along Sea Road and Crinnis Close. Councillors felt this was insufficient to deal with parking in the surrounding areas. Cllr Riley is to arrange a meeting between councillors and the organisers .

### **(24/138) Recruitment of a Handyperson**

Interviews will take place on 3 March. **It was RESOLVED that the interview panel will consist of the Chairman, Vice Chairman and Clerk. Cllr Riley will deputise if necessary. It was further RESOLVED that the interview panel could appoint a suitable applicant and the decision will be ratified at the next parish council meeting.**

Councillors then made a list of possible tasks for the handyperson, which the Clerk noted.

### **(24/139) Parish Projects**

Tregrehan History Board

The Clerk reported that the final proof has been signed off and Mike Stone will take it to the signwriter.

It was noted that all the projects on the current list have now been completed and a new list would be compiled after the council elections. It has already been agreed that another section of the verge in Cypress Avenue will be planted with daffodil bulbs in the autumn.

### **(24/140) Salt Bins for Gwallon Keas**

The Clerk reported that Cormac has now agreed to install 2 bins and they are expected to be in situ by the end of this week.

### **(24/141) Pavement Weed Spraying**

It was **RESOLVED to accept a quote of £1,164.00 for 2 x treatments across the parish.**

### **(24/142) Parish Issues**

#### (i) Tregrehan Jubilee Park

##### (a) Waste Disposal

Cornwall Council's annual charge to empty the bins in the park for the forthcoming year will be £2,098.17. The parish council has the option to make its own arrangements to empty the bins but Cornwall Council will re-charge the council for the bins as they are Cornwall Council's property. The Clerk has enquired how much this will be and is awaiting a response. An alternative option would be to empty the bins ourselves and enter into a private contract with a licensed waste disposal company to dispose of the waste. This would entail having a large lockable bin situated on an accessible site. It was **RESOLVED to accept Cornwall Council's quote for waste disposal for the next financial year.**

##### (b) Other Matters

It was noted that Cormac has removed the dead tree by the main entrance. The hedges, grass and riverbanks have been cut. Cornwall Council has offered a grant of £2,500 out of its devolution fund to replace the defective parts on the pirate ship. The Clerk has accepted the offer and instructed Cormac to obtain the replacement parts and carry out the work at a cost of £3,318, which is slightly less than the quote received from another company last autumn.

Some of the trees in the woodland area were damaged when the grass was cut recently and these have been replaced free of charge as part of the Forest For Cornwall.

#### (ii) Tregrehan Flood Working Party

Cllr Phillips reported that she has been in contact with Maxwell Needham-Bailey and legal documents relating to land ownership are being finalised.

Cllr Phillips reported that she and her husband have removed debris from the leat but stressed that it is the landowners' responsibility to keep leats within the curtilage of their property free of debris.

#### (iii) West Crinnis Field

There was nothing to report.

#### (iv) Tregrehan Methodist Chapel

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

- Invitation to attend a briefing on the forthcoming elections
- CALC training bulletin
- Correspondence regarding the proposed Tunes on the Shore event
- Cornwall and Isles of Scilly “Cornwall Together” newsletter





# 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 March 2025 at 6.00pm** in **Tregrehan Chapel**

*Julie Larter*

Mrs Julie Larter  
Clerk  
11 March 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 18 February 2025**

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

Pages 4 - 7

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

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*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.*

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*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*

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*This application has been approved*

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

*To receive an update*

**9. Tunes on the Shore**

*To receive a report on a meeting held on 26 February with the event organiser*

**10. Parish Projects**

Tregrehan History Board

*To receive an update*

## **11. Parish Issues**

(i) Tregrehan Jubilee Park

*To receive an update from the Clerk, note any concerns and authorise any expenditure*

(ii) Tregrehan Flood Working Party

*To receive an update*

(iii) West Crinnis Field

(a) *Footpath modification – to receive an update*

(b) *Application to have the field re-listed on Cornwall Council’s List of Assets of Community Value: To note that the application has been refused*

(c) *To note any concerns*

(iv) Tregrehan Chapel

(a) *To receive an update on the purchase*

(b) *Community Capacity Fund – to receive an update*

(c) *To appoint a working party to oversee the transfer of the property*

(v) Highways

(a) *To receive a report on forthcoming work to the A391*

(b) *To note a Road Closure Order has been made for Cypress Avenue, 1900 hours 18 March – 0700 hours 19 March*

(c) *To note that a Road Closure Application has been made for Fairway 2 June – 11 July (24 hours)*

(d) *To note any concerns*

## **12. Appointment of a Handyman**

(i) *To ratify the decision of the Personnel Committee to appoint a handyman*

(ii) *To agree a budget for the purchase of resources*

## **13. Financial Matters**

(i) *Insurance: To consider quotes and ensure that there is adequate cover*

Previously  
circulated

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

Pages 10-11

## **14. Training/Meetings**

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

## **15. Correspondence**

*To note any correspondence received since the last meeting*

Page 12

## **16. Dates for the Diary**

*To note any dates for members’ diaries*

## **17. Dates of Future Meetings**

*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 18 February 2025 at 6.00pm in Tregrehan Chapel**

**Present:** Cllrs Paul Trudgian (Chairman), Mike Ford, Sonia Phillips and Paul Riley

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

**(24/129) Apologies**

Apologies were received from Cllrs Nathan Cooper and Lynn Parsons

**(24/130) Minutes of a Meeting of the Parish Council held on 21 January 2025**

It was **RESOLVED** that the minutes of a meeting of the Parish Council held on 21 January 2025 be signed as a correct record of the meeting.

**(24/131) Declarations of Interest**

There were no declarations of interest.

**(24/132) Chairman's Announcements**

The Chairman had no announcements.

**(24/133) Public Participation**

A member of the public spoke about the condition of the South West Coast Path opposite the Porth Avallen Hotel.

A member of the public commented that the hedge along Cypress Avenue had recently been rather brutally flailed. However he was pleased to see that the daffodils along the verge will soon be in flower.

**(24/134) Cornwall Councillor's Report**

Cllr Mustoe expressed his disappointment at the outcome of the Planning Appeal relating to the proposed housing development on land between Aspen Drive and Boscoppa Road and the likely impact it could have on flooding in the parish. Cllr Mustoe spoke of activities he had been involved in over the past month. Cllr Mustoe's full report can be found on the parish council's website.

**(24/135) Planning Applications and Related Matters**

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

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

(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 rest of the broken tree

It was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council has no objections to removal of the tree and has requested that a native tree be planted to replace it.**

(iii) PA25/00899 – 95 Sea Road: First floor extension to accommodate ensuite. Slate roofing to replace existing concrete tiles

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) PA25/01035 – 4 Sea Road: Works to tree covered by a TPO – Mature Oak – Proposed removal – replanting something more suited to location. Applicant concerned about the imbalance and potential fall risk towards property

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 and requested that a native tree be planted to replace the tree.**

(b) An update was given 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

Cornwall Council's Ecologist is studying the Biodiversity Net Gain credits previously bought (offsite) and subject to the Ecologist's approval the application is likely to be approved.

(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

The Planning Officer is awaiting a response from the applicant regarding the parish council's request for louvre windows and obscured glazing

(iii) PA23/09532 -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

Additional information has been submitted and the parish council has been re-consulted. The matter will be discussed at next month's meeting.

(c) Appeal Decision

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

It was noted that this Appeal has been allowed

### **(24/136) Cornwall Council's Call for Sites**

It was noted that both the Football Golf site and land at Cuddra have been put forward. The Chairman was delegated to respond to the consultation on behalf of the parish council. The parish council is happy to work with St Austell Bay Parish Council. Cllr Ford said the parish had a degree of safety from the new Government housing targets as its Neighbourhood Plan is only 1 year old.

The Clerk is to find out more about conducting a housing needs survey, in particular the degree of input the parish council could have.

### **(24/137) Tunes on the Shore 23 – 25 May**

Cllr Riley has spoken to Steve Smith. The capacity of the event will be capped at 1500 per day and organisers are expecting about 800 – 1000 people on Friday and 1500 people on Saturday. Parking will be available on the beach with additional parking at the Britannia Inn, with a shuttle bus running. Security will be in place at the Sea Road/Beach Road junction to try to alleviate parking along Sea Road and Crinnis Close. Councillors felt this was insufficient to deal with parking in the surrounding areas. Cllr Riley is to arrange a meeting between councillors and the organisers .

