



Carlyon Parish Council

Trethella Cottage, Ruan Laniorne, Truro TR2 5NU
Tel: 07983 710385 Email clerk@carlyon-pc.gov.uk
www.carlyon-pc.gov.uk

Dear Councillor

You are summoned to attend the **Annual Meeting** of **Carlyon Parish Council** to be held on **Tuesday 13 May 2025 at 6.00pm** in **Tregrehan Chapel**

Julie Larter

Mrs Julie Larter
Clerk
6 May 2025

07983 710385
clerk@carlyon-pc.gov.uk

Please note that under the Openness of Local Government Bodies Regulations 2014 this meeting may be recorded.

AGENDA

- 1. Election of a Chairman**
- 2. Chairman to sign Declaration of Acceptance of Office**
- 3. Election of Vice Chairman**
- 4. Parish Council Vacancies**
To note the number of vacancies following elections on 1 May
- 5. Apologies for Absence**
- 6. Minutes of a Meeting of the Parish Council held on 15 April 2025**
To resolve that the minutes of the meeting are an accurate record of the meeting
- 7. 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.

8. Chairman's Announcements

9. 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.

10. Cornwall Councillor's Report

To receive a report from Cllr James Mustoe

11. Planning Applications and Related Matters

(a) To consider a response to any planning applications received since publication of this agenda

*(b) To receive an update on the following planning applications
PA25/01168 – 37 Sea Road: Proposed garage*

12. Appointments to Working Parties and Other Bodies

(i) Staffing Committee

(ii) Community Hall Working Party

(iii) West Crinnis Field Working Party

(iv) Eden Geothermal Liaison Group

(v) South Cornwall Community Area Partnership

(vi) Internal Control checks

13. Parish Projects

Tregrehan History Board

To receive an update

14. Parish Issues

(i) Tregrehan Jubilee Park

To note any concerns

(ii) Tregrehan Flood Working Party

To receive an update

(iii) West Crinnis Field

To note any concerns

(iv) Tregrehan Chapel

To receive an update

(v) Parish Maintenance

To receive an update on work carried out since the last meeting

(vi) Highways

(a) To discuss parking concerns in Fairway

(b) To consider painting the railings adjacent to the river in Tregrehan

(c) To note any concerns

15. Financial Matters

(i) To note the internal auditor's report

Pages 9-10

(ii) To consider whether there is any conflict of interest with the external auditor, BDO

(iii) To approve the Annual Governance Statement

Appendix (i)

(iv) To approve the Annual Accounting Statement

Appendix (ii)

(v) To note the current financial position and authorise payments

Appendix (iii)

16. Training/Meetings

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

17. Correspondence

To note any correspondence received since the last meeting

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18. Dates for the Diary

To note any dates for members' diaries

19. Dates of Future Meetings

17 June, 15 July, 9 September, 21 October, 18 November, 16 December 2025

MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on 15 April 2025 at 6.48pm in Tregrehan Chapel

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

In attendance: Julie Larter (Clerk), 7 members of the public.

(24/166) Apologies

Apologies were received from Cllr Nathan Cooper.

(24/167) Minutes of a Meeting of the Parish Council held on 18 March 2025

It was **RESOLVED** that the minutes of a meeting of the Parish Council held on 18 March 2025 be signed as a correct record of the meeting.

(24/168) Declarations of Interest

There were no declarations of interest.

(24/169) Chairman's Announcements

The Chairman had no announcements to make.

(24/170) Public Participation

No members of the public wished to speak.

(24/171) Cornwall Councillor's Report

Cllr Mustoe reported that he will be speaking at Cornwall Council's Strategic Planning Committee meeting on 17 April with regard to the proposed Menear Road Solar Development. Cllr Mustoe's report can be found on the parish council website.

(24/172) Planning Applications and Related Matters

(a) (i) 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

It was **RESOLVED** that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council has no objections subject to the conditions set out in the tree officer's report.

(ii) PA25/02018 – Har Grey House, 15a Beach Road: Construction of a new dwelling without compliance with Condition 1 of decision notice PA21/08829 dated 20/10/21 without compliance of Condition 2 of Decision Notice PA22/05065 dated 27/06/22

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.

(iii) PA25/02204 – 37 Chatsworth Way: Two Storey rear extension

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) PA25/02305 – 18 Wheal Regent Park: Proposed garden room and associated works

It was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council has no objections in principle but questions whether it is permissible for the building to be 3.5m high as it is proposed to be adjacent to the boundary.**

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

(i) PA23/09532 – Land off Menear Road: Construction of a temporary 17.51MW Solar Photovoltaic (PV) and 5MW Battery Storage Farm comprising solar modules, battery cabinets, landscaping, access from the public highway and associated works

It was noted that this application is due to be determined by Cornwall Council's Strategic Planning Committee on 17 April.

