



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 18 November 2025 at 6.00pm** in **Carlyon Parish Hall, Tregrehan Mills**

Julie Larter

Mrs Julie Larter

11 November 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 21 October 2025

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

Pages 4 - 8

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

(i) PA25/07617 – 5 Haddon Way: Retrospective material change of use of existing detached annex into single detached residence

(ii) PA25/077820 – 15 Crinnis Wood Avenue: Works to trees subject to a Tree Preservation Order for Semi-mature Beech (1) – to manage lateral growth to encourage upwards growth and reduce sidelining. Beech (2) – reduce lateral overhand on rear boundary and blend into upper canopy to maintain shape and form. Oak (3) – reduction due to imbalance and lateral crown growth as tree has been suppressed by larger woodland trees

(b) Planning Appeal

To note that an appeal has been lodged with the Planning Inspectorate in relation to planning application PA23/09532 – land off Menear Road: Construction of a temporary 17.51MWp Solar Photovoltaic (PV) and 5 MW Battery Storage Farm

9. Carlyon Parish Hall

(i) To note the current situation regarding the Good Growth Shared Prosperity Fund grant

(ii) To note any issues

10. Parish Issues

(i) Tregrehan Jubilee Park

- (a) To consider a quote for remedial work to the football goalmouths and authorise expenditure*
- (b) To note charges for waste disposal for 2026/27*
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(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) Cornwall Council's Call for Sites*
To consider nominating West Crinnis field as an accessible public open space

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(iv) Highways

- (a) To note that the applications are invited for the Community Highways Improvement Programme and to consider any nominations for the scheme*

- (b) To note any concerns*

11. Parish Councillor Vacancies – Co-option

To consider an application for co-option

Previously
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12. Financial Matters

To note the current financial position and authorise payments

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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

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15. Dates for the Diary

To note any dates for members' diaries

16. Dates of Future Meetings

16 December 2025, 20 January, 17 February, 17 March, 21 April, 19 May, 16 June, 14 July, 15 September, 20 October, 17 November, 15 December 2026

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

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

(25/068) Apologies for Absence

Apologies were received from Cllr Phillips and Cllr James Mustoe, CC

(25/069) Minutes of a Meeting of the Parish Council held on 9 September 2025

It was **RESOLVED** that the minutes of a meeting of the Parish Council held on 9 September 2025 be signed as a correct record of the minute.

(25/070) Declarations of Interest

There were no declarations of Interest.

(25/071) Matters to Note

The Clerk reported that following last month's meeting she wrote to the Highways Officer asking if a drain could be installed to direct water off the bridge in Tregrehan and into the stream. The Highways Officer replied that drainage management should be considered by those who created a private access onto the highways network and as the bridge has been there for a long time she queried why the request has been made now. She has asked the highways steward to attend during rainfall to understand how surface water is flowing in this area.

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A member of the public explained that construction vehicles were damaging Sea Road. He asked whether the parish council could ask for a caveat to be applied to planning permission requiring a contribution towards road upkeep. The Chairman explained that there is no statute in force enabling the parish council to do this. He also explained that CIL funds cannot be used on Sea Road as it is a private road. The matter will be put on next month's agenda for discussion.

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(ii) PA25/06654 – Crinnis Woods: Application for tree works within 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

It was **RESOLVED that the Clerk should respond to the planning authority stating that the parish council objects to the application on the basis that the tree is not on the applicants land and as far as it is aware and the applicant has not consulted with Crinnis Wood Management Company.**

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

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

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(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

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(ii) The Clerk reported that she has applied to have the building's address changed on Cornwall Council's database at a cost of £65.50, and this will then allow the council to register it with Royal Mail prior to arranging a WiFi connection. The fire extinguishers have been serviced and arrangements are being made for a fire risk assessment to be undertaken.

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(25/077) Parish Issues

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(b) Chains and shackles on 3 swings are worn to the limit and need replacing. It was **RESOLVED to accept the quote of £519.44 from Cormac to replace the chains and shackles**

(c) Concerns

Goalmouths on the football pitch are worn and need attention. The Clerk was asked to get a quote for their repair.

Memorial tree for Dorothy Lightfoot: The Clerk reported that she has liaised with the contractor and he is going to source an Acer. The tree is to be planted in the row of trees adjacent to the boundary to replace a tree that failed.

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There was nothing to report.

(iii) West Crinnis Field

(a) HAD 302 Public Paths Order Preliminary Consultation for West Crinnis Field

The Chairman reported that 175 comments had been received by Cornwall Council, which the Rights of Way Officer was analysing these.

(b) Concerns

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(iv) Highways

(a) SLA for Carlyon Bay verges.

It was **RESOLVED** to enter into a Service Level Agreement with Cornwall Council **to cut highway verges in Carlyon Bay in 2026.** Councillors are to check which verges are currently cut by residents and the Chairman will liaise with the contractor.

(b) Concerns

It was noted that street lights on Beach Road below the Sea Road crossroad have not worked for a while. The Clerk was asked to write to Brend Hotels and explain they were needed to try to alleviate anti-social behaviour.

(25/078) Parish Councillor Vacancies

This matter was deferred to next month.

(25/079) Financial Matters

- (i) It was noted that the external audit is now complete and no matters were raised.
- (ii) Current balances were noted and the following payments authorised

September payments

BACS	Wellers Client Account	Purchase of Carlyon Parish Hall	£	150,060.60
DD	EE Ltd	Monthly mobile phone charge	£	35.81
DD	Lloyds Bank	Credit card*	£	73.44
DD	Unity Trust Bank	Monthly bank charges	£	6.00
DD	Information Commissioner	Data protection fee	£	52.00
BACS	GET Landscaped	Grounds maintenance - Jubilee Playing Fields		
		Grounds maintenance - Cypress Avenue	£	888.00
BACS	Tregrehan Methodist Church	Room hire	£	125.00
BACS	Cornwall ALC	Code of Conduct training (Cllr Trudgian)	£	30.00
BACS	Vision ICT	Renewal of SSL Certificate	£	60.00
BACS	St Austell Glass	Repairs to Beach Road bus shelter	£	363.60
BACS	SLCC	Clerk's attendance at Annual Conference (shared with Kenwyn PC)	£	351.60
BACS	BDO LLP	External Audit Fee	£	378.00
BACS	Complete Weed Control	Pavement weedspraying	£	186.00
BACS	Staff/HMRC/CPF	Salaries and oncosts	£	1,485.60

October payments

DD	EE Ltd	Monthly mobile phone charge	£35.81
DD	Lloyds Bank	Credit card*	£163.16
DD	Unity Trust Bank	Monthly bank charges	£6.00
BACS	Cornwall Council	Uncontested election recharge	£557.08
BACS	GET Landscaped	Grounds maintenance	£888.00
BACS	Lyreco	Stationery	£33.54
BACS	Staff/HMRC/CPF	Staff salaries and oncosts	£1432.68
BACS	Action Fire South West	Fire Extinguisher Service	£216.00

It was noted that a CIL payment relating to PA24/09333 amounting to £3,376.97 has been received. It was **RESOLVED that this and any further CIL payments should be allocated to cover the cost of installing accessible toilet facilities in the parish hall**