### **(24/138) Recruitment of a Handyperson**

Interviews will take place on 3 March. **It was RESOLVED that the interview panel will consist of the Chairman, Vice Chairman and Clerk. Cllr Riley will deputise if necessary. It was further RESOLVED that the interview panel could appoint a suitable applicant and the decision will be ratified at the next parish council meeting.**

Councillors then made a list of possible tasks for the handyperson, which the Clerk noted.

### **(24/139) Parish Projects**

Tregrehan History Board

The Clerk reported that the final proof has been signed off and Mike Stone will take it to the signwriter.

It was noted that all the projects on the current list have now been completed and a new list would be compiled after the council elections. It has already been agreed that another section of the verge in Cypress Avenue will be planted with daffodil bulbs in the autumn.

### **(24/140) Salt Bins for Gwallon Keas**

The Clerk reported that Cormac has now agreed to install 2 bins and they are expected to be in situ by the end of this week.

### **(24/141) Pavement Weed Spraying**

It was **RESOLVED to accept a quote of £1,164.00 for 2 x treatments across the parish.**

### **(24/142) Parish Issues**

#### (i) Tregrehan Jubilee Park

##### (a) Waste Disposal

Cornwall Council's annual charge to empty the bins in the park for the forthcoming year will be £2,098.17. The parish council has the option to make its own arrangements to empty the bins but Cornwall Council will re-charge the council for the bins as they are Cornwall Council's property. The Clerk has enquired how much this will be and is awaiting a response. An alternative option would be to empty the bins ourselves and enter into a private contract with a licensed waste disposal company to dispose of the waste. This would entail having a large lockable bin situated on an accessible site. It was **RESOLVED to accept Cornwall Council's quote for waste disposal for the next financial year.**

##### (b) Other Matters

It was noted that Cormac has removed the dead tree by the main entrance. The hedges, grass and riverbanks have been cut. Cornwall Council has offered a grant of £2,500 out of its devolution fund to replace the defective parts on the pirate ship. The Clerk has accepted the offer and instructed Cormac to obtain the replacement parts and carry out the work at a cost of £3,318, which is slightly less than the quote received from another company last autumn.

Some of the trees in the woodland area were damaged when the grass was cut recently and these have been replaced free of charge as part of the Forest For Cornwall.

#### (ii) Tregrehan Flood Working Party

Cllr Phillips reported that she has been in contact with Maxwell Needham-Bailey and legal documents relating to land ownership are being finalised.

Cllr Phillips reported that she and her husband have removed debris from the leat but stressed that it is the landowners' responsibility to keep leats within the curtilage of their property free of debris.

#### (iii) West Crinnis Field

There was nothing to report.

#### (iv) Tregrehan Methodist Chapel

##### (i) Levelling Up Programme

It was **RESOLVED to make an application to the Community Capacity Fund to facilitate the following improvements to the building improve accessibility and install wifi.**

The Clerk reported that a conditions survey was carried out on 11 February. The full report has not yet been received but the surveyor has stated that this is a sound building and free from serious defect. It was noted that although there are no immediate

concerns, the roof has a limited life in its current form. An insurance valuation was carried out at the same time.

The Methodist organisation has asked for exchange of contracts by 1 April with completion no later than the end of April.

(v) Highways concerns

(a) It was noted that Cormac has planted a Davidia Involucrata (Handkerchief tree) on the Crinnis Road/Beach Road triangle as part of the Local Authorities Treescapes following works carried out along Beach Road previously.

(b) South West Coast Path opposite the Porth Avallen Hotel

It was noted that the surface of the path is very rough and walkers are choosing to walk on the bank instead, which is often slippery. The Clerk has spoken to the Countryside Officer and they have agreed to lay some fine stone and compact the surface. The work will be carried out during the next financial year.

The Clerk has spoken to the Countryside Officer regarding Appletree Point. The Coastal Margin is not yet in existence, and it is likely to be enacted within a few months, until that time as it is private land, there is no right of access. The Countryside Officer will update the council when she has further information as to the extent of the Coastal Margin and access rights.

(c) Concerns

It was noted that the "Give Way in 50 yards" sign on Sea Road is facing the wrong way. The Clerk is to notify Cornwall Council.

**(24/143) Financial Matters**

(i) Risk Management Strategy and Risk Assessment

The parish council's Risk Management Strategy and Risk Assessment were reviewed.

(ii) Asset Register

The parish council's Asset Register was reviewed. The waste bin on Cypress Avenue needs to be added but otherwise it was found to be correct.

(iii) Parish Council Insurance

This matter was deferred until the next meeting.

(c) 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	Cornwall Signs	Headers for noticeboards	£108.00
BACS	KP Carter	labour to attach noticeboard headers	£12.60
BACS	GET Landscaped	Grounds maintenance – Jubilee Park	£336.00
BACS	Cormac	Monthly play inspections November and December	£86.26
BACS	Mike Stone Creative	Design work for Tregrehan History Board	£870.00
BACS	J Larter/HMRC/CPF	Salary and oncosts	*



**(24/144) Training/Meetings Attended**

- 22 January – Cllr Ford attended the Mid Cornwall Community Area Partnership meeting
- 29 January – Cllr Ford and the Clerk attended a Cornwall Council briefing on planning reform
- 12 February – Cllr Ford and the Clerk attended a Cornwall Council briefing on Levelling Up funding

**(24/145) Correspondence**

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

- Letter from Redruth Town Council regarding the allocation of second home council tax premium funding
- Cornwall Council’s Town and Parish Council newsletter

**(24/146) Dates for the Diary**

26 February – Cornwall Council Planning Policy update (Cllr Ford hoping to attend, Cllr Riley will deputise if required)

Important dates regarding the forthcoming parish council elections:

Election packs will be available from 14 March. The Clerk will have a supply or they can be downloaded from Cornwall Council’s website. The Pre-election period starts on Friday 14 March and after this time the parish council will be unable to agree to start any new projects.

Deadline for submission of candidate nomination papers is 2 April. Papers have to be handed in in person at Carlyon House (by appointment), a date has yet to be set.

Election day is 1 May and the formal end of the current council is on 6 May.

**(24/147) Dates of Future Meetings**

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

The meeting closed at 8.07 pm

.....

Chairman

.....

Date

## Carlyon Parish Council Budget Monitor Report to 28/02/2025

	Budget £	Expenditure £	% of Budget £
<b>Employee Costs</b>			
Clerk's salary (including oncosts)	£ 13,000.00	£ 9,874.63	75.96%
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>£ 10,938.54</b>	<b>75.44%</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	£ 511.16	68.15%
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	£ 98.40	49.20%
Meeting Expenses	£ 250.00	£ 265.00	106.00%
<b>Total Administration Costs</b>	<b>£ 4,850.00</b>	<b>£ 2,831.36</b>	<b>58.38%</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	£ 5,660.63	84.49%
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	£ 2,460.65	98.43%
CIL		£ 6,336.97	
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# 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 March 2025 at 6.00pm** in **Tregrehan Chapel**

*Julie Larter*

Mrs Julie Larter  
Clerk  
11 March 2025

07983 710385  
[clerk@carlyon-pc.gov.uk](mailto:clerk@carlyon-pc.gov.uk)

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(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.*

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*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.*

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

*To receive an update*

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*To receive a report on a meeting held on 26 February with the event organiser*

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Tregrehan History Board

*To receive an update*

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*To receive an update from the Clerk, note any concerns and authorise any expenditure*

(ii) Tregrehan Flood Working Party

*To receive an update*

(iii) West Crinnis Field

(a) *Footpath modification – to receive an update*

(b) *Application to have the field re-listed on Cornwall Council's List of Assets of Community Value: To note that the application has been refused*

(c) *To note any concerns*

(iv) Tregrehan Chapel

(a) *To receive an update on the purchase*

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(i) *To ratify the decision of the Personnel Committee to appoint a handyman*

(ii) *To agree a budget for the purchase of resources*

## **13. Financial Matters**

(i) *Insurance: To consider quotes and ensure that there is adequate cover*

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

Pages 10-11

## **14. Training/Meetings**

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

## **15. Correspondence**

*To note any correspondence received since the last meeting*

Page 12

## **16. Dates for the Diary**

*To note any dates for members' diaries*

## **17. Dates of Future Meetings**

*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 18 February 2025 at 6.00pm in Tregrehan Chapel**

**Present:** Cllrs Paul Trudgian (Chairman), Mike Ford, Sonia Phillips and Paul Riley

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

**(24/129) Apologies**

Apologies were received from Cllrs Nathan Cooper and Lynn Parsons

**(24/130) Minutes of a Meeting of the Parish Council held on 21 January 2025**

It was **RESOLVED** that the minutes of a meeting of the Parish Council held on 21 January 2025 be signed as a correct record of the meeting.

