



Carlyon Parish Council

Trethella Cottage, Ruan Lanhorne, 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 20 January 2026 at 6.00pm** in **Carlyon Parish Hall, Tregrehan Mills**

Julie Larter

Mrs Julie Larter

13 January 2026

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 16 December 2025

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

Pages 4 - 7

3. Declarations of Interest on Items on the Agenda

(a) Pecuniary Interests

Declare those interests which have been declared on your Register of Financial Interests relevant to the agenda of the meeting. Whenever the item is being discussed, including public participation, you must leave the room and not take part in the discussion or decision.

(b) Non-registerable Interests

You must declare Non-Registerable Interests at the start of the meeting or whenever the interest becomes apparent. Then when the matter is being discussed, even during public participation, you must leave the room and not take part in the discussion or decision.

(c) Dispensations

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

(d) Gifts and Hospitality

To declare any gifts or hospitality

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

4. 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) PA25/09536 – 7 Boscundle Close: Proposed domestic garage

(ii) PA25/09618 – 58 Sea Road: Extension and associated alterations

(iii) PA25/09329 – 18 Sea Road: Modifications and extension to existing dwelling

9. Carlyon Parish Hall

(i) Marketing the hall

(ii) Future Priorities

(iii) To consider quotes for a new noticeboard

10. Gwallon Keas

This is a standing agenda item

11. Parish Issues

(i) Tregrehan Jubilee Park

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 Feedback from the public meeting held on 14 January

(b) To note any concerns

(iv) Highways

To note any concerns

12. Financial Matters

To note the current financial position and authorise payments

Pages 8-9

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

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 16 December 2025 at 6.00pm in Carlyon Parish Hall

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

In attendance: Cllr James Mustoe, CC; Julie Larter (Clerk), 6 members of the public.

(25/100) Apologies for Absence

Apologies were received from Cllrs Sonia Philips and Paul Riley.

(25/101) Minutes of a Meeting of the Parish Council held on 18 November 2025

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

(25/102) Declarations of Interest

There were no declarations of Interest.

(25/103) Matters to Note

The Clerk reported that salt bins have now been installed in Gwallon Keas. The clerk originally placed the order in February and received an acknowledgement from Cormac that they would be delivered in a few days, but this did not happen.

A fire risk assessment has been carried out on the hall and a lack of emergency lighting has been identified. Quotes will be obtained for consideration at the January meeting.

(25/104) Chairman's Announcements

The Chairman had no announcements to make.

(25/105) Public Participation

A member of the public enquired about HAD 302 – West Crinnis field footpath. The applicant for planning application PA25/07844 spoke about the planning application.

(25/106) Cornwall Councillor's Report

Cllr Mustoe reported on a site meeting he attended regarding the adoption of roads in Gwallon Keas. Adoption is not likely to be for another 18 months as remedial works need to be undertaken.

Cllr Mustoe expressed his concern about the withdrawal of First Bus from Cornwall but said that Cornwall Council was actively seeking a replacement provision.

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

(25/107) Planning and Related Matters

(i) PA25/07844 – 33 Kent Avenue: Conversion of a domestic garage to habitable room and other internal works. The applicant outlined the application.

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

(25/108) Carlyon Parish Hall

Quotes had been obtained for internet access and it was **RESOLVED to enter into a contract with Wildanet for internet access at a cost of £39 per month plus £99 connection charge.**

(25/109) – Gwallon Keas

Cllr Mustoe had previously provided an update on road adoption in the estate. Cllr Mabbott is to speak to the management company to seek permission for a noticeboard to be installed.

Cllr Mabbot asked whether a 20MPH speed limit could be introduced on the estate and Cllr Mustoe said this will happen once the roads are adopted.

Cllr Mustoe is to ask Cornwall Council whether they would install a waste bin at the entrance to the estate.

(25/110) Parish Issues

(i) Tregrehan Jubilee Park

(a) Waste Disposal for 2026/27

An additional quote had been received for waste disposal and it was **RESOLVED to enter into a contract with Holiday Home Waste Collections for waste disposal from 1 April 2026 at a cost of £4.20 per black bag.**

(b) Safety Inspections

It was **RESOLVED to enter into a service level agreement with Cormac to undertake bi-monthly playground equipment safety inspections from 1 January 2026 at a cost of £289.49.**

(c) Concerns

There were no other concerns

(ii) Tregrehan Flood Working Party

Cllr Phillips met with Simon Deveril, Cornwall Council's Land Drainage, Consents and Enforcement Officer on 15 December. Cllr Phillip raised the following points

1. Frequency and volume of water causing flooding from the leat in School Lane
2. Re-establishing contact with the EA and Highways for a nomination of further drains to alleviate water flow
3. Engagement with Boscoppa Farm as the majority of water appears to be coming from this area
4. Vehicles parking over drains at the top of School Lane are causing avoidable blockages and should be kept clear to ensure proper drainage

Mr Deveril will be contacting Cllr Phillips on 19 January with an update following their meeting.

The Chairman expressed concern about flooding at Boscundle which occurs each time there is heavy rainfall. Cllr Mustoe is to speak to Cllr Phillips and Cormac.

(iii) West Crinnis Fields

(a) Public Paths Order

It was noted that Cornwall Council has received around 100 email responses to the current consultation as well as a petition containing 100+ signatures. The Public Rights of Way officer has offered to attend a meeting to present/discuss and answer questions regarding the proposed Public Path Order, and it is hoped that those that objected will attend the meeting. The date is to be confirmed. The Clerk is to seek clarification from the Public Rights of Way officer regarding an agenda for the meeting.