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

It was noted that a 5 day protocol letter had been received. It was **RESOLVED that the Clerk should respond stating that the parish council retains its objection for the following reasons**

1. Conflict with Carlyon Parish Neighbourhood Development Plan Policy 5(d)

The Carlyon Parish NDP, a statutory part of the local development plan, clearly states in Policy 5(d) "*Development should maintain and support the connection of biodiversity corridors and increase and not fragment connections for nature*"

The site in question has been **prematurely cleared of trees and vegetation** prior to planning submission, without any ecological assessment. This action has resulted in the **destruction and fragmentation of biodiversity corridors** that the policy seeks to protect. Approval of this development would set a concerning precedent for disregarding established neighbourhood planning policy.

2. Absence of Required Ecological Assessment

There is no ecological report or habitat survey submitted with this application. The removal of all trees and shrubs without any prior ecological checks is deeply problematic. Residents have raised concerns that the site may have supported protected species, including bats and barn owls.

Bats and their roosts are protected under the Conservation of Habitats and Species Regulations 2017, while both bats and barn owls are protected under the Wildlife and Countryside Act 1981. It is a criminal offence to disturb these species or damage their habitats - even if the species are not visibly present at the time of the site clearance.

Without ecological evidence, the council cannot adequately assess the application's biodiversity impact or ensure compliance with national wildlife legislation and planning policy.

3. Failure to meet Cornwall Council's Biodiversity and Planning Guidance

Cornwall Council requires all planning proposals that are likely to affect biodiversity to:

- submit appropriate species and habitat surveys

- demonstrate how they will achieve Biodiversity Net Gain

This application provides no ecological surveys, and consequently offers no mitigation measures or Biodiversity Net Gain strategy. It has already resulted in demonstrable biodiversity loss, failing to comply with both local and national planning policy frameworks, including the **National Planning Policy Framework, Paragraph 193, 2024.**

4. Request for deferred planning consideration and remedial action

In light of the concerns outlined above, we respectfully request that Cornwall Council

- Defers consideration of planning application PA25/01168, due to non-compliance with the Neighbourhood Plan and national ecological protections
- Requires the applicant to submit a post-clearance ecological survey of the site
- Requires a detailed plan for the reinstatement of the severed wildlife corridor, developed in consultation with adjacent residents and local ecological advice
- Determines the appropriate size and siting of the proposed garage only after the alignment and dimensions of the reinstated wildlife corridor have been established.
- Investigates potential breaches of planning control and considers enforcement action in response to the unauthorised and potentially unlawful clearance of the site.

This development runs counter to Cornwall Council's responsibilities under the Environment Act 2021, which places a duty on public authorities to conserve and enhance biodiversity. It also undermines the integrity of both biodiversity policy and community-led planning. I am attaching photographs taken in 1965, c 1995 and 2015 which clearly show the wildlife corridor.

If, having taken the above points into consideration, Cornwall Council is still minded to approve this application, the parish council will ask Cllr Mustoe to call the application in for consideration by the planning committee.

(24/173) Tunes on the Shore 23 – 25 May

Cllr Riley has spoken to the organiser about providing signage for Crinnis Close and Sea Road and he has agreed to look into this. The parish council will have a meeting with the organiser post-event.

(24/174) Parish Projects

Tregrehan History Board

The Clerk is awaiting an installation date.

(24/175) Parish Issues

(i) Tregrehan Jubilee Park

It was noted that there will be an event to commemorate the 80th anniversary of VE Day in the field on 8 May.

(ii) Tregrehan Flood Working Party

Cllr Phillips reported that information was not forthcoming until after the election – a follow up meeting will take place towards the end of May.

(iii) West Crinnis Field

There was nothing to report.

(iv) Tregrehan Methodist Chapel

The sticking point regarding the Community Right to Buy listing has now been resolved between Cornwall Council and the Methodists' solicitor. The parish council's solicitor is currently on leave so no other update was available.

The Clerk's report was noted and it was **RESOLVED that**

(i) Keys currently held by residents are to be returned and a key safe installed. This would simplify the letting process.

(ii) Hire charge to be set at £10 per hour with a 10% reduction for residents of the parish and regular bookings. Charges to be reviewed in 12 months time.

(iii) To adopt the draft terms of hire contained within the report

(v) Highways concerns

The Chairman was concerned about implications of the road closure of the A391 during May. He is concerned that Tregrehan residents will have difficulty when trying to join the A390. Traffic lights at the bottom of the A391 will be turned off meaning that there will be no breaks in the traffic. Cormac has responded saying that they won't know the impact of this until the road closure is in place. The Chairman was also concerned about recycling collections taking place at the usual times on the throughfares but Cormac said that there are no plans to change collections. Cllr Mustoe said that Cormac were making temporary signage available for affected businesses. Work is due to start on 6 May and between 6 and 14 May roundabout access will be maintained during the daytime. After that time the road and roundabouts will be closed.