**(24/131) Declarations of Interest**

There were no declarations of interest.

**(24/132) Chairman's Announcements**

The Chairman had no announcements.

**(24/133) Public Participation**

A member of the public spoke about the condition of the South West Coast Path opposite the Porth Avallen Hotel.

A member of the public commented that the hedge along Cypress Avenue had recently been rather brutally flailed. However he was pleased to see that the daffodils along the verge will soon be in flower.

**(24/134) Cornwall Councillor's Report**

Cllr Mustoe expressed his disappointment at the outcome of the Planning Appeal relating to the proposed housing development on land between Aspen Drive and Boscoppa Road and the likely impact it could have on flooding in the parish. Cllr Mustoe spoke of activities he had been involved in over the past month. Cllr Mustoe's full report can be found on the parish council's website.

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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



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The Clerk is to find out more about conducting a housing needs survey, in particular the degree of input the parish council could have.

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Cllr Riley has spoken to Steve Smith. The capacity of the event will be capped at 1500 per day and organisers are expecting about 800 – 1000 people on Friday and 1500 people on Saturday. Parking will be available on the beach with additional parking at the Britannia Inn, with a shuttle bus running. Security will be in place at the Sea Road/Beach Road junction to try to alleviate parking along Sea Road and Crinnis Close. Councillors felt this was insufficient to deal with parking in the surrounding areas. Cllr Riley is to arrange a meeting between councillors and the organisers .

### **(24/138) Recruitment of a Handyperson**

Interviews will take place on 3 March. **It was RESOLVED that the interview panel will consist of the Chairman, Vice Chairman and Clerk. Cllr Riley will deputise if necessary. It was further RESOLVED that the interview panel could appoint a suitable applicant and the decision will be ratified at the next parish council meeting.**

Councillors then made a list of possible tasks for the handyperson, which the Clerk noted.

### **(24/139) Parish Projects**

Tregrehan History Board

The Clerk reported that the final proof has been signed off and Mike Stone will take it to the signwriter.

It was noted that all the projects on the current list have now been completed and a new list would be compiled after the council elections. It has already been agreed that another section of the verge in Cypress Avenue will be planted with daffodil bulbs in the autumn.

### **(24/140) Salt Bins for Gwallon Keas**

The Clerk reported that Cormac has now agreed to install 2 bins and they are expected to be in situ by the end of this week.

### **(24/141) Pavement Weed Spraying**

It was **RESOLVED to accept a quote of £1,164.00 for 2 x treatments across the parish.**

### **(24/142) Parish Issues**

#### (i) Tregrehan Jubilee Park

##### (a) Waste Disposal

Cornwall Council's annual charge to empty the bins in the park for the forthcoming year will be £2,098.17. The parish council has the option to make its own arrangements to empty the bins but Cornwall Council will re-charge the council for the bins as they are Cornwall Council's property. The Clerk has enquired how much this will be and is awaiting a response. An alternative option would be to empty the bins ourselves and enter into a private contract with a licensed waste disposal company to dispose of the waste. This would entail having a large lockable bin situated on an accessible site. It was **RESOLVED to accept Cornwall Council's quote for waste disposal for the next financial year.**

##### (b) Other Matters

It was noted that Cormac has removed the dead tree by the main entrance. The hedges, grass and riverbanks have been cut. Cornwall Council has offered a grant of £2,500 out of its devolution fund to replace the defective parts on the pirate ship. The Clerk has accepted the offer and instructed Cormac to obtain the replacement parts and carry out the work at a cost of £3,318, which is slightly less than the quote received from another company last autumn.

Some of the trees in the woodland area were damaged when the grass was cut recently and these have been replaced free of charge as part of the Forest For Cornwall.

#### (ii) Tregrehan Flood Working Party

Cllr Phillips reported that she has been in contact with Maxwell Needham-Bailey and legal documents relating to land ownership are being finalised.

Cllr Phillips reported that she and her husband have removed debris from the leat but stressed that it is the landowners' responsibility to keep leats within the curtilage of their property free of debris.

#### (iii) West Crinnis Field

There was nothing to report.

#### (iv) Tregrehan Methodist Chapel

##### (i) Levelling Up Programme

It was **RESOLVED to make an application to the Community Capacity Fund to facilitate the following improvements to the building improve accessibility and install wifi.**

The Clerk reported that a conditions survey was carried out on 11 February. The full report has not yet been received but the surveyor has stated that this is a sound building and free from serious defect. It was noted that although there are no immediate

concerns, the roof has a limited life in its current form. An insurance valuation was carried out at the same time.

The Methodist organisation has asked for exchange of contracts by 1 April with completion no later than the end of April.

(v) Highways concerns

(a) It was noted that Cormac has planted a *Davidia Involucrata* (Handkerchief tree) on the Crinnis Road/Beach Road triangle as part of the Local Authorities Treescapes following works carried out along Beach Road previously.

(b) South West Coast Path opposite the Porth Avallen Hotel

It was noted that the surface of the path is very rough and walkers are choosing to walk on the bank instead, which is often slippery. The Clerk has spoken to the Countryside Officer and they have agreed to lay some fine stone and compact the surface. The work will be carried out during the next financial year.

The Clerk has spoken to the Countryside Officer regarding Appletree Point. The Coastal Margin is not yet in existence, and it is likely to be enacted within a few months, until that time as it is private land, there is no right of access. The Countryside Officer will update the council when she has further information as to the extent of the Coastal Margin and access rights.

(c) Concerns

It was noted that the "Give Way in 50 yards" sign on Sea Road is facing the wrong way. The Clerk is to notify Cornwall Council.

## **(24/143) Financial Matters**

(i) Risk Management Strategy and Risk Assessment

The parish council's Risk Management Strategy and Risk Assessment were reviewed.

(ii) Asset Register

The parish council's Asset Register was reviewed. The waste bin on Cypress Avenue needs to be added but otherwise it was found to be correct.

(iii) Parish Council Insurance

This matter was deferred until the next meeting.

(c) 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	Cornwall Signs	Headers for noticeboards	£108.00
BACS	KP Carter	Labour to attach noticeboard headers	£12.60
BACS	GET Landscaped	Grounds maintenance – Jubilee Park	£336.00
BACS	Cormac	Monthly play inspections November and December	£86.26
BACS	Mike Stone Creative	Design work for Tregrehan History Board	£870.00
BACS	J Larter/HMRC/CPF	Salary and oncosts	*

**(24/144) Training/Meetings Attended**

- 22 January – Cllr Ford attended the Mid Cornwall Community Area Partnership meeting
- 29 January – Cllr Ford and the Clerk attended a Cornwall Council briefing on planning reform
- 12 February – Cllr Ford and the Clerk attended a Cornwall Council briefing on Levelling Up funding

**(24/145) Correspondence**

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

- Letter from Redruth Town Council regarding the allocation of second home council tax premium funding
- Cornwall Council’s Town and Parish Council newsletter

**(24/146) Dates for the Diary**

26 February – Cornwall Council Planning Policy update (Cllr Ford hoping to attend, Cllr Riley will deputise if required)

Important dates regarding the forthcoming parish council elections:

Election packs will be available from 14 March. The Clerk will have a supply or they can be downloaded from Cornwall Council’s website. The Pre-election period starts on Friday 14 March and after this time the parish council will be unable to agree to start any new projects.

Deadline for submission of candidate nomination papers is 2 April. Papers have to be handed in in person at Carlyon House (by appointment), a date has yet to be set.

Election day is 1 May and the formal end of the current council is on 6 May.

**(24/147) Dates of Future Meetings**

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

The meeting closed at 8.07 pm

.....

Chairman

.....

