



Carlyon Parish Council

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

Dear Councillor

You are summoned to attend a **Meeting of Carlyon Parish Council** to be held on **Tuesday 15 July 2025 at 6.00pm** in **Tregrehan Chapel**

Julie Larter

Mrs Julie Larter
Clerk
8 July 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. Apologies for Absence

2. Minutes of a Meeting of the Parish Council held on 17 June 2025

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

Pages 4 - 9

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. Matters to Note

To receive an update from the clerk on matters progressed since the last meeting (for information only)

5. Chairman's Announcements

6. 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.

7. Cornwall Councillor's Report

To receive a report from Cllr James Mustoe

8. Planning Applications and Related Matters

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

(i) PA25/03497 – 23 Fairway: Garage conversion and single storey rear extension, with demolition of small out building

(ii) PA25/04501 – Land at former 56 Sea Road: Erection of a block of 5 flats; provision of 9 parking spaces and associated landscaping without compliance with Condition 2 of Decision Notice PA16/06018 dated 4 October 2016

(iii) PA25/04494 – Land west of Higher Cuddra: Works to a tree covered by a TPO – Pedunculate Oak – Reduce limb back to main stem

(iv) PA25/03785 – 101 Sea Road: Works to trees covered by a TPO – T1 Macrocarpa, fell; T2 Macrocarpa, fell; T3 Macrocarpa, fell; T4 Macrocarpa, fell

(b) To note the outcome of the following planning application

PA25/04197 – 5 Wheal Regent Park: Works to trees subject to a TPO – trimming of Turkey Oak and 2 x Beech trees – *This application has been approved*

(c) To adopt a system of delegated powers to deal with any planning applications received before the 9th September meeting

9. Anti-Social Behaviour

To receive a report on matters progressed since 4 June meeting

10. Parish Issues

- (i) Tregrehan Jubilee Park
 - (a) *To consider quotes for tree works identified in the annual tree inspection*
 - (b) *To note any concerns/suggest any improvements*
- (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) Highways
 - (a) *Notification of road works to renew gas pipes on Cromwell Road/Porthpean Road/Polmear Road junction and on Mount Charles roundabout – 12 weeks from October - December*
 - (b) *To note any concerns*

11. Financial Matters

To note the current financial position and authorise payments

Pages 11-12

12. Training/Meetings

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

13. Correspondence

To note any correspondence received since the last meeting

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14. Dates for the Diary

To note any dates for members' diaries

15. Dates of Future Meetings

9 September, 21 October, 18 November, 16 December 2025

MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on 17 JUNE 2025 at 6.00pm in Tregrehan Chapel

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

In attendance: Julie Larter (Clerk), 6 members of the public.

(25/020) Apologies for Absence

There were no apologies.

(25/021) Minutes of the Annual Meeting of the Parish Council held on 13 May 2025

It was **RESOLVED** that the minutes of the Annual Meeting of the Parish Council held on 13 May 2025 be signed as a correct record of the meeting.

(25/022) Declarations of Interest

There were no declarations of interest.

(25/023) Matters to Note – Clerks Report

The Clerk reported that the long-awaited history board for Tregrehan has now been installed. Thanks to Mike Stone for all his help. Following complaints about cyclists using the SWCP into Charlestown, the Clerk has obtained some signs which will be put on posts along the path. The Countryside officer has confirmed that work to lay additional aggregate on the SWCP opposite the Porth Avallen is being added to the works schedule.

Not in this parish but of interest is that Cormac will be doing some improvement work to the steps leading into Charlestown from Carlyon Bay. Work is likely to take place after the October half term and this section will be diverted to facilitate the work.

Maintenance work this month includes removing the dog waste bag dispenser from West Crinnis field and several attempts to repair the door on the dog waste bin there; filling in a hole in front of one of the benches in the field; strimming work in Tregrehan and on the Beach Road/Chatsworth Way junction; painting railings at the top of Edinburgh Close, washing down and painting benches and tables in Jubilee Playing fields ; cleaning the bollards in Cypress Avenue and Mike has started to clear around the base of individual trees in Jubilee play park. Several un-necessary signs around Jubilee Playing Fields have been removed and 3 new signs have been ordered. Grass in West Crinnis field has been cut as requested last month.

