



Carlyon Parish Council

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Dear Councillor

You are summoned to attend a **Meeting** of **Carlyon Parish Council** to be held on **Tuesday 21 October 2025 at 6.00pm** in **Carlyon Parish Hall, Tregrehan Mills**

Julie Larter

Mrs Julie Larter
Clerk
14 October 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 9 September 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

To respond to the following planning applications and any applications received after publication of this agenda

(i) PA25/06559 – 48 Sea Road: Demolition of existing dwelling. Construction of a new replacement residential dwelling, with associated landscaping works

(ii) PA25/06654 – Crinnis Woods: Application for tree works within a TPO area: Removal of last remaining Sycamore adjacent to property rear fence, canopy over shed. Canopies of trees behind reduced slightly to reduce risk of breakout over fence and shed

(iii) PA25/06678 – Ferndale, Chapel Lane: Widening of existing driveway and associated resurfacing, paving and fencing works

(iv) PA25/06405 – 20 Haddon Way: Installation of rooflights, side window, construction of front porch and improved parking area

(v) PA25/07302 – 38 Gloucester Avenue: Proposed single-storey wrap-around extension with dual gable features to the rear, internal remodelling, alterations of fenestration, partial conversion of the garage to form a utility area with new flat roof, application of external insulation to the existing dwelling, addition of open sided porch and widening of the existing driveway to provide a safer access to the property.

9. Carlyon Parish Hall

(a) *To consider quotes for a new electricity supplier and authorise expenditure.*

(b) *To receive an update and discuss a marketing strategy*

10. Parish Issues

(i) Tregrehan Jubilee Park

- (a) *To consider quotes for drainage work, appoint a contractor and authorise expenditure*
- (b) *To consider a quote to replace chains on the swings and authorise expenditure*
- (c) *To note any concerns*

(ii) Tregrehan Flood Working Party

To receive an update

(iii) West Crinnis Field

(a) *HAD 302 – Public Paths Order Preliminary Consultation*

To note the current situation

(b) *To note any concerns*

(iv) Highways

- (a) *To consider entering into a Service Level Agreement with Cornwall Council to cut highways verges in Carlyon Bay* Appendix (i)
- (b) *To note any concerns*

11. Parish Councillor Vacancies – Co-option

To consider an application for co-option

Appendix (ii)

12. Financial Matters

(i) *To note the external audit has been completed*

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

Appendix (iii)
Pages 10-11

13. Training/Meetings

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

14. Correspondence

To note any correspondence received since the last meeting

Page 12

15. Dates for the Diary

To note any dates for members' diaries

16. Dates of Future Meetings

18 November, 16 December 2025

MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on 9 September 2025 at 6.00pm in Tregrehan Chapel

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

In attendance: Cllr James Mustoe, CC, Julie Larter (Clerk), 7 members of the public.

(25/052) Apologies for Absence

There were no apologies for absence.

(25/053) Minutes of a Meeting of the Parish Council held on 15 July 2025

It was **RESOLVED** that the minutes of a Meeting of the Parish Council held on 15 July 2025 be signed as a correct record of the meeting.

(25/054) Declarations of Interest

There were no declarations of interest.

The Chairman made the following statement "In respect of the consultation on Public Rights of Way in West Crinnis field, I attended Sea Road Residents' Association AGM on 7 September with the express reason of helping residents understand the current informal consultation. I did not express a view on the matter as the parish council had yet to discuss the consultation documents".

(25/055) Matters to Note – Clerks Report

The Clerk has contacted Steve Smith at Crinnis Beach and in future he will notify the council of any large scale events being held there. The bus shelter in Beach Road was vandalised but has been repaired and reported to the Police. Our handyman has been busy painting gates around Jubilee playing fields. The Chairman is to attend future beach stakeholder meetings.

(25/056) Chairman's Announcements

The Chairman stated that as of last Friday the parish council now owns the former Tregrehan Chapel.

(25/057) Public Participation

A member of the public spoke about the proposed re-routing of the PRow in West Crinnis field and queried why a less favourable entrance than the main gate was proposed.

A member of the public expressed reservations for the implications of the future of the field.

A member of the public enquired whether the Police have undertaken speed checks on Beach Road. The Chairman confirmed that speed checks were undertaken around the St Austell area on 21 July and this included Carlyon parish.