Date

## Carlyon Parish Council Budget Monitor Report to 28/02/2025

	Budget £	Expenditure £	% of Budget £
<b>Employee Costs</b>			
Clerk's salary (including oncosts)	£ 13,000.00	£ 9,874.63	75.96%
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>£ 10,938.54</b>	<b>75.44%</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	£ 511.16	68.15%
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	£ 98.40	49.20%
Meeting Expenses	£ 250.00	£ 265.00	106.00%
<b>Total Administration Costs</b>	<b>£ 4,850.00</b>	<b>£ 2,831.36</b>	<b>58.38%</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	£ 5,660.63	84.49%
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	£ 2,460.65	98.43%
CIL		£ 6,336.97	
Total Other Expenses	£ 22,200.00	£ 19,568.76	<b>88.15%</b>
<b>Total VAT</b>	<b>£ 2,000.00</b>	<b>£ 3,505.16</b>	<b>175.26%</b>
<b>Total Expenditure</b>	<b>£ 43,550.00</b>	<b>£ 36,843.82</b>	<b>84.60%</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	£ 4,516.69	9033.38%
Interest	£ 2,000.00	£ 5,896.83	294.84%

<b>Total Income</b>	<b>£ 44,079.78</b>	<b>£ 54,780.18</b>	124.28%
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<b>Total Funds held as at 31/03/2024</b>		£ 170,988.65	
	<b>Add income</b>	£ 54,780.18	
	<b>Less expenditure</b>	£ 36,843.82	
		<hr/>	
		<b>£ 188,925.01</b>	

**Bank Reconciliation**

Balance as at 28/02/2025	Current Account	£ 14,719.20	
	Less outstanding payments	£ -	
		<hr/>	
		£ 14,151.57	

Balance as at 28/02/2025	Instant Access	£ 74,205.81	
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Balance as at 28/02/2025	CCLA	£ 100,000.00	
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	<b>Total Funds Held</b>	<hr/>	
		<b>£ 188,925.01</b>	

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

- Invitation to attend a briefing on the forthcoming elections
- CALC training bulletin
- Correspondence regarding the proposed Tunes on the Shore event
- Cornwall and Isles of Scilly “Cornwall Together” newsletter





# 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 March 2025 at 6.00pm** in **Tregrehan Chapel**

*Julie Larter*

Mrs Julie Larter  
Clerk  
11 March 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 18 February 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) 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

*Rupert Warwick, Planning Consultant will address the meeting on behalf of the applicant*

(ii) PA25/01168 – 37 Sea Road: Proposed garage

(iii) PA25/01192 – 30 Wheal Regent Park: Works to trees subject to a TPO, 1 large Scots Pine, 2 dead unidentified trees and 1 small Oak to be removed for safety reasons and dangerous to the property

*(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

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*This application has been approved*

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

*To receive an update*

**9. Tunes on the Shore**

*To receive a report on a meeting held on 26 February with the event organiser*

**10. Parish Projects**

Tregrehan History Board

*To receive an update*

## **11. Parish Issues**

- (i) Tregrehan Jubilee Park  
*To receive an update from the Clerk, note any concerns and authorise any expenditure*
- (ii) Tregrehan Flood Working Party  
*To receive an update*
- (iii) West Crinnis Field
  - (a) *Footpath modification – to receive an update*
  - (b) *Application to have the field re-listed on Cornwall Council’s List of Assets of Community Value: To note that the application has been refused*
  - (c) *To note any concerns*
- (iv) Tregrehan Chapel
  - (a) *To receive an update on the purchase*
  - (b) *Community Capacity Fund – to receive an update*
  - (c) *To appoint a working party to oversee the transfer of the property*
- (v) Highways
  - (a) *To receive a report on forthcoming work to the A391*
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### **(24/139) Parish Projects**

Tregrehan History Board

The Clerk reported that the final proof has been signed off and Mike Stone will take it to the signwriter.

It was noted that all the projects on the current list have now been completed and a new list would be compiled after the council elections. It has already been agreed that another section of the verge in Cypress Avenue will be planted with daffodil bulbs in the autumn.

### **(24/140) Salt Bins for Gwallon Keas**

The Clerk reported that Cormac has now agreed to install 2 bins and they are expected to be in situ by the end of this week.

### **(24/141) Pavement Weed Spraying**

It was **RESOLVED to accept a quote of £1,164.00 for 2 x treatments across the parish.**

### **(24/142) Parish Issues**

#### (i) Tregrehan Jubilee Park

##### (a) Waste Disposal

Cornwall Council's annual charge to empty the bins in the park for the forthcoming year will be £2,098.17. The parish council has the option to make its own arrangements to empty the bins but Cornwall Council will re-charge the council for the bins as they are Cornwall Council's property. The Clerk has enquired how much this will be and is awaiting a response. An alternative option would be to empty the bins ourselves and enter into a private contract with a licensed waste disposal company to dispose of the waste. This would entail having a large lockable bin situated on an accessible site. It was **RESOLVED to accept Cornwall Council's quote for waste disposal for the next financial year.**

##### (b) Other Matters

It was noted that Cormac has removed the dead tree by the main entrance. The hedges, grass and riverbanks have been cut. Cornwall Council has offered a grant of £2,500 out of its devolution fund to replace the defective parts on the pirate ship. The Clerk has accepted the offer and instructed Cormac to obtain the replacement parts and carry out the work at a cost of £3,318, which is slightly less than the quote received from another company last autumn.

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Cllr Phillips reported that she has been in contact with Maxwell Needham-Bailey and legal documents relating to land ownership are being finalised.

Cllr Phillips reported that she and her husband have removed debris from the leat but stressed that it is the landowners' responsibility to keep leats within the curtilage of their property free of debris.

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There was nothing to report.

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The Clerk reported that a conditions survey was carried out on 11 February. The full report has not yet been received but the surveyor has stated that this is a sound building and free from serious defect. It was noted that although there are no immediate

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It was noted that the surface of the path is very rough and walkers are choosing to walk on the bank instead, which is often slippery. The Clerk has spoken to the Countryside Officer and they have agreed to lay some fine stone and compact the surface. The work will be carried out during the next financial year.

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The meeting closed at 8.07 pm

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Chairman

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Date

## Carlyon Parish Council Budget Monitor Report to 28/02/2025

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<b>Total employee related costs</b>	<b>£ 14,500.00</b>	<b>£ 10,938.54</b>	<b>75.44%</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	£ 511.16	68.15%
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	£ 98.40	49.20%
Meeting Expenses	£ 250.00	£ 265.00	106.00%
<b>Total Administration Costs</b>	<b>£ 4,850.00</b>	<b>£ 2,831.36</b>	<b>58.38%</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	£ 5,660.63	84.49%
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	£ 2,460.65	98.43%
CIL		£ 6,336.97	
Total Other Expenses	£ 22,200.00	£ 19,568.76	<b>88.15%</b>
<b>Total VAT</b>	<b>£ 2,000.00</b>	<b>£ 3,505.16</b>	<b>175.26%</b>
<b>Total Expenditure</b>	<b>£ 43,550.00</b>	<b>£ 36,843.82</b>	<b>84.60%</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	£ 4,516.69	9033.38%
Interest	£ 2,000.00	£ 5,896.83	294.84%

<b>Total Income</b>	<b>£ 44,079.78</b>	<b>£ 54,780.18</b>	124.28%
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<b>Total Funds held as at 31/03/2024</b>		£ 170,988.65
	<b>Add income</b>	£ 54,780.18
	<b>Less expenditure</b>	£ 36,843.82
		<hr/>
		<b>£ 188,925.01</b>
		<hr/> <hr/>

**Bank Reconciliation**

Balance as at 28/02/2025	Current Account	£ 14,719.20
	Less outstanding payments	£ -
		<hr/>
		£ 14,151.57

Balance as at 28/02/2025	Instant Access	£ 74,205.81
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Balance as at 28/02/2025	CCLA	£ 100,000.00
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	<b>Total Funds Held</b>	<hr/>
		<b>£ 188,925.01</b>
		<hr/> <hr/>

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

- Invitation to attend a briefing on the forthcoming elections
- CALC training bulletin
- Correspondence regarding the proposed Tunes on the Shore event
- Cornwall and Isles of Scilly “Cornwall Together” newsletter



# 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 March 2025 at 6.00pm** in **Tregrehan Chapel**

*Julie Larter*

Mrs Julie Larter  
Clerk  
11 March 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 18 February 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) 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