The handyman is unable to paint the river railings in Tregrehan. He has cautioned that the railings will need treating before they are painted and once they have been painted, they will have to be repainted at least every 5 years. Part of the road will need to be sectioned off to enable safe working. The Clerk was asked to obtain quotes for the work and the matter will be discussed next month.

The Clerk has spoken to the Rights of Way officer dealing with re-routing the path on West Crinnis field and he is anticipating Brend Hotels to submit an application later this month.

(25/024) Chairman's Announcements

The Chairman had no announcements to make.

(25/025) Public Participation

A member of the public said he was interested in feedback from the recent meeting with the Police regarding antisocial behaviour on Beach Road.

(25/026) Cornwall Councillor's Report

Cllr Mustoe reported that he was pleased to attend a public meeting with the Police, Cornwall Council's Anti-Social Behaviour officer and the parish council on 4 June. He had followed up his action point from the meeting which was to speak to Cornwall Council's Licensing Department for advice on varying licenses. *"If you believe a licensed premises are operating in such a way that they are undermining any of the licensing objectives, any of the Responsible Authorities or other persons may apply to the Council, as the Licensing Authority, for a Review of the Premises Licence. However, this should be a last resort if problems have not been able to be resolved with the premises licence holder informally".* Cllr Mustoe re-iterated the importance of reporting incidents to the Police.

Cllr Mustoe was pleased that work to resurface the A391 had been completed on time and that work was currently underway to resolve the flooding issue on Fairway.

Cllr Mustoe's full report can be found on the Parish Councils website.

(25/027) Planning Applications and Related Matters

(a)

(i) PA25/02543 – 37 Sea Road: Replacement self-build dwelling and associated works (not on agenda)

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) PA25/03494 – Poolside, 55b Sea Road: Roof alterations and porch addition

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) PA25/03541 – Newbold Cottage, Tregrehan Mills: Works subject to a TPO 3 x Lawson Cypress. Remove these trees due to danger of snapping and falling and causing harm or damage

It was **RESOLVED** that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council agrees with the Tree Officer's report and has no objections to the proposal .

(iv) PA25/03286 – 41 Sea Road: Proposed extension and alterations

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

(v) PA25/03286 – Miraflores, Crinnis Close: Removal of existing conservatory, replacement roof, the removal of the chimney and the introduction of solar PV. Replace the existing uPVC windows for new, introduce 2 new high level windows and introduce bi-fold door to rear and internal reconfiguration of the existing layout

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**

(vi) PA25/03785 – 101 Sea Road: Works to trees covered by a TPO – T1 Macrocarpa, fell; T2 Macrocarpa, fell; T3 Macrocarpa, fell; T4 Macrocarpa, fell

This application was deferred pending sight of the Tree Officer's report.

(vii) PA25/04013 – 5 Haddon Way: Erection of detached annexe without compliance with Condition 3 of application PA24/05121 dated 10 December 2024

It was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that it objects to the proposal as it remains contrary to Policies 12 and 13 of the Cornwall Local Plan.**

(viii) PA25/04197 – 5 Wheal Regent Park: Works to trees subject to a TPO – trimming of Turkey Oak and 2 x Beech trees

This application was deferred pending sight of the Tree Officer's report

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

It was noted that this application has been approved

(c) PA25/00465/PRE – 101 Sea Road: It was noted that an Exception Notice was approved for 3 x Fir trees and 1 x Macrocarpa (G1) (a) proposed to fell all trees or (b) proposed to remove lower limbs as shown in the accompanying photos provided for each tree. Limbs are failing and shedding, posing a risk of injury, and a risk of property damage

(25/028) Community Capacity Fund

(i) It was noted that the parish council has been successful in obtaining grant funding of £2665 to undertake a feasibility study to determine how accessible toilet facilities can be developed in the chapel

(ii) It was **RESOLVED to appoint Kyie Lambert of Alan Leather Architects to undertake the feasibility study.**

(25/029) Anti-Social Behaviour

Following a meeting with the Police and Anti-Social Behaviour officer on 4 June, the following action points were agreed

Inspector Andrews

- To consider periodic mobile speed detection (*Clerk to chase*)
- To report back from a forthcoming stakeholder meeting (*Clerk to chase*)
- Neighbourhood Beat Officer to make patrols along Beach Road when they can (*already actioned*)