(25/080) Training/Meetings Attended

15 September – Cllrs Riley and Ford attended Code of Conduct training
 24 September – Cllr Parsons attended Code of Conduct training
 29 September – Clerk attended a meeting of Clerks to smaller councils
 14 – 15 October – Clerk attended SLCC National Conference

(25/081) Correspondence Received

A list of correspondence had been previously circulated

(25/082) Dates for the Diary

22 October – Cllr Phillips to attend planning training

(25/083) Dates of Future Meetings
16 December 2025

The meeting closed 7.18 pm

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Chairman

.....
Date

DRAFT

Carlyon Parish Council Budget Monitor Report to 31/10/2025

EXPENDITURE		Budget		Expenditure	% of Budget
Salaries (including oncosts)	£	14,000.00	£	9,767.36	69.77%
Training & conference expenses	£	750.00	£	390.00	52.00%
Clerks Room Allowance	£	350.00	£	156.00	44.57%
Staff travel and subsistence	£	450.00	£	148.55	33.01%
Handyman	£	4,000.00			
Total employee related costs	£	19,550.00	£	10,461.91	53.51%
Office expenses	£	2,500.00	£	894.87	35.79%
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	£	63.00	42.00%
Meeting Expenses	£	50.00	£	125.00	250.00%
Total Administration Costs	£	7,650.00	£	2,246.90	29.37%
Chairman's Allowance	£	100.00	£	-	0.00%
Councillors Travel/Subsistence	£	200.00	£	-	0.00%
Parish Maintenance	£	5,600.00	£	4,475.73	79.92%
Parish Projects	£	-	£	1,503.22	0.00%
West Crinnis Field	£	-	£	-	0.00%
Jubilee Playing Fields	£	10,000.00	£	6,987.24	69.87%
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	£	1,230.22	24.60%
Public Works Loan			£	75,000.00	
PWL Repayments	£	5,500.00	£	-	0.00%
Elections (transferred from reserves)			£	557.08	
Total VAT	£	4,000.00	£	3,171.72	79.29%
Total Other Expenses	£	30,400.00	£	167,925.21	552.39%
Total Expenditure	£	57,600.00	£	180,634.02	313.60%

INCOME		Budget		Received	% of Budget
Precept	£	45,300.00	£	45,300.00	100.00%
VAT	£	4,000.00	£	2,553.67	63.84%
CIL	£	-	£	3,376.97	0.00%
Hall Rental	£	2,600.00	£	45.00	1.73%
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	£	56,797.84	98.61%
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CURRENT FUNDS HELD

At 31/10/2025

Current Account

£

30,621.81

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

Total Current Funds

£

30,621.81

RESERVE FUNDS HELD

At 31/10/2025

RESERVES: Instant Access

£

30,406.30

RESERVES: CCLA

£

75,000.00

Total Funds Held

£

136,028.11

RESERVE FUNDS ALLOCATED

At 30-04-25

Community building

£

50,498.07

All transferred to expenditure

Community building (CIL Funds)

£

24,501.93

All transferred to expenditure
£557.08 transferred 10/25 £3542.92
remaining

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

Maintenance Expenditure

(Salary and resources)

£2,893.12

Agenda Item 14 – Correspondence Received

- Invitation to attend the CALC AGM
- Details of Cornwall Youth Council elections
- Cornwall Council's Positive Planning newsletter
- Invitation to attend Cornwall Community Flood Forum
- South Cornwall CAP funding bulletin
- Cornwall and Isles of Scilly newsletter
- Cornwall Council's Town and Parish Council newsletter



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(b) Concerns

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(25/078) Parish Councillor Vacancies

This matter was deferred to next month.

(25/079) Financial Matters

- (i) It was noted that the external audit is now complete and no matters were raised.
- (ii) Current balances were noted and the following payments authorised

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It was noted that a CIL payment relating to PA24/09333 amounting to £3,376.97 has been received. It was **RESOLVED that this and any further CIL payments should be allocated to cover the cost of installing accessible toilet facilities in the parish hall**

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(25/082) Dates for the Diary

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(25/083) Dates of Future Meetings
16 December 2025

The meeting closed 7.18 pm

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Chairman

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Date

DRAFT

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At 30-04-25

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All transferred to expenditure

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Drainage Ditch Jubilee Fields

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Total Reserve Funds Allocated

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174,673.00

Maintenance Expenditure

(Salary and resources)

£2,893.12

Agenda Item 14 – Correspondence Received

- Invitation to attend the CALC AGM
- Details of Cornwall Youth Council elections
- Cornwall Council's Positive Planning newsletter
- Invitation to attend Cornwall Community Flood Forum
- South Cornwall CAP funding bulletin
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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 18 November 2025 at 6.00pm** in **Carlyon Parish Hall, Tregrehan Mills**

Julie Larter

Mrs Julie Larter

11 November 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 21 October 2025

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

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3. Declarations of Interest on Items on the Agenda

(a) Pecuniary Interests

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

(i) PA25/07617 – 5 Haddon Way: Retrospective material change of use of existing detached annex into single detached residence

(ii) PA25/077820 – 15 Crinnis Wood Avenue: Works to trees subject to a Tree Preservation Order for Semi-mature Beech (1) – to manage lateral growth to encourage upwards growth and reduce sidelining. Beech (2) – reduce lateral overhand on rear boundary and blend into upper canopy to maintain shape and form. Oak (3) – reduction due to imbalance and lateral crown growth as tree has been suppressed by larger woodland trees

(b) Planning Appeal

To note that an appeal has been lodged with the Planning Inspectorate in relation to planning application PA23/09532 – land off Menear Road: Construction of a temporary 17.51MWp Solar Photovoltaic (PV) and 5 MW Battery Storage Farm

9. Carlyon Parish Hall

(i) To note the current situation regarding the Good Growth Shared Prosperity Fund grant

(ii) To note any issues

10. Parish Issues

(i) Tregrehan Jubilee Park

- (a) To consider a quote for remedial work to the football goalmouths and authorise expenditure*
- (b) To note charges for waste disposal for 2026/27*
- (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) Cornwall Council's Call for Sites*
To consider nominating West Crinnis field as an accessible public open space

- (c) To note any concerns*

(iv) Highways

- (a) To note that the applications are invited for the Community Highways Improvement Programme and to consider any nominations for the scheme*

- (b) To note any concerns*

11. Parish Councillor Vacancies – Co-option

To consider an application for co-option

Previously
circulated

12. Financial Matters

To note the current financial position and authorise payments

Pages 9 - 10

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 11

15. Dates for the Diary

To note any dates for members' diaries

16. Dates of Future Meetings

16 December 2025, 20 January, 17 February, 17 March, 21 April, 19 May, 16 June, 14 July, 15 September, 20 October, 17 November, 15 December 2026

MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on 21 October 2025 at 6.00pm in Carlyon Parish Hall

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

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

(25/068) Apologies for Absence

Apologies were received from Cllr Phillips and Cllr James Mustoe, CC

(25/069) Minutes of a Meeting of the Parish Council held on 9 September 2025

It was **RESOLVED** that the minutes of a meeting of the Parish Council held on 9 September 2025 be signed as a correct record of the minute.