*Rupert Warwick, Planning Consultant will address the meeting on behalf of the applicant*

(ii) PA25/01168 – 37 Sea Road: Proposed garage

(iii) PA25/01192 – 30 Wheal Regent Park: Works to trees subject to a TPO, 1 large Scots Pine, 2 dead unidentified trees and 1 small Oak to be removed for safety reasons and dangerous to the property

*(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

*This application has been approved*

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

*To receive an update*

**9. Tunes on the Shore**

*To receive a report on a meeting held on 26 February with the event organiser*

**10. Parish Projects**

Tregrehan History Board

*To receive an update*

## **11. Parish Issues**

(i) Tregrehan Jubilee Park

*To receive an update from the Clerk, note any concerns and authorise any expenditure*

(ii) Tregrehan Flood Working Party

*To receive an update*

(iii) West Crinnis Field

(a) *Footpath modification – to receive an update*

(b) *Application to have the field re-listed on Cornwall Council’s List of Assets of Community Value: To note that the application has been refused*

(c) *To note any concerns*

(iv) Tregrehan Chapel

(a) *To receive an update on the purchase*

(b) *Community Capacity Fund – to receive an update*

(c) *To appoint a working party to oversee the transfer of the property*

(v) Highways

(a) *To receive a report on forthcoming work to the A391*

(b) *To note a Road Closure Order has been made for Cypress Avenue, 1900 hours 18 March – 0700 hours 19 March*

(c) *To note that a Road Closure Application has been made for Fairway 2 June – 11 July (24 hours)*

(d) *To note any concerns*

## **12. Appointment of a Handyman**

(i) *To ratify the decision of the Personnel Committee to appoint a handyman*

(ii) *To agree a budget for the purchase of resources*

## **13. Financial Matters**

(i) *Insurance: To consider quotes and ensure that there is adequate cover*

Previously  
circulated

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

Pages 10-11

## **14. Training/Meetings**

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

## **15. Correspondence**

*To note any correspondence received since the last meeting*

Page 12

## **16. Dates for the Diary**

*To note any dates for members’ diaries*

## **17. Dates of Future Meetings**

*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 18 February 2025 at 6.00pm in Tregrehan Chapel**

**Present:** Cllrs Paul Trudgian (Chairman), Mike Ford, Sonia Phillips and Paul Riley

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

**(24/129) Apologies**

Apologies were received from Cllrs Nathan Cooper and Lynn Parsons

**(24/130) Minutes of a Meeting of the Parish Council held on 21 January 2025**

It was **RESOLVED** that the minutes of a meeting of the Parish Council held on 21 January 2025 be signed as a correct record of the meeting.

**(24/131) Declarations of Interest**

There were no declarations of interest.

**(24/132) Chairman's Announcements**

The Chairman had no announcements.

**(24/133) Public Participation**

A member of the public spoke about the condition of the South West Coast Path opposite the Porth Avallen Hotel.

A member of the public commented that the hedge along Cypress Avenue had recently been rather brutally flailed. However he was pleased to see that the daffodils along the verge will soon be in flower.

**(24/134) Cornwall Councillor's Report**

Cllr Mustoe expressed his disappointment at the outcome of the Planning Appeal relating to the proposed housing development on land between Aspen Drive and Boscoppa Road and the likely impact it could have on flooding in the parish. Cllr Mustoe spoke of activities he had been involved in over the past month. Cllr Mustoe's full report can be found on the parish council's website.

**(24/135) Planning Applications and Related Matters**

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

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



(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 rest of the broken tree

It was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council has no objections to removal of the tree and has requested that a native tree be planted to replace it.**

(iii) PA25/00899 – 95 Sea Road: First floor extension to accommodate ensuite. Slate roofing to replace existing concrete tiles

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) PA25/01035 – 4 Sea Road: Works to tree covered by a TPO – Mature Oak – Proposed removal – replanting something more suited to location. Applicant concerned about the imbalance and potential fall risk towards property

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 and requested that a native tree be planted to replace the tree.**

(b) An update was given 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

Cornwall Council's Ecologist is studying the Biodiversity Net Gain credits previously bought (offsite) and subject to the Ecologist's approval the application is likely to be approved.

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The Planning Officer is awaiting a response from the applicant regarding the parish council's request for louvre windows and obscured glazing

(iii) PA23/09532 -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

Additional information has been submitted and the parish council has been re-consulted. The matter will be discussed at next month's meeting.

(c) Appeal Decision

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

It was noted that this Appeal has been allowed

### **(24/136) Cornwall Council's Call for Sites**

It was noted that both the Football Golf site and land at Cuddra have been put forward. The Chairman was delegated to respond to the consultation on behalf of the parish council. The parish council is happy to work with St Austell Bay Parish Council. Cllr Ford said the parish had a degree of safety from the new Government housing targets as its Neighbourhood Plan is only 1 year old.

The Clerk is to find out more about conducting a housing needs survey, in particular the degree of input the parish council could have.

### **(24/137) Tunes on the Shore 23 – 25 May**

Cllr Riley has spoken to Steve Smith. The capacity of the event will be capped at 1500 per day and organisers are expecting about 800 – 1000 people on Friday and 1500 people on Saturday. Parking will be available on the beach with additional parking at the Britannia Inn, with a shuttle bus running. Security will be in place at the Sea Road/Beach Road junction to try to alleviate parking along Sea Road and Crinnis Close. Councillors felt this was insufficient to deal with parking in the surrounding areas. Cllr Riley is to arrange a meeting between councillors and the organisers .

### **(24/138) Recruitment of a Handyperson**

Interviews will take place on 3 March. **It was RESOLVED that the interview panel will consist of the Chairman, Vice Chairman and Clerk. Cllr Riley will deputise if necessary. It was further RESOLVED that the interview panel could appoint a suitable applicant and the decision will be ratified at the next parish council meeting.**

Councillors then made a list of possible tasks for the handyperson, which the Clerk noted.

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Tregrehan History Board

The Clerk reported that the final proof has been signed off and Mike Stone will take it to the signwriter.

It was noted that all the projects on the current list have now been completed and a new list would be compiled after the council elections. It has already been agreed that another section of the verge in Cypress Avenue will be planted with daffodil bulbs in the autumn.

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Office expenses	£ 750.00	£ 281.97	37.60%
Postage	£ 150.00	£ 69.20	46.13%
Photocopying	£ 150.00	-	0.00%
Office equipment	£ 750.00	£ 511.16	68.15%
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%
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## **Agenda Item 11 – Correspondence Received**

- Invitation to attend a briefing on the forthcoming elections
- CALC training bulletin
- Correspondence regarding the proposed Tunes on the Shore event
- Cornwall and Isles of Scilly “Cornwall Together” newsletter





# 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 March 2025 at 6.00pm** in **Tregrehan Chapel**

*Julie Larter*

Mrs Julie Larter  
Clerk  
11 March 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 18 February 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) 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

*Rupert Warwick, Planning Consultant will address the meeting on behalf of the applicant*

(ii) PA25/01168 – 37 Sea Road: Proposed garage

(iii) PA25/01192 – 30 Wheal Regent Park: Works to trees subject to a TPO, 1 large Scots Pine, 2 dead unidentified trees and 1 small Oak to be removed for safety reasons and dangerous to the property

*(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

*This application has been approved*

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

*To receive an update*

**9. Tunes on the Shore**

*To receive a report on a meeting held on 26 February with the event organiser*

**10. Parish Projects**

Tregrehan History Board

*To receive an update*

## **11. Parish Issues**

- (i) Tregrehan Jubilee Park  
*To receive an update from the Clerk, note any concerns and authorise any expenditure*
- (ii) Tregrehan Flood Working Party  
*To receive an update*
- (iii) West Crinnis Field
  - (a) *Footpath modification – to receive an update*
  - (b) *Application to have the field re-listed on Cornwall Council’s List of Assets of Community Value: To note that the application has been refused*
  - (c) *To note any concerns*
- (iv) Tregrehan Chapel
  - (a) *To receive an update on the purchase*
  - (b) *Community Capacity Fund – to receive an update*
  - (c) *To appoint a working party to oversee the transfer of the property*
- (v) Highways
  - (a) *To receive a report on forthcoming work to the A391*
  - (b) *To note a Road Closure Order has been made for Cypress Avenue, 1900 hours 18 March – 0700 hours 19 March*
  - (c) *To note that a Road Closure Application has been made for Fairway 2 June – 11 July (24 hours)*
  - (d) *To note any concerns*

