



Carlyon Parish Council

Carlyon Parish Hall, Tregrehan Mills, St Austell PL25 3TH
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 17 February 2026 at 6.00pm** in **Carlyon Parish Hall, Tregrehan Mills**

Julie Larter

Mrs Julie Larter

10 February 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 an Extraordinary Meeting of the Parish Council held on 4 February 2026**
To resolve that the minutes of the meeting are an accurate record of the meeting
- 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

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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) PA26/00468 – 5 Wheal Regent Park: Works to trees subject to a Tree Preservation Order – T1 (Beech) reduce height by 2m to leave 16m in height and radial crown spread on all sides to 1.5 to leave circa 5.5 radial crown spread and T2 (Oak) reduce height by 2m to leave 19m in height and radial crown spread on all sides by 1.5 to leave circa 6.5 radial crown spread

(ii) PA25/06654 – Crinnis Woods: Application for tree works within a TPO area: Pruning of lateral growth on Sycamore back to property boundary line. Light pruning of canopies on trees behind the Sycamore where lateral growth has extended over rear boundary fence to limit risk to clients shed and property

(iii) PA26/00701 – 31 Kent Avenue: Single storey extension and conversion of existing integral garage into habitable accommodation along with associated works

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. Council Policies

(i) To adopt an IT Policy for the council

(ii) To review the council's Privacy Notice

(iii) To review the council's publication scheme

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P 8 - 9
P 10 - 13

12. Footpath Cutting

To consider tenders to cut PRow and the SWCP 2026-2029

To follow

13. 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: To receive an update

(b) To note any concerns

(iv) Highways
(a) To consider a quote for pavement weed spraying for 2026
(b) To note any concerns

14. Financial Matters

To note the current financial position and authorise payments

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15. Training/Meetings

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

16. Correspondence

(i) To consider a request for a parish newsletter
(ii) To note any correspondence received since the last meeting

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17. Dates for the Diary

To note any dates for members' diaries

18. Dates of Future Meetings

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

MINUTES of an EXTRAORDINARY MEETING OF CARLYON PARISH COUNCIL held on 4 February 2026 at 6.00pm in Carlyon Parish Hall

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

In attendance: Cllr James Mustoe, CC; Julie Larter (Clerk), 13 members of the public.

(25/132) Apologies for Absence

Apologies were received from Cllrs Lynn Parsons and Steve Mabbott.

(25/134) Minutes of a Meeting of the Parish Council held on 20 January 2026

It was **RESOLVED** that the minutes of a meeting of the Parish Council held on 20 January be signed as a correct record of the minute.

(25/135) Declarations of Interest

There were no declarations of Interest.

The Chairman gave a presentation setting out the background to the footpath realignment and outlined the two previous proposal that had been rejected. Following a meeting with directors of Brend Hotels held on 21 January, a third proposal had been submitted and the Chairman outlined the proposal.

(25/136) Public Participation

Members of the public posed a number of questions, including whether the parish council had asked Brend Hotels for an extended or rolling lease on the field. The Chairman explained that he had asked, but this was a separate issue that could be pursued at a later date; a member of the public suggested holding an event on the field to highlight the importance of the field to the public; a member of the public commented that if the path is moved further down the field, the amenity value of the field will be reduced as sea views will be lost; a member of the public asked whether the benches were going to be moved; a member was concerned that when the lease expires, grass could be allowed to grow too long; a member of the public thanked the parish council for its efforts and also thanked all those who have engaged with the issue, attended meetings and helped shape a solution; a member of the public thought the third proposal was a good compromise.

(25/137) West Crinnis Field

It was unanimously **RESOLVED to accept the third proposal from Brend Hotels for the realignment of footpath 1.**

The Chairman thanked all those who have engaged with the issue, attended meetings and helped shape the solution.

(25/138) 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

Carlyon Parish Council Information Technology (IT) Policy

1. Purpose

This policy defines how Carlyon Parish Council manages its use of information technology, in line with the Transparency Code for Smaller Authorities (2015) and the 2025 edition of the Practitioners' Guide. It ensures the council's digital operations are transparent, secure, and compliant with data protection laws.

2. Scope

This policy applies to all councillors, employees, volunteers and contractors who use or manage the council's IT resources, including, but not limited to:

- Desktop and laptop computers, tablets and smartphones
- Email and cloud-based systems
- Council website
- Video conferencing and messaging platforms
- Personal devices used for council business

3. Governance and Oversight The Clerk is the Data Protection Officer (DPO) and IT administrator.

4. Data Protection and Security

All processing of personal data shall comply with the UK Data Protection Regulation (UKGDPR) and Data Protection Act 2018.

Privacy Policy: All data collection, processing, and subject rights are governed by the council's Privacy Policy, available from the Clerk.

Access and Storage: Data is secured securely by the Clerk, with access only granted to authorised personnel based on necessity.

Retention: Personal data will be retained in accordance with the council's Data Retention Schedule and securely deleted when no longer needed.