(25/070) Declarations of Interest

There were no declarations of Interest.

(25/071) Matters to Note

The Clerk reported that following last month's meeting she wrote to the Highways Officer asking if a drain could be installed to direct water off the bridge in Tregrehan and into the stream. The Highways Officer replied that drainage management should be considered by those who created a private access onto the highways network and as the bridge has been there for a long time she queried why the request has been made now. She has asked the highways steward to attend during rainfall to understand how surface water is flowing in this area.

(25/072) Chairman's Announcements

The Chairman had no announcements.

(25/073) Public Participation

A member of the public commented that a manhole cover opposite Crinnis Close is loose and makes a noise every time a vehicle drives over it. The Clerk is to report it to Highways.

A member of the public explained that construction vehicles were damaging Sea Road. He asked whether the parish council could ask for a caveat to be applied to planning permission requiring a contribution towards road upkeep. The Chairman explained that there is no statute in force enabling the parish council to do this. He also explained that CIL funds cannot be used on Sea Road as it is a private road. The matter will be put on next month's agenda for discussion.

(25/074) Cornwall Councillor's Report

Cllr Mustoe's report had been previously circulated and can be found on the parish council's website.

Concern was expressed about traffic congestion being caused by roadworks on Cromwell Road, in particular difficulties in traffic entering and exiting the Charlestown Road turn. The "keep clear" signage is only for traffic exiting Charlestown Road and should be the full width of the road. The Clerk is to report this to the Highways Officer and copy Cllr Mustoe in.

Cllr Riley reported that the attenuation tanks recently put in Fairway are not functioning properly as the drains haven't been cleared out resulting in water flowing into driveways. Highways have been told about this previously. The Clerk is to report this to the Highways officer and copy Cllr Mustoe in.

(25/075) Planning and Related Matters

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

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

(ii) PA25/06654 – Crinnis Woods: Application for tree works within 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

It was **RESOLVED that the Clerk should respond to the planning authority stating that the parish council objects to the application on the basis that the tree is not on the applicants land and as far as it is aware and the applicant has not consulted with Crinnis Wood Management Company.**

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

It was **RESOLVED that the Clerk should respond to the planning authority stating that the parish council has no objections to the proposal although the council acknowledges a comment made by a neighbour but no details were provided to validate its accuracy.**

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

It was **RESOLVED that the Clerk should respond to the planning authority stating that the parish council has no objections to the proposal.**

(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

It was **RESOLVED that the Clerk should respond to the planning authority stating that the parish council has no objections to the proposal.**

(25/076) Carlyon Parish Hall

(i) Quotes for a new electricity supplier

Quotes had been received and it was **RESOLVED to enter into a contract with British Gas fixed for 24 months.**

(ii) The Clerk reported that she has applied to have the building's address changed on Cornwall Council's database at a cost of £65.50, and this will then allow the council to register it with Royal Mail prior to arranging a WiFi connection. The fire extinguishers have been serviced and arrangements are being made for a fire risk assessment to be undertaken.

A discussion took place about how to market the hall for hire. Mike Stone agreed to design promotional posters and a banner and the Chairman is to set up a Carlyon Parish Council Facebook profile.

(25/077) Parish Issues

(i) Tregrehan Jubilee Park

(a) Quotes for drainage work had been received, all of a broadly similar amount. Councillors felt it was important for work to be undertaken as soon as possible. It was **RESOLVED that the Clerk should write to all parties and enquire when they would be able to undertake the work, and it was delegated to the Clerk to accept the quote from the contractor who could commence work soonest.**

(b) Chains and shackles on 3 swings are worn to the limit and need replacing. It was **RESOLVED to accept the quote of £519.44 from Cormac to replace the chains and shackles**

(c) Concerns

Goalmouths on the football pitch are worn and need attention. The Clerk was asked to get a quote for their repair.

Memorial tree for Dorothy Lightfoot: The Clerk reported that she has liaised with the contractor and he is going to source an Acer. The tree is to be planted in the row of trees adjacent to the boundary to replace a tree that failed.

(ii) Tregrehan Flood Working Party

There was nothing to report.

(iii) West Crinnis Field

(a) HAD 302 Public Paths Order Preliminary Consultation for West Crinnis Field

The Chairman reported that 175 comments had been received by Cornwall Council, which the Rights of Way Officer was analysing these.

(b) Concerns

The Clerk was asked to enquire when the Sea Road boundary hedge is due to be cut. The Clerk was also asked to chase Cormac about remedial work on the footpath opposite the Porth Avallen and also ask for the canopy over the SWCP near the Coastguard lookout to be cut.

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(a) SLA for Carlyon Bay verges.

It was **RESOLVED** to enter into a Service Level Agreement with Cornwall Council **to cut highway verges in Carlyon Bay in 2026.** Councillors are to check which verges are currently cut by residents and the Chairman will liaise with the contractor.

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Julie Larter

Mrs Julie Larter

11 November 2025

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(ii) PA25/077820 – 15 Crinnis Wood Avenue: Works to trees subject to a Tree Preservation Order for Semi-mature Beech (1) – to manage lateral growth to encourage upwards growth and reduce sidelining. Beech (2) – reduce lateral overhand on rear boundary and blend into upper canopy to maintain shape and form. Oak (3) – reduction due to imbalance and lateral crown growth as tree has been suppressed by larger woodland trees

(b) Planning Appeal

To note that an appeal has been lodged with the Planning Inspectorate in relation to planning application PA23/09532 – land off Menear Road: Construction of a temporary 17.51MWp Solar Photovoltaic (PV) and 5 MW Battery Storage Farm

9. Carlyon Parish Hall

(i) To note the current situation regarding the Good Growth Shared Prosperity Fund grant

(ii) To note any issues

10. Parish Issues

(i) Tregrehan Jubilee Park

- (a) To consider a quote for remedial work to the football goalmouths and authorise expenditure*
- (b) To note charges for waste disposal for 2026/27*
- (c) To note any concerns*

(ii) Tregrehan Flood Working Party *To receive an update*

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- (a) HAD 302 – Public Paths Order Preliminary Consultation*
To note the current situation

- (b) Cornwall Council's Call for Sites*
To consider nominating West Crinnis field as an accessible public open space

- (c) To note any concerns*

(iv) Highways

- (a) To note that the applications are invited for the Community Highways Improvement Programme and to consider any nominations for the scheme*

- (b) To note any concerns*

11. Parish Councillor Vacancies – Co-option

To consider an application for co-option

Previously
circulated

12. Financial Matters

To note the current financial position and authorise payments

Pages 9 - 10

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 11

15. Dates for the Diary

To note any dates for members' diaries

16. Dates of Future Meetings

16 December 2025, 20 January, 17 February, 17 March, 21 April, 19 May, 16 June, 14 July, 15 September, 20 October, 17 November, 15 December 2026

MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on 21 October 2025 at 6.00pm in Carlyon Parish Hall

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

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

(25/068) Apologies for Absence

Apologies were received from Cllr Phillips and Cllr James Mustoe, CC

(25/069) Minutes of a Meeting of the Parish Council held on 9 September 2025

It was **RESOLVED** that the minutes of a meeting of the Parish Council held on 9 September 2025 be signed as a correct record of the minute.