## **12. Appointment of a Handyman**

- (i) *To ratify the decision of the Personnel Committee to appoint a handyman*
- (ii) *To agree a budget for the purchase of resources*

## **13. Financial Matters**

- (i) *Insurance: To consider quotes and ensure that there is adequate cover*
- (ii) *To note the current financial position and authorise payments*

Previously  
circulated

Pages 10-11

## **14. Training/Meetings**

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

## **15. Correspondence**

*To note any correspondence received since the last meeting*

Page 12

## **16. Dates for the Diary**

*To note any dates for members’ diaries*

## **17. Dates of Future Meetings**

*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 18 February 2025 at 6.00pm in Tregrehan Chapel**

**Present:** Cllrs Paul Trudgian (Chairman), Mike Ford, Sonia Phillips and Paul Riley

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

**(24/129) Apologies**

Apologies were received from Cllrs Nathan Cooper and Lynn Parsons

**(24/130) Minutes of a Meeting of the Parish Council held on 21 January 2025**

It was **RESOLVED** that the minutes of a meeting of the Parish Council held on 21 January 2025 be signed as a correct record of the meeting.

**(24/131) Declarations of Interest**

There were no declarations of interest.

**(24/132) Chairman's Announcements**

The Chairman had no announcements.

**(24/133) Public Participation**

A member of the public spoke about the condition of the South West Coast Path opposite the Porth Avallen Hotel.

A member of the public commented that the hedge along Cypress Avenue had recently been rather brutally flailed. However he was pleased to see that the daffodils along the verge will soon be in flower.

**(24/134) Cornwall Councillor's Report**

Cllr Mustoe expressed his disappointment at the outcome of the Planning Appeal relating to the proposed housing development on land between Aspen Drive and Boscoppa Road and the likely impact it could have on flooding in the parish. Cllr Mustoe spoke of activities he had been involved in over the past month. Cllr Mustoe's full report can be found on the parish council's website.

**(24/135) Planning Applications and Related Matters**

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

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

(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 rest of the broken tree

It was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council has no objections to removal of the tree and has requested that a native tree be planted to replace it.**

(iii) PA25/00899 – 95 Sea Road: First floor extension to accommodate ensuite. Slate roofing to replace existing concrete tiles

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) PA25/01035 – 4 Sea Road: Works to tree covered by a TPO – Mature Oak – Proposed removal – replanting something more suited to location. Applicant concerned about the imbalance and potential fall risk towards property

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 and requested that a native tree be planted to replace the tree.**

(b) An update was given 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

Cornwall Council's Ecologist is studying the Biodiversity Net Gain credits previously bought (offsite) and subject to the Ecologist's approval the application is likely to be approved.

(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

The Planning Officer is awaiting a response from the applicant regarding the parish council's request for louvre windows and obscured glazing

(iii) PA23/09532 -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

Additional information has been submitted and the parish council has been re-consulted. The matter will be discussed at next month's meeting.

(c) Appeal Decision

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

It was noted that this Appeal has been allowed

### **(24/136) Cornwall Council's Call for Sites**

It was noted that both the Football Golf site and land at Cuddra have been put forward. The Chairman was delegated to respond to the consultation on behalf of the parish council. The parish council is happy to work with St Austell Bay Parish Council. Cllr Ford said the parish had a degree of safety from the new Government housing targets as its Neighbourhood Plan is only 1 year old.

The Clerk is to find out more about conducting a housing needs survey, in particular the degree of input the parish council could have.

### **(24/137) Tunes on the Shore 23 – 25 May**

Cllr Riley has spoken to Steve Smith. The capacity of the event will be capped at 1500 per day and organisers are expecting about 800 – 1000 people on Friday and 1500 people on Saturday. Parking will be available on the beach with additional parking at the Britannia Inn, with a shuttle bus running. Security will be in place at the Sea Road/Beach Road junction to try to alleviate parking along Sea Road and Crinnis Close. Councillors felt this was insufficient to deal with parking in the surrounding areas. Cllr Riley is to arrange a meeting between councillors and the organisers .

### **(24/138) Recruitment of a Handyperson**

Interviews will take place on 3 March. **It was RESOLVED that the interview panel will consist of the Chairman, Vice Chairman and Clerk. Cllr Riley will deputise if necessary. It was further RESOLVED that the interview panel could appoint a suitable applicant and the decision will be ratified at the next parish council meeting.**

Councillors then made a list of possible tasks for the handyperson, which the Clerk noted.

### **(24/139) Parish Projects**

Tregrehan History Board

The Clerk reported that the final proof has been signed off and Mike Stone will take it to the signwriter.

It was noted that all the projects on the current list have now been completed and a new list would be compiled after the council elections. It has already been agreed that another section of the verge in Cypress Avenue will be planted with daffodil bulbs in the autumn.

### **(24/140) Salt Bins for Gwallon Keas**

The Clerk reported that Cormac has now agreed to install 2 bins and they are expected to be in situ by the end of this week.

### **(24/141) Pavement Weed Spraying**

It was **RESOLVED to accept a quote of £1,164.00 for 2 x treatments across the parish.**

### **(24/142) Parish Issues**

(i) Tregrehan Jubilee Park

(a) Waste Disposal

Cornwall Council's annual charge to empty the bins in the park for the forthcoming year will be £2,098.17. The parish council has the option to make its own arrangements to empty the bins but Cornwall Council will re-charge the council for the bins as they are Cornwall Council's property. The Clerk has enquired how much this will be and is awaiting a response. An alternative option would be to empty the bins ourselves and enter into a private contract with a licensed waste disposal company to dispose of the waste. This would entail having a large lockable bin situated on an accessible site. It was **RESOLVED to accept Cornwall Council's quote for waste disposal for the next financial year.**

(b) Other Matters

It was noted that Cormac has removed the dead tree by the main entrance. The hedges, grass and riverbanks have been cut. Cornwall Council has offered a grant of £2,500 out of its devolution fund to replace the defective parts on the pirate ship. The Clerk has accepted the offer and instructed Cormac to obtain the replacement parts and carry out the work at a cost of £3,318, which is slightly less than the quote received from another company last autumn.

Some of the trees in the woodland area were damaged when the grass was cut recently and these have been replaced free of charge as part of the Forest For Cornwall.

(ii) Tregrehan Flood Working Party

Cllr Phillips reported that she has been in contact with Maxwell Needham-Bailey and legal documents relating to land ownership are being finalised.

Cllr Phillips reported that she and her husband have removed debris from the leat but stressed that it is the landowners' responsibility to keep leats within the curtilage of their property free of debris.

(iii) West Crinnis Field

There was nothing to report.

(iv) Tregrehan Methodist Chapel

(i) Levelling Up Programme

It was **RESOLVED to make an application to the Community Capacity Fund to facilitate the following improvements to the building improve accessibility and install wifi.**

The Clerk reported that a conditions survey was carried out on 11 February. The full report has not yet been received but the surveyor has stated that this is a sound building and free from serious defect. It was noted that although there are no immediate

concerns, the roof has a limited life in its current form. An insurance valuation was carried out at the same time.

The Methodist organisation has asked for exchange of contracts by 1 April with completion no later than the end of April.

(v) Highways concerns

(a) It was noted that Cormac has planted a *Davidia Involucrata* (Handkerchief tree) on the Crinnis Road/Beach Road triangle as part of the Local Authorities Treescapes following works carried out along Beach Road previously.

(b) South West Coast Path opposite the Porth Avallen Hotel

It was noted that the surface of the path is very rough and walkers are choosing to walk on the bank instead, which is often slippery. The Clerk has spoken to the Countryside Officer and they have agreed to lay some fine stone and compact the surface. The work will be carried out during the next financial year.

The Clerk has spoken to the Countryside Officer regarding Appletree Point. The Coastal Margin is not yet in existence, and it is likely to be enacted within a few months, until that time as it is private land, there is no right of access. The Countryside Officer will update the council when she has further information as to the extent of the Coastal Margin and access rights.

(c) Concerns

It was noted that the "Give Way in 50 yards" sign on Sea Road is facing the wrong way. The Clerk is to notify Cornwall Council.