(24/175) Financial Matters

Current balances were noted the following payments were approved:

DD	EE Ltd	Monthly mobile phone bill	£33.66
DD	Lloyds Bank Ltd	Credit card	£35.48
DD	Unity Trust Bank	Monthly bank charge	£6.00
BACS	Cormac	Annual Play Inspection	£232.30
BACS	Cornwall ALC	Annual Membership Subscription	£696.18
BACS	GET Landscaped	Grounds Maintenance – Jubilee Park	£672.00
BACS	J Larter/HMRC/CPF	Salary and oncosts	*

(24/176) Training/Meetings Attended

- 31 March – Clerk attended training on Legionella testing
- 3 April – Chairman, Cllr Riley and the Clerk met with representatives from the Methodist Church
- 14 April – Clerk attended an election briefing. Of 287 parishes in Cornwall having elections, only 23 councils have contested elections and 1 parish council is inquorate meaning Cornwall Council has to step in and run the council.

(24/177) Correspondence

A list of correspondence had been previously circulated.

(24/178) Dates for the Diary

- 23 April – South Cornwall Community Area Partnership meeting, St Austell Arts Centre 6.00pm (Cllr Riley to attend)

(24/179) Dates of Future Meetings

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

The meeting closed at 7.20 pm

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Chairman

Date

DRAFT

Carlyon Parish Council Budget Monitor Report to 30/04/2025

EXPENDITURE		Budget		Expenditure	% of Budget
Clerk's salary (including oncosts)	£	14,000.00	£	924.91	6.61%
Training & conference expenses	£	750.00	£	-	0.00%
Clerks Room Allowance	£	350.00	£	-	0.00%
Clerk's travel and subsistence	£	450.00	£	-	0.00%
Handyman	£	4,000.00	£	-	
Total employee related costs	£	19,550.00	£	924.91	4.73%
Office expenses	£	2,500.00	£	42.05	1.68%
Insurance	£	3,000.00	£	-	0.00%
Subscriptions	£	900.00	£	602.03	66.89%
Website	£	500.00	£	-	0.00%
Audit Fees	£	550.00	£	-	0.00%
Bank charges	£	150.00	£	9.00	6.00%
Meeting Expenses	£	50.00	£	-	0.00%
Total Administration Costs	£	7,650.00	£	653.08	8.54%
Chairman's Allowance	£	100.00	£	-	0.00%
Councillors Travel/Subsistence	£	200.00	£	-	0.00%
Parish Maintenance	£	5,600.00	£	-	0.00%
Parish Projects	£	-			0.00%
West Crinnis Field	£	-	£	-	0.00%
Jubilee Playing Fields	£	10,000.00	£	768.98	7.69%
Tregrehan Chapel	£	5,000.00	£	-	0.00%
PWL Repayments	£	5,500.00	£	-	0.00%
Total VAT	£	4,000.00	£	253.56	6.34%
Total Other Expenses	£	30,400.00	£	1,022.54	3.36%
Total Expenditure	£	57,600.00	£	2,600.53	4.51%

INCOME		Budget		Received	% of Budget
Precept	£	45,300.00	£	22,650.00	50.00%
VAT	£	4,000.00	£	-	0.00%
CIL	£	-	£	-	0.00%
Hall Rental	£	2,600.00	£	-	0.00%
Other Income	£	1,200.00	£	-	0.00%
Interest	£	1,500.00	£	382.18	25.48%
Transfer from Reserve Funds Held	£	3,000.00			
Total Income	£	57,600.00	£	23,032.18	39.99%

CURRENT FUNDS HELD

		At 30-04-25
Current Account	£	29,753.88

Total Current Funds	£	29,753.88
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RESERVE FUNDS HELD

		At 30-04-25
RESERVES: Instant Access	£	74,673.00
RESERVES: CCLA	£	100,000.00

Total Funds Held	£	174,673.00
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RESERVE FUNDS

ALLOCATED

		At 30-04-25
Community building	£	50,498.07
Community building (CIL Funds)	£	24,501.93
Election Fund	£	4,100.00
West Crinnis Field (PROW)	£	6,500.00
Tregrehan Flood Alieviation	£	7,500.00
Drainage Ditch Jubilee Fields	£	5,000.00
Property Contingency	£	21,040.00
Maintenance Contingency	£	12,748.65
General Contingency	£	42,784.35

Total Reserve Funds Allocated	£	174,673.00
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Agenda Item 16 – Correspondence Received

- Cornwall Council's Planning newsletter