(25/070) Declarations of Interest

There were no declarations of Interest.

(25/071) Matters to Note

The Clerk reported that following last month's meeting she wrote to the Highways Officer asking if a drain could be installed to direct water off the bridge in Tregrehan and into the stream. The Highways Officer replied that drainage management should be considered by those who created a private access onto the highways network and as the bridge has been there for a long time she queried why the request has been made now. She has asked the highways steward to attend during rainfall to understand how surface water is flowing in this area.

(25/072) Chairman's Announcements

The Chairman had no announcements.

(25/073) Public Participation

A member of the public commented that a manhole cover opposite Crinnis Close is loose and makes a noise every time a vehicle drives over it. The Clerk is to report it to Highways.

A member of the public explained that construction vehicles were damaging Sea Road. He asked whether the parish council could ask for a caveat to be applied to planning permission requiring a contribution towards road upkeep. The Chairman explained that there is no statute in force enabling the parish council to do this. He also explained that CIL funds cannot be used on Sea Road as it is a private road. The matter will be put on next month's agenda for discussion.

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(25/075) Planning and Related Matters

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

(ii) PA25/06654 – Crinnis Woods: Application for tree works within 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

It was **RESOLVED that the Clerk should respond to the planning authority stating that the parish council objects to the application on the basis that the tree is not on the applicants land and as far as it is aware and the applicant has not consulted with Crinnis Wood Management Company.**

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

It was **RESOLVED that the Clerk should respond to the planning authority stating that the parish council has no objections to the proposal although the council acknowledges a comment made by a neighbour but no details were provided to validate its accuracy.**

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

It was **RESOLVED that the Clerk should respond to the planning authority stating that the parish council has no objections to the proposal.**

(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

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Quotes had been received and it was **RESOLVED to enter into a contract with British Gas fixed for 24 months.**

(ii) The Clerk reported that she has applied to have the building's address changed on Cornwall Council's database at a cost of £65.50, and this will then allow the council to register it with Royal Mail prior to arranging a WiFi connection. The fire extinguishers have been serviced and arrangements are being made for a fire risk assessment to be undertaken.

A discussion took place about how to market the hall for hire. Mike Stone agreed to design promotional posters and a banner and the Chairman is to set up a Carlyon Parish Council Facebook profile.

(25/077) Parish Issues

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(a) Quotes for drainage work had been received, all of a broadly similar amount. Councillors felt it was important for work to be undertaken as soon as possible. It was **RESOLVED that the Clerk should write to all parties and enquire when they would be able to undertake the work, and it was delegated to the Clerk to accept the quote from the contractor who could commence work soonest.**

(b) Chains and shackles on 3 swings are worn to the limit and need replacing. It was **RESOLVED to accept the quote of £519.44 from Cormac to replace the chains and shackles**

(c) Concerns

Goalmouths on the football pitch are worn and need attention. The Clerk was asked to get a quote for their repair.

Memorial tree for Dorothy Lightfoot: The Clerk reported that she has liaised with the contractor and he is going to source an Acer. The tree is to be planted in the row of trees adjacent to the boundary to replace a tree that failed.

(ii) Tregrehan Flood Working Party

There was nothing to report.

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(a) HAD 302 Public Paths Order Preliminary Consultation for West Crinnis Field

The Chairman reported that 175 comments had been received by Cornwall Council, which the Rights of Way Officer was analysing these.

(b) Concerns

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(a) SLA for Carlyon Bay verges.

It was **RESOLVED** to enter into a Service Level Agreement with Cornwall Council **to cut highway verges in Carlyon Bay in 2026.** Councillors are to check which verges are currently cut by residents and the Chairman will liaise with the contractor.

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It was noted that street lights on Beach Road below the Sea Road crossroad have not worked for a while. The Clerk was asked to write to Brend Hotels and explain they were needed to try to alleviate anti-social behaviour.

(25/078) Parish Councillor Vacancies

This matter was deferred to next month.

(25/079) Financial Matters

- (i) It was noted that the external audit is now complete and no matters were raised.
- (ii) Current balances were noted and the following payments authorised

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BACS	Wellers Client Account	Purchase of Carlyon Parish Hall	£	150,060.60
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BACS	GET Landscaped	Grounds maintenance	£888.00
BACS	Lyreco	Stationery	£33.54
BACS	Staff/HMRC/CPF	Staff salaries and oncosts	£1432.68
BACS	Action Fire South West	Fire Extinguisher Service	£216.00

It was noted that a CIL payment relating to PA24/09333 amounting to £3,376.97 has been received. It was **RESOLVED that this and any further CIL payments should be allocated to cover the cost of installing accessible toilet facilities in the parish hall**

(25/080) Training/Meetings Attended

15 September – Cllrs Riley and Ford attended Code of Conduct training
 24 September – Cllr Parsons attended Code of Conduct training
 29 September – Clerk attended a meeting of Clerks to smaller councils
 14 – 15 October – Clerk attended SLCC National Conference

(25/081) Correspondence Received

A list of correspondence had been previously circulated

(25/082) Dates for the Diary

22 October – Cllr Phillips to attend planning training

(25/083) Dates of Future Meetings
16 December 2025

The meeting closed 7.18 pm

.....
Chairman

.....
Date

DRAFT

Carlyon Parish Council Budget Monitor Report to 31/10/2025

EXPENDITURE		Budget		Expenditure	% of Budget
Salaries (including oncosts)	£	14,000.00	£	9,767.36	69.77%
Training & conference expenses	£	750.00	£	390.00	52.00%
Clerks Room Allowance	£	350.00	£	156.00	44.57%
Staff travel and subsistence	£	450.00	£	148.55	33.01%
Handyman	£	4,000.00			
Total employee related costs	£	19,550.00	£	10,461.91	53.51%
Office expenses	£	2,500.00	£	894.87	35.79%
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	£	63.00	42.00%
Meeting Expenses	£	50.00	£	125.00	250.00%
Total Administration Costs	£	7,650.00	£	2,246.90	29.37%
Chairman's Allowance	£	100.00	£	-	0.00%
Councillors Travel/Subsistence	£	200.00	£	-	0.00%
Parish Maintenance	£	5,600.00	£	4,475.73	79.92%
Parish Projects	£	-	£	1,503.22	0.00%
West Crinnis Field	£	-	£	-	0.00%
Jubilee Playing Fields	£	10,000.00	£	6,987.24	69.87%
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	£	1,230.22	24.60%
Public Works Loan			£	75,000.00	
PWL Repayments	£	5,500.00	£	-	0.00%
Elections (transferred from reserves)			£	557.08	
Total VAT	£	4,000.00	£	3,171.72	79.29%
Total Other Expenses	£	30,400.00	£	167,925.21	552.39%
Total Expenditure	£	57,600.00	£	180,634.02	313.60%