## **(24/143) Financial Matters**

(i) Risk Management Strategy and Risk Assessment

The parish council's Risk Management Strategy and Risk Assessment were reviewed.

(ii) Asset Register

The parish council's Asset Register was reviewed. The waste bin on Cypress Avenue needs to be added but otherwise it was found to be correct.

(iii) Parish Council Insurance

This matter was deferred until the next meeting.

(c) 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	Cornwall Signs	Headers for noticeboards	£108.00
BACS	KP Carter	Labour to attach noticeboard headers	£12.60
BACS	GET Landscaped	Grounds maintenance – Jubilee Park	£336.00
BACS	Cormac	Monthly play inspections November and December	£86.26
BACS	Mike Stone Creative	Design work for Tregrehan History Board	£870.00
BACS	J Larter/HMRC/CPF	Salary and oncosts	*



**(24/144) Training/Meetings Attended**

- 22 January – Cllr Ford attended the Mid Cornwall Community Area Partnership meeting
- 29 January – Cllr Ford and the Clerk attended a Cornwall Council briefing on planning reform
- 12 February – Cllr Ford and the Clerk attended a Cornwall Council briefing on Levelling Up funding

**(24/145) Correspondence**

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

- Letter from Redruth Town Council regarding the allocation of second home council tax premium funding
- Cornwall Council’s Town and Parish Council newsletter

**(24/146) Dates for the Diary**

26 February – Cornwall Council Planning Policy update (Cllr Ford hoping to attend, Cllr Riley will deputise if required)

Important dates regarding the forthcoming parish council elections:

Election packs will be available from 14 March. The Clerk will have a supply or they can be downloaded from Cornwall Council’s website. The Pre-election period starts on Friday 14 March and after this time the parish council will be unable to agree to start any new projects.

Deadline for submission of candidate nomination papers is 2 April. Papers have to be handed in in person at Carlyon House (by appointment), a date has yet to be set.

Election day is 1 May and the formal end of the current council is on 6 May.

**(24/147) Dates of Future Meetings**

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

The meeting closed at 8.07 pm

.....  
Chairman

.....  
Date

## Carlyon Parish Council Budget Monitor Report to 28/02/2025

	Budget £	Expenditure £	% of Budget £
<b>Employee Costs</b>			
Clerk's salary (including oncosts)	£ 13,000.00	£ 9,874.63	75.96%
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%
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- CALC training bulletin
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# Carlyon Parish Council

Trethella Cottage, Ruan Laniorne, Truro TR2 5NU  
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[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 March 2025 at 6.00pm** in **Tregrehan Chapel**

*Julie Larter*

Mrs Julie Larter  
Clerk  
11 March 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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(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) 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

*Rupert Warwick, Planning Consultant will address the meeting on behalf of the applicant*

(ii) PA25/01168 – 37 Sea Road: Proposed garage

(iii) PA25/01192 – 30 Wheal Regent Park: Works to trees subject to a TPO, 1 large Scots Pine, 2 dead unidentified trees and 1 small Oak to be removed for safety reasons and dangerous to the property

*(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

*This application has been approved*

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

*To receive an update*

**9. Tunes on the Shore**

*To receive a report on a meeting held on 26 February with the event organiser*

**10. Parish Projects**

Tregrehan History Board

*To receive an update*

## **11. Parish Issues**

- (i) Tregrehan Jubilee Park  
*To receive an update from the Clerk, note any concerns and authorise any expenditure*
- (ii) Tregrehan Flood Working Party  
*To receive an update*
- (iii) West Crinnis Field
  - (a) *Footpath modification – to receive an update*
  - (b) *Application to have the field re-listed on Cornwall Council’s List of Assets of Community Value: To note that the application has been refused*
  - (c) *To note any concerns*
- (iv) Tregrehan Chapel
  - (a) *To receive an update on the purchase*
  - (b) *Community Capacity Fund – to receive an update*
  - (c) *To appoint a working party to oversee the transfer of the property*
- (v) Highways
  - (a) *To receive a report on forthcoming work to the A391*
  - (b) *To note a Road Closure Order has been made for Cypress Avenue, 1900 hours 18 March – 0700 hours 19 March*
  - (c) *To note that a Road Closure Application has been made for Fairway 2 June – 11 July (24 hours)*
  - (d) *To note any concerns*

## **12. Appointment of a Handyman**

- (i) *To ratify the decision of the Personnel Committee to appoint a handyman*
- (ii) *To agree a budget for the purchase of resources*

## **13. Financial Matters**

- (i) *Insurance: To consider quotes and ensure that there is adequate cover*
- (ii) *To note the current financial position and authorise payments*

Previously  
circulated

Pages 10-11

## **14. Training/Meetings**

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

## **15. Correspondence**

*To note any correspondence received since the last meeting*

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## **16. Dates for the Diary**

*To note any dates for members’ diaries*

## **17. Dates of Future Meetings**

*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 18 February 2025 at 6.00pm in Tregrehan Chapel**

**Present:** Cllrs Paul Trudgian (Chairman), Mike Ford, Sonia Phillips and Paul Riley

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

**(24/129) Apologies**

Apologies were received from Cllrs Nathan Cooper and Lynn Parsons

**(24/130) Minutes of a Meeting of the Parish Council held on 21 January 2025**

It was **RESOLVED** that the minutes of a meeting of the Parish Council held on 21 January 2025 be signed as a correct record of the meeting.

**(24/131) Declarations of Interest**

There were no declarations of interest.

**(24/132) Chairman's Announcements**

The Chairman had no announcements.

**(24/133) Public Participation**

A member of the public spoke about the condition of the South West Coast Path opposite the Porth Avallen Hotel.

A member of the public commented that the hedge along Cypress Avenue had recently been rather brutally flailed. However he was pleased to see that the daffodils along the verge will soon be in flower.

**(24/134) Cornwall Councillor's Report**

Cllr Mustoe expressed his disappointment at the outcome of the Planning Appeal relating to the proposed housing development on land between Aspen Drive and Boscoppa Road and the likely impact it could have on flooding in the parish. Cllr Mustoe spoke of activities he had been involved in over the past month. Cllr Mustoe's full report can be found on the parish council's website.

**(24/135) Planning Applications and Related Matters**

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

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



(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 rest of the broken tree

It was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council has no objections to removal of the tree and has requested that a native tree be planted to replace it.**

(iii) PA25/00899 – 95 Sea Road: First floor extension to accommodate ensuite. Slate roofing to replace existing concrete tiles

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) PA25/01035 – 4 Sea Road: Works to tree covered by a TPO – Mature Oak – Proposed removal – replanting something more suited to location. Applicant concerned about the imbalance and potential fall risk towards property

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 and requested that a native tree be planted to replace the tree.**

(b) An update was given 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

Cornwall Council's Ecologist is studying the Biodiversity Net Gain credits previously bought (offsite) and subject to the Ecologist's approval the application is likely to be approved.

(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

The Planning Officer is awaiting a response from the applicant regarding the parish council's request for louvre windows and obscured glazing

(iii) PA23/09532 -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

Additional information has been submitted and the parish council has been re-consulted. The matter will be discussed at next month's meeting.

(c) Appeal Decision

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

It was noted that this Appeal has been allowed

### **(24/136) Cornwall Council's Call for Sites**

It was noted that both the Football Golf site and land at Cuddra have been put forward. The Chairman was delegated to respond to the consultation on behalf of the parish council. The parish council is happy to work with St Austell Bay Parish Council. Cllr Ford said the parish had a degree of safety from the new Government housing targets as its Neighbourhood Plan is only 1 year old.

The Clerk is to find out more about conducting a housing needs survey, in particular the degree of input the parish council could have.

### **(24/137) Tunes on the Shore 23 – 25 May**

Cllr Riley has spoken to Steve Smith. The capacity of the event will be capped at 1500 per day and organisers are expecting about 800 – 1000 people on Friday and 1500 people on Saturday. Parking will be available on the beach with additional parking at the Britannia Inn, with a shuttle bus running. Security will be in place at the Sea Road/Beach Road junction to try to alleviate parking along Sea Road and Crinnis Close. Councillors felt this was insufficient to deal with parking in the surrounding areas. Cllr Riley is to arrange a meeting between councillors and the organisers .