(25/058) Cornwall Councillor's Report

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

(25/059) Planning Applications and Related Matters

(a) It was noted that the parish council was being consulted on PA06559 – 48 Sea Road: Demolition of existing dwelling. Construction of new replacement residential dwelling, with associated landscape works and this was deferred to next month's meeting

(b) An update on the following planning application was noted:

PA25/04501 – Land at former 56 Sea Road: Demolition of a single dwelling and garage: Erection of block of five flats; provision on nine parking spaces and associated landscaping without compliance with Condition 2 of Decision Notice PA16/06018 dated 4 October 2016

In accordance with the protocol agreed in July the Clerk responded stating that the parish council has no objections to the proposal.

(c) It was noted that the Appeal relating to PA24/00808, 58 Sea Road has been dismissed by the Planning Inspector.

(25/060) Tregrehan Chapel

It was noted that the parish council now owns the Chapel and the building is now known as Carlyon Parish Hall.

The Clerk reported that she has drawn down the £75,000 Public Works loan and also withdrawn £25,000 from the CCLA Account (leaving £50,000) and the remaining £50,000 has been taken from the instant access account. Repayment of the Public Works Loan will be twice a year on 1 March and 1 September, at a reducing rate.

A marketing strategy for the hall is to be discussed next month.

(25/061) Parish Issues

(i) Tregrehan Jubilee Playing Fields

(a) Drainage Works

Cllr Riley has drawn up a specification for a soakaway in the playground field. Prior to any work being undertaken a percolation test needs to be carried out. He has obtained a quote of £40 to dig a trial pit. **It was RESOLVED to proceed with the £40 quote.** This will then determine the degree of work required.

The Clerk was asked to contact Highways and see if they would be willing to put a drain parallel to the small bridge to prevent water running off the road into the lane.

(b) Concerns

It was noted that the damper and spring on the pirate ship have now been replaced funded, by a devolution grant from Cornwall Council.

The parking cones are to be replaced with boulders painted white.

The Clerk is to obtain a sign stating that use of the field is at your own risk

(ii) Tregrehan Flood Working Party

Despite recent heavy rain, no flooding was reported on School Lane.

(iii) West Crinnis Field

(a) Consultation on the proposed footpath realignment

Following discussion it was unanimously **RESOLVED that the Clerk should respond to the consultation with the following comments:**

(1) Definitive Map Plotting

The consultation document states: *"Concerns were raised that the route of Footpath 426/1/1 shown on the **Definitive Map appears to be incorrectly plotted**, as it passes directly through the hotel building, which has occupied its current location since the early 1900s."*

The PROW has not been incorrectly plotted. This is the historical PROW that existed prior to the hotel being built and remains the PROW subject to any further orders being made.

(2) Actual Walked Route

The consultation document states: *"The applicant understands that the Council identified the need to realign this footpath in 2024, as the **actual walked route** does not correspond with the Definitive Map."*

The mapping in the consultation does not show the actual walked route (a spur from the SWCP through the coastguard gate). This route has been walked since the hotel was built and the original PROW was blocked.

(3) Net Increase to PROW Network

The consultation document states: *"The Council has acknowledged that the proposed route would result in a **net increase to the public rights of way network**."*

This is factually incorrect. The creation order path (blue dotted line, point B to point E) measures approximately 586m, whereas the path to be extinguished (red line, point B to point A) measures approximately 622m. This is a net loss of 36m. It's not reasonable to add the distance of the diversion proposal (blue line, point B to point A) to result in a net gain, as it follows the existing SWCP right of way.

(4) Expediency

The consultation document states: "*We believe the proposed diversion **satisfies the test of expediency** under Section 119 (1) of the Highways Act 1980*".

We do not agree that the proposal satisfies expediency for the public. The most expedient route is to spur from the SWCP through the coastguard gate, as per the route walked since the original PROW was blocked by the building of the hotel. We consider the proposal to be substantially less convenient for the public.

(5) Convenience

The consultation document states: "The proposed **route corresponds with the path currently used by the public** and resolves the discrepancy with the Definitive Map"

As per point 2, the route does not correspond with the actual walked route and consequently fails the test against Section 119(6) of the Highways Act 1980.