INCOME		Budget		Received	% of Budget
Precept	£	45,300.00	£	45,300.00	100.00%
VAT	£	4,000.00	£	2,553.67	63.84%
CIL	£	-	£	3,376.97	0.00%
Hall Rental	£	2,600.00	£	45.00	1.73%
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	£	56,797.84	98.61%
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CURRENT FUNDS HELD

At 31/10/2025

Current Account

£

30,621.81

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

Total Current Funds

£

30,621.81

RESERVE FUNDS HELD

At 31/10/2025

RESERVES: Instant Access

£

30,406.30

RESERVES: CCLA

£

75,000.00

Total Funds Held

£

136,028.11

RESERVE FUNDS ALLOCATED

At 30-04-25

Community building

£

50,498.07

All transferred to expenditure

Community building (CIL Funds)

£

24,501.93

All transferred to expenditure
£557.08 transferred 10/25 £3542.92
remaining

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

Maintenance Expenditure

(Salary and resources)

£2,893.12

Agenda Item 14 – Correspondence Received

- Invitation to attend the CALC AGM
- Details of Cornwall Youth Council elections
- Cornwall Council's Positive Planning newsletter
- Invitation to attend Cornwall Community Flood Forum
- South Cornwall CAP funding bulletin
- Cornwall and Isles of Scilly newsletter
- Cornwall Council's Town and Parish Council newsletter



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 18 November 2025 at 6.00pm** in **Carlyon Parish Hall, Tregrehan Mills**

Julie Larter

Mrs Julie Larter

11 November 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 21 October 2025

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

Pages 4 - 8

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

(i) PA25/07617 – 5 Haddon Way: Retrospective material change of use of existing detached annex into single detached residence

(ii) PA25/077820 – 15 Crinnis Wood Avenue: Works to trees subject to a Tree Preservation Order for Semi-mature Beech (1) – to manage lateral growth to encourage upwards growth and reduce sidelining. Beech (2) – reduce lateral overhand on rear boundary and blend into upper canopy to maintain shape and form. Oak (3) – reduction due to imbalance and lateral crown growth as tree has been suppressed by larger woodland trees

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BACS	Staff/HMRC/CPF	Staff salaries and oncosts	£1432.68
BACS	Action Fire South West	Fire Extinguisher Service	£216.00

It was noted that a CIL payment relating to PA24/09333 amounting to £3,376.97 has been received. It was **RESOLVED that this and any further CIL payments should be allocated to cover the cost of installing accessible toilet facilities in the parish hall**

(25/080) Training/Meetings Attended

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 24 September – Cllr Parsons attended Code of Conduct training
 29 September – Clerk attended a meeting of Clerks to smaller councils
 14 – 15 October – Clerk attended SLCC National Conference

(25/081) Correspondence Received

A list of correspondence had been previously circulated

(25/082) Dates for the Diary

22 October – Cllr Phillips to attend planning training

(25/083) Dates of Future Meetings
16 December 2025

The meeting closed 7.18 pm

.....
Chairman

.....
Date

DRAFT

Carlyon Parish Council Budget Monitor Report to 31/10/2025

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Clerks Room Allowance	£	350.00	£	156.00	44.57%
Staff travel and subsistence	£	450.00	£	148.55	33.01%
Handyman	£	4,000.00			
Total employee related costs	£	19,550.00	£	10,461.91	53.51%
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Website	£	500.00	£	-	0.00%
Audit Fees	£	550.00	£	515.00	93.64%
Bank charges	£	150.00	£	63.00	42.00%
Meeting Expenses	£	50.00	£	125.00	250.00%
Total Administration Costs	£	7,650.00	£	2,246.90	29.37%
Chairman's Allowance	£	100.00	£	-	0.00%
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Parish Maintenance	£	5,600.00	£	4,475.73	79.92%
Parish Projects	£	-	£	1,503.22	0.00%
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Jubilee Playing Fields	£	10,000.00	£	6,987.24	69.87%
CIL (transferred from reserves)			£	24,501.93	100.00%
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Total VAT	£	4,000.00	£	3,171.72	79.29%
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Total Expenditure	£	57,600.00	£	180,634.02	313.60%

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PWL Board					
Interest	£	1,500.00	£	2,264.13	150.94%
Transfers from Reserve Funds Held	£	3,000.00			

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£30,000 transferred to interest account
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All transferred to expenditure

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£557.08 transferred 10/25 £3542.92
remaining

Election Fund

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West Crinnis Field (PROW)

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Tregrehan Flood Alleviation

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Drainage Ditch Jubilee Fields

£

5,000.00

Property Contingency

£

21,040.00

Maintenance Contingency

£

12,748.65

General Contingency

£

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Total Reserve Funds Allocated

£

174,673.00

Maintenance Expenditure

(Salary and resources)

£2,893.12

Agenda Item 14 – Correspondence Received

- Invitation to attend the CALC AGM
- Details of Cornwall Youth Council elections
- Cornwall Council's Positive Planning newsletter
- Invitation to attend Cornwall Community Flood Forum
- South Cornwall CAP funding bulletin
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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 18 November 2025 at 6.00pm** in **Carlyon Parish Hall, Tregrehan Mills**

Julie Larter

Mrs Julie Larter

11 November 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 21 October 2025

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

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3. Declarations of Interest on Items on the Agenda

(a) Pecuniary Interests

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

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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.

7. Cornwall Councillor's Report

To receive a report from Cllr James Mustoe.

8. Planning Applications and Related Matters

(a) To respond to the following planning applications on the following applications and any applications received after publication of this agenda

(i) PA25/07617 – 5 Haddon Way: Retrospective material change of use of existing detached annex into single detached residence

(ii) PA25/077820 – 15 Crinnis Wood Avenue: Works to trees subject to a Tree Preservation Order for Semi-mature Beech (1) – to manage lateral growth to encourage upwards growth and reduce sidelining. Beech (2) – reduce lateral overhand on rear boundary and blend into upper canopy to maintain shape and form. Oak (3) – reduction due to imbalance and lateral crown growth as tree has been suppressed by larger woodland trees

(b) Planning Appeal

To note that an appeal has been lodged with the Planning Inspectorate in relation to planning application PA23/09532 – land off Menear Road: Construction of a temporary 17.51MWp Solar Photovoltaic (PV) and 5 MW Battery Storage Farm

9. Carlyon Parish Hall

(i) To note the current situation regarding the Good Growth Shared Prosperity Fund grant

(ii) To note any issues

10. Parish Issues

(i) Tregrehan Jubilee Park

- (a) To consider a quote for remedial work to the football goalmouths and authorise expenditure*
- (b) To note charges for waste disposal for 2026/27*
- (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) Cornwall Council's Call for Sites*
To consider nominating West Crinnis field as an accessible public open space

- (c) To note any concerns*

(iv) Highways

- (a) To note that the applications are invited for the Community Highways Improvement Programme and to consider any nominations for the scheme*

- (b) To note any concerns*

11. Parish Councillor Vacancies – Co-option

To consider an application for co-option

Previously
circulated

12. Financial Matters

To note the current financial position and authorise payments

Pages 9 - 10

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

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15. Dates for the Diary

To note any dates for members' diaries

16. Dates of Future Meetings

16 December 2025, 20 January, 17 February, 17 March, 21 April, 19 May, 16 June, 14 July, 15 September, 20 October, 17 November, 15 December 2026

MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on 21 October 2025 at 6.00pm in Carlyon Parish Hall

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

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

(25/068) Apologies for Absence

Apologies were received from Cllr Phillips and Cllr James Mustoe, CC

(25/069) Minutes of a Meeting of the Parish Council held on 9 September 2025

It was **RESOLVED** that the minutes of a meeting of the Parish Council held on 9 September 2025 be signed as a correct record of the minute.