Helen Toms

- Forward reporting details to Clerk (*already actioned – links on minutes of that meeting which can be found on parish council website*)
- Forward link to the Community Safety Toolkit to Clerk (*already actioned*)
- To speak to Sue Edwards, Cornwall Council's Licensing Officer to ascertain how many complaints relating to the license have been reported (*already actioned -none*)

Cllr Mustoe

- To speak to Cornwall Council's Licensing team to ascertain how appeals/complaints against licenses can be made (*already actioned – see Cllr Mustoe's June 2025 report*)

Clerk

- Ask Cormac to undertake a speed monitoring exercise (already actioned, it was decided apparatus should be placed between Wheal Regent and the Beach Road/Sea Road crossroads)
- Consider maintaining the hedge/verge between Crinnis Wood Avenue and Crinnis Wood – parish council handyman to take on task
- Ask Brend Hotels for permission to position a litter bin opposite the Golf Club entrance (Already actioned – Brend Hotels have agreed to the request). **It was RESOLVED to purchase a plastic bin to be installed opposite the entrance to the Golf Club.**
- Put actions on the parish council's website and noticeboards (already actioned)

Residents

- To report all incidents
- To set up a Community Speed Watch group

It has been confirmed that security guards will now conduct bag searches from 1.00pm on persons who may appear to be carrying alcohol and be under-age. If any residents have any photographs or hear the names of people behaving in an anti-social way, they should let the security guards know and CEG will obtain a Banning Order.

The Clerk was asked to compile a list of things that could be construed as anti-social and circulate it.

(25/030) Parish Council Policies

- (i) It was **RESOLVED to adopt the Tree Management Policy previously circulated**
- (ii) It was **RESOLVED to adopt the Document Retention Policy previously circulated**

(25/031) Parish Issues

(i) Tregrehan Jubilee Park

(a) A request has been made for a memorial tree to be planted in memory of local resident Dorothy Lightfoot. Councillors agreed that this was a lovely idea. Cllr Phillips is to speak to her tree surgeon for recommendations. The tree is to be planted near the Christmas tree and fruit trees.

(b) Concerns

Residents using the lane adjacent to Jubilee playing fields wish to effect some repairs to the surface of the bridge and have asked the parish council for help. Cllr Parsons is to obtain detailed information and the matter will be discussed at next month's meeting.

The parish council has earmarked reserves to carry out drainage work on Jubilee field to help alleviate flooding. Cllr Riley is to speak to a contact to find out what sort of work is required and the matter will be discussed at next month's meeting.

(ii) Tregrehan Flood Working Party

There was nothing to report.

(iii) West Crinnis Field

It was noted that a section of the Sea Road boundary hedge opposite 83 Sea Road has been cut and this was during the bird nesting season. It was **RESOLVED to purchase a sign saying "Maintenance of this hedge is the responsibility of Carlyon Parish Council"** which should replace the current No Fly Tipping sign.

The Clerk was asked to contact Brend Hotels and see whether they would be willing to extend the lease on the field.

(iv) Tregrehan Methodist Chapel

The delay in the transaction has been over the wording of the overage clause which the parish council accepted at its April meeting. The council's solicitor feels that some of the contents are inappropriate for our proposed use and is re-wording it. Once this has been accepted by the Methodist organisation, apparently the matter is very close to completion.

Councillors discussed signage for the chapel. Mr Stone offered to design something and the matter will be discussed next month. In the meantime the Clerk is to obtain quotes for a wall mounted noticeboard and a hanging sign.

(v) Highways concerns

(a) It was noted that drainage work is currently taking place on Fairway and work is not due to be finished until 4 July. There will be a further road closure on Fairway between 8 September and 8 October.

(b) Concerns

The Clerk was asked to contact Cormac and request that the pavement hedge along the A390 be cut as brambles are forcing pedestrians out into the road.

Cllr Mustoe said that he and the Chairman took part in a Beating the Bounds walk in Mevagissey parish recently. Cllr Mustoe is organising a similar walk for Carlyon Parish and a date was set for 20 July.

(25/032) Financial Matters

(i) It was **RESOLVED to appoint Linda Coles as the council's internal auditor for 2025/26.**

(ii) The current financial position was noted and the following payments authorised.