(6) Consultation Fails to Provide Sufficient Detail

The consultation does not clarify if the PROW will be placed on the existing road or in the hedge area or how/if it will be demarcated. Consequently, residents cannot determine if this route will narrow the road, worsening current parking and pass-through issues. Additionally, if the path replaces the hedge, it will result in further habitat loss.

(7) Disability Discrimination

Disability Discrimination legislation attempts where possible to make paths more convenient for public use. The proposal fails to deliver this. The current access point at the Coastguard gate is on level ground and feeds into a level section of the SWCP and has been used for wheelchair access. The new proposed access (point D) is on a much narrower part of Sea Road, by a junction and on an incline. The proposed route down to the SWCP (point D to point B) is rough and steep, not suitable for a wheelchair.

(8) Creation Order Path – Vehicle Obstruction

Brend Hotels currently allow their staff and guests to park along the creation order footpath route (blue dotted line), most notably from the hotel entrance towards point E. If this route was to become a PROW, then members of the public would be forced to walk in the middle of the road. Consequently, this consultation should have been accompanied by a clear plan of how this route will be kept accessible and free from obstruction.

(9) Private Road Status

The creation of the proposed PROW will compromise the current private status of this section of road, and could ultimately set a precedent for further sections of the SWCP to be routed along this road. This change will inevitably affect the privacy of numerous homes and could lead to increased traffic on a road that is not maintained by public funds, leaving residents with exposure to increased road maintenance costs.

(10) Parking

Currently, many visitors park near the coastguard gate for level access to the SWCP, which causes minimal traffic issues. However, relocating the access point to 'D' would lead to significant parking problems due to the narrower road and proximity to a junction. Additionally, as this is a private road, residents have limited options to address parking and traffic flow issues effectively.

(11) Diversion Proposal – Proximity to Cliff Edge

The diversion proposal (solid blue line) moves the SWCP closer to the cliff edge just after point B. Whilst it's acknowledged that this is the current walked path, it's highly probable

that cliff erosion will require Cornwall Council to make another proposal in the near future to move the SWCP back to the position that they are proposing to extinguish.

It was noted that at the AGM of the Sea Road Residents Association a vote was taken and 37 people were against the proposed new route, 9 were undecided or unaware and there were 0 votes for the proposal.

(b) Concerns – Cormac will be cutting back the hedge adjacent to the SWCP behind the Carlyon Bay Hotel in the next few days and also clearing 2m on the seaward side of the hotel at the request of the Coastguard as they are having access difficulties for their training.

(iv) Highways concerns

(a) Additional highways verge maintenance

A discussion took place about maintaining the following areas:

- Verge between the Sea Road and Haddon Way junctions
- Layby and area surrounding the traffic lights on the adopted section of Sea Road
- A390/Boscundle junction
- Entrance to Boscundle Close
-

A quote has been obtained and it was **RESOLVED that the contractor should undertake an initial cut at a cost of £350.** The Clerk is to enquire whether Cornwall Council would be willing to enter into an SLA next spring. It was suggested that St Austell Garden Centre could be approached to enquire whether they would be willing to undertake ongoing maintenance of the A390/Boscundle junction.

(b) It was noted that Cornwall Council made a decision to switch off street lights in Carlyon Bay and Tregrehan Mills between the hours of midnight and 5.00am

(c) It was noted that drainage work on Fairway has now commenced and a section of the road will remain closed for 6 weeks

(d) It was noted that highway work has commenced on A391 at Stenalees.

(e) Concerns

Cllr Phillips reported that vegetation overhanging the pavement on the A390 has still not been cut back. Cllr Mustoe is to pursue this with the Highways Manager.

Vegetation surrounding the bridge at the traffic calming buildout on Cypress Avenue has still not been cut back. The Clerk will ask the parish council's handyman to cut this back.

Cllr Ford reported that three street lights at the bottom Beach Road are not working. Cllr Ford will report the matter to Cornwall Council.