(25/070) Declarations of Interest

There were no declarations of Interest.

(25/071) Matters to Note

The Clerk reported that following last month's meeting she wrote to the Highways Officer asking if a drain could be installed to direct water off the bridge in Tregrehan and into the stream. The Highways Officer replied that drainage management should be considered by those who created a private access onto the highways network and as the bridge has been there for a long time she queried why the request has been made now. She has asked the highways steward to attend during rainfall to understand how surface water is flowing in this area.

(25/072) Chairman's Announcements

The Chairman had no announcements.

(25/073) Public Participation

A member of the public commented that a manhole cover opposite Crinnis Close is loose and makes a noise every time a vehicle drives over it. The Clerk is to report it to Highways.

A member of the public explained that construction vehicles were damaging Sea Road. He asked whether the parish council could ask for a caveat to be applied to planning permission requiring a contribution towards road upkeep. The Chairman explained that there is no statute in force enabling the parish council to do this. He also explained that CIL funds cannot be used on Sea Road as it is a private road. The matter will be put on next month's agenda for discussion.

(25/074) Cornwall Councillor's Report

Cllr Mustoe's report had been previously circulated and can be found on the parish council's website.

Concern was expressed about traffic congestion being caused by roadworks on Cromwell Road, in particular difficulties in traffic entering and exiting the Charlestown Road turn. The "keep clear" signage is only for traffic exiting Charlestown Road and should be the full width of the road. The Clerk is to report this to the Highways Officer and copy Cllr Mustoe in.

Cllr Riley reported that the attenuation tanks recently put in Fairway are not functioning properly as the drains haven't been cleared out resulting in water flowing into driveways. Highways have been told about this previously. The Clerk is to report this to the Highways officer and copy Cllr Mustoe in.

(25/075) Planning and Related Matters

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

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

(ii) PA25/06654 – Crinnis Woods: Application for tree works within 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

It was **RESOLVED that the Clerk should respond to the planning authority stating that the parish council objects to the application on the basis that the tree is not on the applicants land and as far as it is aware and the applicant has not consulted with Crinnis Wood Management Company.**

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

It was **RESOLVED that the Clerk should respond to the planning authority stating that the parish council has no objections to the proposal although the council acknowledges a comment made by a neighbour but no details were provided to validate its accuracy.**

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

It was **RESOLVED that the Clerk should respond to the planning authority stating that the parish council has no objections to the proposal.**

(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

It was **RESOLVED that the Clerk should respond to the planning authority stating that the parish council has no objections to the proposal.**

(25/076) Carlyon Parish Hall

(i) Quotes for a new electricity supplier

Quotes had been received and it was **RESOLVED to enter into a contract with British Gas fixed for 24 months.**

(ii) The Clerk reported that she has applied to have the building's address changed on Cornwall Council's database at a cost of £65.50, and this will then allow the council to register it with Royal Mail prior to arranging a WiFi connection. The fire extinguishers have been serviced and arrangements are being made for a fire risk assessment to be undertaken.

A discussion took place about how to market the hall for hire. Mike Stone agreed to design promotional posters and a banner and the Chairman is to set up a Carlyon Parish Council Facebook profile.

(25/077) Parish Issues

(i) Tregrehan Jubilee Park

(a) Quotes for drainage work had been received, all of a broadly similar amount. Councillors felt it was important for work to be undertaken as soon as possible. It was **RESOLVED that the Clerk should write to all parties and enquire when they would be able to undertake the work, and it was delegated to the Clerk to accept the quote from the contractor who could commence work soonest.**

(b) Chains and shackles on 3 swings are worn to the limit and need replacing. It was **RESOLVED to accept the quote of £519.44 from Cormac to replace the chains and shackles**

(c) Concerns

Goalmouths on the football pitch are worn and need attention. The Clerk was asked to get a quote for their repair.

Memorial tree for Dorothy Lightfoot: The Clerk reported that she has liaised with the contractor and he is going to source an Acer. The tree is to be planted in the row of trees adjacent to the boundary to replace a tree that failed.

(ii) Tregrehan Flood Working Party

There was nothing to report.

(iii) West Crinnis Field

(a) HAD 302 Public Paths Order Preliminary Consultation for West Crinnis Field

The Chairman reported that 175 comments had been received by Cornwall Council, which the Rights of Way Officer was analysing these.

(b) Concerns

The Clerk was asked to enquire when the Sea Road boundary hedge is due to be cut. The Clerk was also asked to chase Cormac about remedial work on the footpath opposite the Porth Avallen and also ask for the canopy over the SWCP near the Coastguard lookout to be cut.

(iv) Highways

(a) SLA for Carlyon Bay verges.

It was **RESOLVED** to enter into a Service Level Agreement with Cornwall Council **to cut highway verges in Carlyon Bay in 2026.** Councillors are to check which verges are currently cut by residents and the Chairman will liaise with the contractor.

(b) Concerns

It was noted that street lights on Beach Road below the Sea Road crossroad have not worked for a while. The Clerk was asked to write to Brend Hotels and explain they were needed to try to alleviate anti-social behaviour.

(25/078) Parish Councillor Vacancies

This matter was deferred to next month.

(25/079) Financial Matters

- (i) It was noted that the external audit is now complete and no matters were raised.
- (ii) Current balances were noted and the following payments authorised

September payments

BACS	Wellers Client Account	Purchase of Carlyon Parish Hall	£	150,060.60
DD	EE Ltd	Monthly mobile phone charge	£	35.81
DD	Lloyds Bank	Credit card*	£	73.44
DD	Unity Trust Bank	Monthly bank charges	£	6.00
DD	Information Commissioner	Data protection fee	£	52.00
BACS	GET Landscaped	Grounds maintenance - Jubilee Playing Fields		
		Grounds maintenance - Cypress Avenue	£	888.00
BACS	Tregrehan Methodist Church	Room hire	£	125.00
BACS	Cornwall ALC	Code of Conduct training (Cllr Trudgian)	£	30.00
BACS	Vision ICT	Renewal of SSL Certificate	£	60.00
BACS	St Austell Glass	Repairs to Beach Road bus shelter	£	363.60
BACS	SLCC	Clerk's attendance at Annual Conference (shared with Kenwyn PC)	£	351.60
BACS	BDO LLP	External Audit Fee	£	378.00
BACS	Complete Weed Control	Pavement weedspraying	£	186.00
BACS	Staff/HMRC/CPF	Salaries and oncosts	£	1,485.60

October payments

DD	EE Ltd	Monthly mobile phone charge	£35.81
DD	Lloyds Bank	Credit card*	£163.16
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BACS	Cornwall Council	Uncontested election recharge	£557.08
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Mrs Julie Larter

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MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on 21 October 2025 at 6.00pm in Carlyon Parish Hall

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

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

(25/068) Apologies for Absence

Apologies were received from Cllr Phillips and Cllr James Mustoe, CC

(25/069) Minutes of a Meeting of the Parish Council held on 9 September 2025

It was **RESOLVED** that the minutes of a meeting of the Parish Council held on 9 September 2025 be signed as a correct record of the minute.