DD	EE Ltd	Monthly mobile phone bill	£36.51
DD	Lloyds Bank Ltd	Credit card	£297.50
DD	Unity Trust Bank	Monthly charges	£6.00
BACS	GET Landscaped	Grounds maintenance Jubilee Playing fields and Cypress Avenue	£888.00
BACS	Parc Signs	Tregrehan History board	£1731.14
BACS	MA Grigg Ltd	Resources for handyman	£11.38
BACS	Cornwall Industrial Supplies	Protective clothing for handyman	£110.20
BACS	Hay Nurseries	Replenishing planters in Carlyon Bay	£165.60
BACS	Biffa	Annual contract – Cypress Avenue bin	£327.60
BACS	Corserv	Monthly safety inspections (Jubilee PF) Jan – June	£143.36
BACS	Complete Weed Control	Pavement weed spraying	£186.00
BACS	Staff/HMRC/CPF	Salaries and oncosts	£1530.43

(25/033) Training/Meetings Attended

- 21 May – Clerk attended a webinar on tree management
- 4 June – The Chairman, Cllrs Ford, Phillips and Riley together with the Clerk attended a meeting with residents and the Police regarding anti-social behaviour in Beach Road
- 9 June – The Clerk attended a meeting of Clerks to smaller councils
- 12 June – Cllrs Ford and Riley attended Cornwall Council’s planning training

(25/034) Correspondence

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

- Citizens Advice Cornwall – statistics on the number of residents of Carlyon Parish that have sought help from the organisation

(25/035) Dates for the Diary

- 23 July – South Cornwall Community Area Partnership meeting (Cllr Riley to attend)

(25/036) Dates of Future Meetings

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

The meeting closed at 7.12 pm

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Chairman

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Date

Carlyon Parish Council Budget Monitor Report to 30/06/2025

EXPENDITURE		Budget		Expenditure	% of Budget
Salaries (including oncosts)	£	14,000.00	£	3,878.60	27.70%
Training & conference expenses	£	750.00	£	50.00	6.67%
Clerks Room Allowance	£	350.00	£	156.00	44.57%
Staff travel and subsistence	£	450.00	£	124.50	27.67%
Handyman	£	4,000.00			
Total employee related costs	£	19,550.00	£	4,209.10	21.53%
Office expenses	£	2,500.00	£	354.20	14.17%
Insurance	£	3,000.00	£	-	0.00%
Subscriptions	£	900.00	£	602.03	66.89%
Website	£	500.00	£	-	0.00%
Audit Fees	£	550.00	£	200.00	36.36%
Bank charges	£	150.00	£	27.00	18.00%
Meeting Expenses	£	50.00	£	-	0.00%
Total Administration Costs	£	7,650.00	£	1,183.23	15.47%
Chairman's Allowance	£	100.00	£	-	0.00%
Councillors Travel/Subsistence	£	200.00	£	-	0.00%
Parish Maintenance	£	5,600.00	£	1,330.66	23.76%
Parish Projects	£	-	£	1,442.62	0.00%
West Crinnis Field	£	-	£	-	0.00%
Jubilee Playing Fields	£	10,000.00	£	2,548.45	25.48%
Tregrehan Chapel	£	5,000.00	£	-	0.00%
PWL Repayments	£	5,500.00	£	-	0.00%
Total VAT	£	4,000.00	£	1,216.62	30.42%
Total Other Expenses	£	30,400.00	£	6,538.35	21.51%
Total Expenditure	£	57,600.00	£	11,930.68	20.71%

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	£	3,258.07	271.51%
Interest	£	1,500.00	£	1,153.62	76.91%
Transfers from Reserve Funds Held	£	3,000.00			
Total Income	£	57,600.00	£	27,061.69	46.98%

CURRENT FUNDS HELD		At 30/06/2025
Current Account	£	24,410.75
Total Current Funds	£	24,410.75

RESERVE FUNDS HELD**At 31-05-25**

RESERVES: Instant Access	£	75,109.79
RESERVES: CCLA	£	100,000.00

Total Funds Held	£	175,109.79
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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 Alleviation	£	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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Maintenance Expenditure*(Salary and resources)**£1,156.88*

Agenda Item 16 – Correspondence Received

- Cornwall Council's Positive Planning briefing note regarding planning consultations and working papers
- Invitation from Imerys to attend a Community Liaison Group meeting on 15 July
- News item from CALC regarding the retirement of the County Officer