(b) Additional hedge cutting

It was **RESOLVED to instruct GET Landscaped to carry out a cut at a cost of £300. This will happen in February when Cypress Avenue has its annual hedge trim.**

(c) South West Coast Path

The overgrown vegetation on the path between the Coastguard station and West Crinnis field is to be cut by the end of this week. A works order for the addition of some finer gravel on the path opposite the Porth Avallen had been submitted by the Countryside Officer but unfortunately wasn't actioned. This will now be programmed in but no date is available.

(d) Concerns

There were no other field concerns.

(iv) Highways

(a) A Road Closure intention for Fairway on 3 March 2026 was noted.

(b) Concerns

There were no other highways concerns.

(25/112) Financial Matters

(i) Current balances were noted and the Chairman checked reported balances with the bank statements and found them to be correct. The following payments were authorised

DD	SWW	Water charges for parish hall	£	534.24
DD	EE Ltd	Monthly mobile phone charge	£	35.81
DD	Lloyds Bank	Credit card*	£	3.00
DD	Unity Trust Bank	Monthly bank charges	£	6.00
DD	British Gas	Electricity	£	54.30
BACS	MA Grigg	Resources for handyman	£	22.62
BACS	Anthony Hart	Cutting Sea Road hedge	£	414.00
BACS	Duchy Defibrillators	Annual monitoring fee - Tregrehan Mills	£	246.00
		Annual monitoring fee - Beach Road	£	246.00
BACS	Vision ICT	Website hosting March 26 - Feb 27	£	239.03
BACS	Corserv Solutions	Play inspections - Jubilee Park	£	143.36
BACS	GET Landscaped	Grounds maintenance - Jubilee Playing Fields	£	336.00
		Planting daffodil bulbs on Cypress Avenue	£	348.00
BACS	Staff	Salaries and oncosts	£	1223.62
BACS	Fire Safety Cornwall Ltd	Fire Risk Assessment on Parish Hall	£	354.00
BACS	Corserv Solutions	Salt bins for Gwallon Keas	£	607.87

(ii) Budget for 2026/27

A draft budget had been previously circulated. Reserve budget headings were consolidated as follows: General Contingency; Election Fund; Parish Hall Maintenance; General Maintenance. The parish council agreed in principle to pay for PRoW issues relation to West Crinnis field from General Contingency reserves.

It was **RESOLVED to accept the draft budget and request a precept of £49,511.31.**

(25/111) Training/Meetings Attended

25 November – Clerk attended a meeting of Clerks to smaller councils

3 December – Cllr Riley attended the South Cornwall CAP meeting

(25/112) Correspondence Received

A list of correspondence had been previously circulated.

(25/113) Dates for the Diary

There were no dates for the diary.

(25/114) Dates of Future Meetings

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

The meeting closed at 6.49 pm

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Chairman

.....
Date

DRAFT

Carlyon Parish Council Budget Monitor Report to 31/12/2025

EXPENDITURE		Budget		Expenditure	% of Budget
Salaries (including oncosts)	£	14,000.00	£	12,452.38	88.95%
Training & conference expenses	£	750.00	£	425.00	56.67%
Clerks Room Allowance	£	350.00	£	312.00	89.14%
Staff travel and subsistence	£	450.00	£	325.45	72.32%
Handyman	£	4,000.00			
Total employee related costs	£	19,550.00	£	13,514.83	69.13%
Office expenses	£	2,500.00	£	1,219.24	48.77%
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	£	81.00	54.00%
Meeting Expenses	£	50.00	£	125.00	250.00%
Total Administration Costs	£	7,650.00	£	2,589.27	33.85%
Chairman's Allowance	£	100.00	£	-	0.00%
Councillors Travel/Subsistence	£	200.00	£	-	0.00%
Parish Maintenance	£	5,600.00	£	9,075.17	162.06%
Parish Projects	£	-	£	2,189.80	0.00%
West Crinnis Field	£	-	£	-	0.00%
Jubilee Playing Fields	£	10,000.00	£	9,577.63	95.78%
Drainage Ditch (trans from reserves)			£	3,000.00	
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	£	2,851.79	57.04%
Public Works Loan			£	75,000.00	
PWL Repayments	£	5,500.00	£	-	0.00%
Elections (transferred from reserves)			£	557.08	
Total VAT	£	4,000.00	£	4,673.96	116.85%
Total Other Expenses	£	30,400.00	£	181,925.43	598.44%
Total Expenditure	£	57,600.00	£	198,029.53	343.80%

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	£	475.00	18.27%

Other Income	£	1,200.00	£	28,258.07	2354.84%
PWL Board			£	74,973.75	
Interest	£	1,500.00	£	3,537.11	235.81%
Transfers from Reserve Funds					
Held	£	3,000.00			
Total Income	£	57,600.00	£	158,474.57	275.13%

CURRENT FUNDS HELD		At 31/12/2025	
Current Account	£	14,012.91	£30,000 transferred to interest account 01/10/25
Total Current Funds	£	14,012.91	

RESERVE FUNDS HELD		At 31/12/2025	
RESERVES: Instant Access	£	30,573.87	
RESERVES: CCLA	£	75,000.00	
Total Funds Held	£	119,586.78	

RESERVE FUNDS ALLOCATED		At 30-04-25	
Community building	£	50,498.07	Transferred to expenditure
Community building (CIL Funds)	£	24,501.93	Transferred to expenditure
			£557.08 transferred 10/25 £3542.92
Election Fund	£	4,100.00	remaining
West Crinnis Field (PROW)	£	6,500.00	
Tregrehan Flood Alievation	£	7,500.00	
Drainage Ditch Jubilee Fields	£	5,000.00	3,000 trans 11/25 £2000 remaining
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)	£3,026.82

Agenda Item 14 – Correspondence Received

- Cornwall Council survey on Cornwall's bus services
- CALC newsletter
- Consultation on proposed changes to parking in Cornwall Council's car parks