(25/070) Declarations of Interest

There were no declarations of Interest.

(25/071) Matters to Note

The Clerk reported that following last month's meeting she wrote to the Highways Officer asking if a drain could be installed to direct water off the bridge in Tregrehan and into the stream. The Highways Officer replied that drainage management should be considered by those who created a private access onto the highways network and as the bridge has been there for a long time she queried why the request has been made now. She has asked the highways steward to attend during rainfall to understand how surface water is flowing in this area.

(25/072) Chairman's Announcements

The Chairman had no announcements.

(25/073) Public Participation

A member of the public commented that a manhole cover opposite Crinnis Close is loose and makes a noise every time a vehicle drives over it. The Clerk is to report it to Highways.

A member of the public explained that construction vehicles were damaging Sea Road. He asked whether the parish council could ask for a caveat to be applied to planning permission requiring a contribution towards road upkeep. The Chairman explained that there is no statute in force enabling the parish council to do this. He also explained that CIL funds cannot be used on Sea Road as it is a private road. The matter will be put on next month's agenda for discussion.

(25/074) Cornwall Councillor's Report

Cllr Mustoe's report had been previously circulated and can be found on the parish council's website.

Concern was expressed about traffic congestion being caused by roadworks on Cromwell Road, in particular difficulties in traffic entering and exiting the Charlestown Road turn. The "keep clear" signage is only for traffic exiting Charlestown Road and should be the full width of the road. The Clerk is to report this to the Highways Officer and copy Cllr Mustoe in.

Cllr Riley reported that the attenuation tanks recently put in Fairway are not functioning properly as the drains haven't been cleared out resulting in water flowing into driveways. Highways have been told about this previously. The Clerk is to report this to the Highways officer and copy Cllr Mustoe in.

(25/075) Planning and Related Matters

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

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

(ii) PA25/06654 – Crinnis Woods: Application for tree works within 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

It was **RESOLVED that the Clerk should respond to the planning authority stating that the parish council objects to the application on the basis that the tree is not on the applicants land and as far as it is aware and the applicant has not consulted with Crinnis Wood Management Company.**

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

It was **RESOLVED that the Clerk should respond to the planning authority stating that the parish council has no objections to the proposal although the council acknowledges a comment made by a neighbour but no details were provided to validate its accuracy.**

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

It was **RESOLVED that the Clerk should respond to the planning authority stating that the parish council has no objections to the proposal.**

(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

It was **RESOLVED that the Clerk should respond to the planning authority stating that the parish council has no objections to the proposal.**

(25/076) Carlyon Parish Hall

(i) Quotes for a new electricity supplier

Quotes had been received and it was **RESOLVED to enter into a contract with British Gas fixed for 24 months.**

(ii) The Clerk reported that she has applied to have the building's address changed on Cornwall Council's database at a cost of £65.50, and this will then allow the council to register it with Royal Mail prior to arranging a WiFi connection. The fire extinguishers have been serviced and arrangements are being made for a fire risk assessment to be undertaken.

A discussion took place about how to market the hall for hire. Mike Stone agreed to design promotional posters and a banner and the Chairman is to set up a Carlyon Parish Council Facebook profile.

(25/077) Parish Issues

(i) Tregrehan Jubilee Park

(a) Quotes for drainage work had been received, all of a broadly similar amount. Councillors felt it was important for work to be undertaken as soon as possible. It was **RESOLVED that the Clerk should write to all parties and enquire when they would be able to undertake the work, and it was delegated to the Clerk to accept the quote from the contractor who could commence work soonest.**

(b) Chains and shackles on 3 swings are worn to the limit and need replacing. It was **RESOLVED to accept the quote of £519.44 from Cormac to replace the chains and shackles**

(c) Concerns

Goalmouths on the football pitch are worn and need attention. The Clerk was asked to get a quote for their repair.

Memorial tree for Dorothy Lightfoot: The Clerk reported that she has liaised with the contractor and he is going to source an Acer. The tree is to be planted in the row of trees adjacent to the boundary to replace a tree that failed.

(ii) Tregrehan Flood Working Party

There was nothing to report.

(iii) West Crinnis Field

(a) HAD 302 Public Paths Order Preliminary Consultation for West Crinnis Field

The Chairman reported that 175 comments had been received by Cornwall Council, which the Rights of Way Officer was analysing these.

(b) Concerns

The Clerk was asked to enquire when the Sea Road boundary hedge is due to be cut. The Clerk was also asked to chase Cormac about remedial work on the footpath opposite the Porth Avallen and also ask for the canopy over the SWCP near the Coastguard lookout to be cut.

(iv) Highways

(a) SLA for Carlyon Bay verges.

It was **RESOLVED** to enter into a Service Level Agreement with Cornwall Council **to cut highway verges in Carlyon Bay in 2026.** Councillors are to check which verges are currently cut by residents and the Chairman will liaise with the contractor.

(b) Concerns

It was noted that street lights on Beach Road below the Sea Road crossroad have not worked for a while. The Clerk was asked to write to Brend Hotels and explain they were needed to try to alleviate anti-social behaviour.

(25/078) Parish Councillor Vacancies

This matter was deferred to next month.

(25/079) Financial Matters

- (i) It was noted that the external audit is now complete and no matters were raised.
- (ii) Current balances were noted and the following payments authorised

September payments

BACS	Wellers Client Account	Purchase of Carlyon Parish Hall	£	150,060.60
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BACS	Action Fire South West	Fire Extinguisher Service	£216.00

It was noted that a CIL payment relating to PA24/09333 amounting to £3,376.97 has been received. It was **RESOLVED that this and any further CIL payments should be allocated to cover the cost of installing accessible toilet facilities in the parish hall**

(25/080) Training/Meetings Attended

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 24 September – Cllr Parsons attended Code of Conduct training
 29 September – Clerk attended a meeting of Clerks to smaller councils
 14 – 15 October – Clerk attended SLCC National Conference