### **(24/138) Recruitment of a Handyperson**

Interviews will take place on 3 March. **It was RESOLVED that the interview panel will consist of the Chairman, Vice Chairman and Clerk. Cllr Riley will deputise if necessary. It was further RESOLVED that the interview panel could appoint a suitable applicant and the decision will be ratified at the next parish council meeting.**

Councillors then made a list of possible tasks for the handyperson, which the Clerk noted.

### **(24/139) Parish Projects**

Tregrehan History Board

The Clerk reported that the final proof has been signed off and Mike Stone will take it to the signwriter.

It was noted that all the projects on the current list have now been completed and a new list would be compiled after the council elections. It has already been agreed that another section of the verge in Cypress Avenue will be planted with daffodil bulbs in the autumn.

### **(24/140) Salt Bins for Gwallon Keas**

The Clerk reported that Cormac has now agreed to install 2 bins and they are expected to be in situ by the end of this week.

### **(24/141) Pavement Weed Spraying**

It was **RESOLVED to accept a quote of £1,164.00 for 2 x treatments across the parish.**

### **(24/142) Parish Issues**

#### (i) Tregrehan Jubilee Park

##### (a) Waste Disposal

Cornwall Council's annual charge to empty the bins in the park for the forthcoming year will be £2,098.17. The parish council has the option to make its own arrangements to empty the bins but Cornwall Council will re-charge the council for the bins as they are Cornwall Council's property. The Clerk has enquired how much this will be and is awaiting a response. An alternative option would be to empty the bins ourselves and enter into a private contract with a licensed waste disposal company to dispose of the waste. This would entail having a large lockable bin situated on an accessible site. It was **RESOLVED to accept Cornwall Council's quote for waste disposal for the next financial year.**

##### (b) Other Matters

It was noted that Cormac has removed the dead tree by the main entrance. The hedges, grass and riverbanks have been cut. Cornwall Council has offered a grant of £2,500 out of its devolution fund to replace the defective parts on the pirate ship. The Clerk has accepted the offer and instructed Cormac to obtain the replacement parts and carry out the work at a cost of £3,318, which is slightly less than the quote received from another company last autumn.

Some of the trees in the woodland area were damaged when the grass was cut recently and these have been replaced free of charge as part of the Forest For Cornwall.

#### (ii) Tregrehan Flood Working Party

Cllr Phillips reported that she has been in contact with Maxwell Needham-Bailey and legal documents relating to land ownership are being finalised.

Cllr Phillips reported that she and her husband have removed debris from the leat but stressed that it is the landowners' responsibility to keep leats within the curtilage of their property free of debris.

#### (iii) West Crinnis Field

There was nothing to report.

#### (iv) Tregrehan Methodist Chapel

##### (i) Levelling Up Programme

It was **RESOLVED to make an application to the Community Capacity Fund to facilitate the following improvements to the building improve accessibility and install wifi.**

The Clerk reported that a conditions survey was carried out on 11 February. The full report has not yet been received but the surveyor has stated that this is a sound building and free from serious defect. It was noted that although there are no immediate

concerns, the roof has a limited life in its current form. An insurance valuation was carried out at the same time.

The Methodist organisation has asked for exchange of contracts by 1 April with completion no later than the end of April.

(v) Highways concerns

(a) It was noted that Cormac has planted a *Davidia Involucrata* (Handkerchief tree) on the Crinnis Road/Beach Road triangle as part of the Local Authorities Treescapes following works carried out along Beach Road previously.

(b) South West Coast Path opposite the Porth Avallen Hotel

It was noted that the surface of the path is very rough and walkers are choosing to walk on the bank instead, which is often slippery. The Clerk has spoken to the Countryside Officer and they have agreed to lay some fine stone and compact the surface. The work will be carried out during the next financial year.

The Clerk has spoken to the Countryside Officer regarding Appletree Point. The Coastal Margin is not yet in existence, and it is likely to be enacted within a few months, until that time as it is private land, there is no right of access. The Countryside Officer will update the council when she has further information as to the extent of the Coastal Margin and access rights.

(c) Concerns

It was noted that the "Give Way in 50 yards" sign on Sea Road is facing the wrong way. The Clerk is to notify Cornwall Council.

**(24/143) Financial Matters**

(i) Risk Management Strategy and Risk Assessment

The parish council's Risk Management Strategy and Risk Assessment were reviewed.

(ii) Asset Register

The parish council's Asset Register was reviewed. The waste bin on Cypress Avenue needs to be added but otherwise it was found to be correct.

(iii) Parish Council Insurance

This matter was deferred until the next meeting.

(c) 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	Cornwall Signs	Headers for noticeboards	£108.00
BACS	KP Carter	Labour to attach noticeboard headers	£12.60
BACS	GET Landscaped	Grounds maintenance – Jubilee Park	£336.00
BACS	Cormac	Monthly play inspections November and December	£86.26
BACS	Mike Stone Creative	Design work for Tregrehan History Board	£870.00
BACS	J Larter/HMRC/CPF	Salary and oncosts	*

**(24/144) Training/Meetings Attended**

- 22 January – Cllr Ford attended the Mid Cornwall Community Area Partnership meeting
- 29 January – Cllr Ford and the Clerk attended a Cornwall Council briefing on planning reform
- 12 February – Cllr Ford and the Clerk attended a Cornwall Council briefing on Levelling Up funding

**(24/145) Correspondence**

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

- Letter from Redruth Town Council regarding the allocation of second home council tax premium funding
- Cornwall Council’s Town and Parish Council newsletter

**(24/146) Dates for the Diary**

26 February – Cornwall Council Planning Policy update (Cllr Ford hoping to attend, Cllr Riley will deputise if required)

Important dates regarding the forthcoming parish council elections:

Election packs will be available from 14 March. The Clerk will have a supply or they can be downloaded from Cornwall Council’s website. The Pre-election period starts on Friday 14 March and after this time the parish council will be unable to agree to start any new projects.

Deadline for submission of candidate nomination papers is 2 April. Papers have to be handed in in person at Carlyon House (by appointment), a date has yet to be set.

Election day is 1 May and the formal end of the current council is on 6 May.

**(24/147) Dates of Future Meetings**

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

The meeting closed at 8.07 pm

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Chairman

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Date

## Carlyon Parish Council Budget Monitor Report to 28/02/2025

	Budget £	Expenditure £	% of Budget £
<b>Employee Costs</b>			
Clerk's salary (including oncosts)	£ 13,000.00	£ 9,874.63	75.96%
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>£ 10,938.54</b>	<b>75.44%</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	£ 511.16	68.15%
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	£ 98.40	49.20%
Meeting Expenses	£ 250.00	£ 265.00	106.00%
<b>Total Administration Costs</b>	<b>£ 4,850.00</b>	<b>£ 2,831.36</b>	<b>58.38%</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	£ 5,660.63	84.49%
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	£ 2,460.65	98.43%
CIL		£ 6,336.97	
Total Other Expenses	£ 22,200.00	£ 19,568.76	<b>88.15%</b>
<b>Total VAT</b>	<b>£ 2,000.00</b>	<b>£ 3,505.16</b>	<b>175.26%</b>
<b>Total Expenditure</b>	<b>£ 43,550.00</b>	<b>£ 36,843.82</b>	<b>84.60%</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	£ 4,516.69	9033.38%
Interest	£ 2,000.00	£ 5,896.83	294.84%

<b>Total Income</b>	<b>£ 44,079.78</b>	<b>£ 54,780.18</b>	124.28%
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<b>Total Funds held as at 31/03/2024</b>		£ 170,988.65
	<b>Add income</b>	£ 54,780.18
	<b>Less expenditure</b>	£ 36,843.82
		<hr/>
		<b>£ 188,925.01</b>

**Bank Reconciliation**

Balance as at 28/02/2025	Current Account	£ 14,719.20
	Less outstanding payments	£ -
		<hr/>
		£ 14,151.57

Balance as at 28/02/2025	Instant Access	£ 74,205.81
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Balance as at 28/02/2025	CCLA	£ 100,000.00
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	<b>Total Funds Held</b>	<hr/>
		<b>£ 188,925.01</b>

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

- Invitation to attend a briefing on the forthcoming elections
- CALC training bulletin
- Correspondence regarding the proposed Tunes on the Shore event
- Cornwall and Isles of Scilly “Cornwall Together” newsletter