(25/062) Parish Councillor Vacancies – Co-option

It was **RESOLVED not to support the co-option of Peter Howard to fill one of the current vacancies on the basis that previous encounters with Mr Howard had been challenging. There was concern that this could impact the effectiveness and efficiency of the parish council and its interaction with residents.**

(25/063) Financial Matters

The current financial position was noted and the following payments made during August were ratified:

DD	EE Ltd	Monthly mobile phone bill	£33.81
DD	Lloyds Bank Ltd	Credit card	£489.18
DD	Unity Trust Bank	Monthly bank charges	£6.00
BACS	GET Landscaped	Grounds maintenance Jubilee Playing fields a Cypress Avenue	£942.00
BACS	Lyreco	Stationery	£39.12
BACS	ALA Architects	Plans for feasibility study for parish hall	£798.00
BACS	Cormac	Repairs to Mayflower Rocker	£3982.55
BACS	Glasdon	2 x waste bins (1 replacement, 1 additional)	£457.78
BACS	Bradfords	Topsoil for West Crinnis field	£132.00
BACS	Michael Thornton	Reimbursement for paving slabs	£28.61
BACS	Staff/HMRC/CPF	Salaries and oncosts	£1739.12

Payments for September will be submitted at a later date.

(25/064) Training/Meetings Attended

The Chairman and Cllr Ford attended a meeting of Sea Road Residents Association on 7 September

(25/065) Correspondence

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

- Correspondence regarding the proposed West Crinnis Field path realignment

(25/066) Dates for the Diary

There were no dates for the diary.

(25/067) Dates of Future Meetings

21 October, 18 November, 16 December 2025.

The meeting closed at 7.40pm

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Chairman

.....
Date

Carlyon Parish Council Budget Monitor Report to 30/09/2025

EXPENDITURE		Budget		Expenditure	% of Budget
Salaries (including oncosts)	£	14,000.00	£	8,337.38	59.55%
Training & conference expenses	£	750.00	£	390.00	52.00%
Clerks Room Allowance	£	350.00	£	156.00	44.57%
Staff travel and subsistence	£	450.00	£	145.85	32.41%
Handyman	£	4,000.00			
Total employee related costs	£	19,550.00	£	9,029.23	46.19%
Office expenses	£	2,500.00	£	721.88	28.88%
Insurance	£	3,000.00	£	-	0.00%
Subscriptions	£	900.00	£	649.03	72.11%
Website	£	500.00	£	-	0.00%
Audit Fees	£	550.00	£	515.00	93.64%
Bank charges	£	150.00	£	54.00	36.00%
Meeting Expenses	£	50.00	£	125.00	250.00%
Total Administration Costs	£	7,650.00	£	2,064.91	26.99%
Chairman's Allowance	£	100.00	£	-	0.00%
Councillors Travel/Subsistence	£	200.00	£	-	0.00%
Parish Maintenance	£	5,600.00	£	4,295.73	76.71%
Parish Projects	£	-	£	1,503.22	0.00%
West Crinnis Field	£	-	£	-	0.00%
Jubilee Playing Fields	£	10,000.00	£	6,427.24	64.27%
CIL (transferred from reserves)			£	24,501.93	100.00%
Community Building (trans from reserves)			£	50,498.07	100.00%
Carlyon Parish Hall	£	5,000.00	£	956.96	19.14%
Public Works Loan			£	75,000.00	
PWL Repayments	£	5,500.00	£	-	0.00%
Total VAT	£	4,000.00	£	2,949.46	73.74%
Total Other Expenses	£	30,400.00	£	166,132.61	546.49%
Total Expenditure	£	57,600.00	£	177,226.75	307.69%

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%
PWL Board					
Interest	£	1,500.00	£	2,264.13	150.94%
Transfers from Reserve Funds Held	£	3,000.00			
Total Income	£	57,600.00	£	28,172.20	48.91%

CURRENT FUNDS HELD**At 30/09/2025**

Current Account	£	57,797.04
Total Current Funds	£	57,797.04

£30,000 transferred to interest
account 01/10/25

RESERVE FUNDS HELD**At 30/09/2025**

RESERVES: Instant Access	£	406.30
RESERVES: CCLA	£	75,000.00
Total Funds Held	£	133,203.34

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

Transferred to expenditure

Transferred to expenditure

Maintenance Expenditure

(Salary and resources)

£2,478.82

Agenda Item 14 – Correspondence Received

- NHS Cornwall Together newsletter
- Invitation to stand for CALC Executive Committee
- Cornwall Council's Neighbourhood Planning newsletter
- Cornwall Council's Street Trading update
- Cornwall Council's Affordable Housing newsletter
- Copies of responses sent to Cornwall Council regarding the proposed footpath realignment consultation
- Update on Cornwall Council's 20MPH speed limit initiative in St Austell Town parish
- Training opportunities from CALC