(25/081) Correspondence Received

A list of correspondence had been previously circulated

(25/082) Dates for the Diary

22 October – Cllr Phillips to attend planning training

(25/083) Dates of Future Meetings
16 December 2025

The meeting closed 7.18 pm

.....
Chairman

.....
Date

DRAFT

Carlyon Parish Council Budget Monitor Report to 31/10/2025

EXPENDITURE		Budget		Expenditure	% of Budget
Salaries (including oncosts)	£	14,000.00	£	9,767.36	69.77%
Training & conference expenses	£	750.00	£	390.00	52.00%
Clerks Room Allowance	£	350.00	£	156.00	44.57%
Staff travel and subsistence	£	450.00	£	148.55	33.01%
Handyman	£	4,000.00			
Total employee related costs	£	19,550.00	£	10,461.91	53.51%
Office expenses	£	2,500.00	£	894.87	35.79%
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	£	63.00	42.00%
Meeting Expenses	£	50.00	£	125.00	250.00%
Total Administration Costs	£	7,650.00	£	2,246.90	29.37%
Chairman's Allowance	£	100.00	£	-	0.00%
Councillors Travel/Subsistence	£	200.00	£	-	0.00%
Parish Maintenance	£	5,600.00	£	4,475.73	79.92%
Parish Projects	£	-	£	1,503.22	0.00%
West Crinnis Field	£	-	£	-	0.00%
Jubilee Playing Fields	£	10,000.00	£	6,987.24	69.87%
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	£	1,230.22	24.60%
Public Works Loan			£	75,000.00	
PWL Repayments	£	5,500.00	£	-	0.00%
Elections (transferred from reserves)			£	557.08	
Total VAT	£	4,000.00	£	3,171.72	79.29%
Total Other Expenses	£	30,400.00	£	167,925.21	552.39%
Total Expenditure	£	57,600.00	£	180,634.02	313.60%

INCOME		Budget		Received	% of Budget
Precept	£	45,300.00	£	45,300.00	100.00%
VAT	£	4,000.00	£	2,553.67	63.84%
CIL	£	-	£	3,376.97	0.00%
Hall Rental	£	2,600.00	£	45.00	1.73%
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	£	56,797.84	98.61%
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CURRENT FUNDS HELD

At 31/10/2025

Current Account

£

30,621.81

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

Total Current Funds

£

30,621.81

RESERVE FUNDS HELD

At 31/10/2025

RESERVES: Instant Access

£

30,406.30

RESERVES: CCLA

£

75,000.00

Total Funds Held

£

136,028.11

RESERVE FUNDS ALLOCATED

At 30-04-25

Community building

£

50,498.07

All transferred to expenditure

Community building (CIL Funds)

£

24,501.93

All transferred to expenditure
£557.08 transferred 10/25 £3542.92
remaining

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

Maintenance Expenditure

(Salary and resources)

£2,893.12

Agenda Item 14 – Correspondence Received

- Invitation to attend the CALC AGM
- Details of Cornwall Youth Council elections
- Cornwall Council's Positive Planning newsletter
- Invitation to attend Cornwall Community Flood Forum
- South Cornwall CAP funding bulletin
- Cornwall and Isles of Scilly newsletter
- Cornwall Council's Town and Parish Council newsletter



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 18 November 2025 at 6.00pm** in **Carlyon Parish Hall, Tregrehan Mills**

Julie Larter

Mrs Julie Larter

11 November 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 21 October 2025

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

Pages 4 - 8

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

(i) PA25/07617 – 5 Haddon Way: Retrospective material change of use of existing detached annex into single detached residence

(ii) PA25/077820 – 15 Crinnis Wood Avenue: Works to trees subject to a Tree Preservation Order for Semi-mature Beech (1) – to manage lateral growth to encourage upwards growth and reduce sidelining. Beech (2) – reduce lateral overhand on rear boundary and blend into upper canopy to maintain shape and form. Oak (3) – reduction due to imbalance and lateral crown growth as tree has been suppressed by larger woodland trees

(b) Planning Appeal

To note that an appeal has been lodged with the Planning Inspectorate in relation to planning application PA23/09532 – land off Menear Road: Construction of a temporary 17.51MWp Solar Photovoltaic (PV) and 5 MW Battery Storage Farm

9. Carlyon Parish Hall

(i) To note the current situation regarding the Good Growth Shared Prosperity Fund grant

(ii) To note any issues

10. Parish Issues

(i) Tregrehan Jubilee Park

- (a) To consider a quote for remedial work to the football goalmouths and authorise expenditure*
- (b) To note charges for waste disposal for 2026/27*
- (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) Cornwall Council's Call for Sites*
To consider nominating West Crinnis field as an accessible public open space

- (c) To note any concerns*

(iv) Highways

- (a) To note that the applications are invited for the Community Highways Improvement Programme and to consider any nominations for the scheme*

- (b) To note any concerns*

11. Parish Councillor Vacancies – Co-option

To consider an application for co-option

Previously
circulated

12. Financial Matters

To note the current financial position and authorise payments

Pages 9 - 10

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 11

15. Dates for the Diary

To note any dates for members' diaries

16. Dates of Future Meetings

16 December 2025, 20 January, 17 February, 17 March, 21 April, 19 May, 16 June, 14 July, 15 September, 20 October, 17 November, 15 December 2026

MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on 21 October 2025 at 6.00pm in Carlyon Parish Hall

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Bank charges	£	150.00	£	63.00	42.00%
Meeting Expenses	£	50.00	£	125.00	250.00%
Total Administration Costs	£	7,650.00	£	2,246.90	29.37%
Chairman's Allowance	£	100.00	£	-	0.00%
Councillors Travel/Subsistence	£	200.00	£	-	0.00%
Parish Maintenance	£	5,600.00	£	4,475.73	79.92%
Parish Projects	£	-	£	1,503.22	0.00%
West Crinnis Field	£	-	£	-	0.00%
Jubilee Playing Fields	£	10,000.00	£	6,987.24	69.87%
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	£	1,230.22	24.60%
Public Works Loan			£	75,000.00	
PWL Repayments	£	5,500.00	£	-	0.00%
Elections (transferred from reserves)			£	557.08	
Total VAT	£	4,000.00	£	3,171.72	79.29%
Total Other Expenses	£	30,400.00	£	167,925.21	552.39%
Total Expenditure	£	57,600.00	£	180,634.02	313.60%

INCOME		Budget		Received	% of Budget
Precept	£	45,300.00	£	45,300.00	100.00%
VAT	£	4,000.00	£	2,553.67	63.84%
CIL	£	-	£	3,376.97	0.00%
Hall Rental	£	2,600.00	£	45.00	1.73%
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	£	56,797.84	98.61%
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CURRENT FUNDS HELD

At 31/10/2025

Current Account

£

30,621.81

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

Total Current Funds

£

30,621.81

RESERVE FUNDS HELD

At 31/10/2025

RESERVES: Instant Access

£

30,406.30

RESERVES: CCLA

£

75,000.00

Total Funds Held

£

136,028.11

RESERVE FUNDS ALLOCATED

At 30-04-25

Community building

£

50,498.07

All transferred to expenditure

Community building (CIL Funds)

£

24,501.93

All transferred to expenditure
£557.08 transferred 10/25 £3542.92
remaining

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

Maintenance Expenditure

(Salary and resources)

£2,893.12

Agenda Item 14 – Correspondence Received

- Invitation to attend the CALC AGM
- Details of Cornwall Youth Council elections
- Cornwall Council's Positive Planning newsletter
- Invitation to attend Cornwall Community Flood Forum
- South Cornwall CAP funding bulletin
- Cornwall and Isles of Scilly newsletter
- Cornwall Council's Town and Parish Council newsletter