Security Controls:

- Strong password protection with multi-factor authentication where possible is required for all systems
- Passwords used on council systems are unique to this environment and no user must use logins associated with non-council systems
- Regular security updates and anti-malware software are required on all council-owned and personal devices
- Backups of essential data must be stored in a secure location

Access Controls: Should any personnel or member leave the council, the Clerk will rescind access to the council systems for the leaving person. This includes changing the password and freezing email accounts, access to council systems (accounting software, cloud storage, website admin).

5. Use of Personal Devices

Staff may use personal devices for council business only if explicitly authorised and subject to compliance with this policy.

Councillors staff may use personal devices for council business and subject to compliance with this policy. This includes the use of council-owned domain-based email.

Devices must be protected with strong passwords, encryption (where possible) and up to date antivirus software.

Council data must be kept separate from personal data using dedicated apps or storage area.

6. Use of Personal Email Addresses

Prohibited Practice: The use of personal email accounts for council business is strictly prohibited. All council correspondence must be conducted through official council-provided email addresses. Council emails must not be shared or forwarded outside of approved data areas, such as forwarding to a non-council owned domain or personal email.

Monitoring and Compliance: Any breaches will be investigated and appropriate measures taken in line with the council's disciplinary or grievance procedures.

Email retention: All council emails must be stored in compliance with the GDPR, DPA and Freedom of Information requirements.

All councillors using council-owned email systems should ensure the Clerk is copied in to all correspondence, including replies.

7. IT Infrastructure and Support

Asset Register: Maintained for all council owned hardware and software.

Maintenance: All devices must be regularly updated and checked for compliance with this policy along with recommended software updates and both strong password with multi-factor authentication enabled where possible.

Training: Users will be given training on IT systems, cybersecurity, data handling, and transparency responsibilities.

8. Data Breach Process and Protocols

The Parish Council is committed to responding promptly and effectively to any data breaches to minimise risk and comply with UK GDPR and DPA requirements.

9. Definition of a Data Breach

A data breach is a security incident that results in the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. Examples include

- Loss or theft of devices containing personal data
- Unauthorised access to council email accounts or files
- Sending personal data to the wrong recipient
- Malware or ransomware attacks compromising council systems

Reporting a breach

Immediate notification: Any councillor, employee or contractor who becomes aware of a data breach must report it immediately to the Clerk (Data Protection Officer)

Initial Response: The Clerk in consultation with the council will assess the severity and scope of the breach and determine if mitigation steps are required (eg changing passwords, disabling access).

Investigation: An investigation will be conducted by the Clerk within 72 hours of the breach being discovered. The breach will be logged, including

- Date and time of the breach
- Type and volume of data affected
- Cause and extent of the breach
- Actions taken to address the breach

Notification: If a breach is likely to result in the rights and freedoms of individuals, the council must notify the Information Commissioner' Office (ICO) within 72 hours.

If the breach poses a high risk to the individuals affected, those individuals must also be informed without undue delay, outlining

- The nature of the breach
- The likely consequences
- Measures taken to mitigate the risk
- Contact information for further support

Remediation and Review:

- The Clerk will ensure that lessons are learned, policies, procedures or training are updated as necessary
- Technical fixes or security upgrades will be prioritised to prevent recurrence
- Breach logs will be reviewed periodically to identify systemic issues

10. Review

This policy will be reviewed regularly, and will be subject to legislation changes.

This policy was adopted by Carlyon Parish Council on 17 February 2026.

Privacy Notice

When you contact us

The information you provide (personal information such as name, address, email address, telephone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will not be shared or provided to any third party without your consent.

The Councils Right to Process Information

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

Processing is with the consent of the data subject or

processing is necessary for compliance with a legal obligation or

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Information Security

Carlyon Parish Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You may request the deletion of your data held by Carlyon Parish Council at any time).

Children

We do not process any data relating to a child (under 13) without the express parental/guardian consent of the child concerned.

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Clerk, Julie Larter: clerk@carlyon-pc.gov.uk, telephone 07983 710385.

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please Contact the Clerk.

Information Deletion

If you wish Carlyon Parish Council to delete the information about you please contact the Clerk to request this.

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for you may object. Please Contact the Clerk.

Rights Related to Automated Decision Making and Profiling

Carlyon Parish Council does not use any form of automated decision making or the profiling of individual personal data.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Carlyon Parish Council's Clerk and the Information Commissioner's Office casework@ico.org.uk

Conclusion

In accordance with the law we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored correctly. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data.

Last Reviewed 17 February 2026

Information available from Carlyon Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost (per sheet)
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)	Website	
Who's who on the Council and its Committees	Website	
Contact details for Parish Clerk and Council	Website	
Staffing structure	Website	
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual return form and report by auditor	Website	
Finalised budget	Website	
Precept	Hard Copy	10p
Standing Orders and Financial Regulations	Website	
Grants given and received	Website	
List of current contracts awarded and value of contract	Hard Copy	10p
Members' allowances and expenses	Hard Copy /website	10p
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Neighbourhood Plan	Website	£2.00

Annual Report to Parish Meeting (current and previous year as a minimum)	Website	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website	
Agendas of meetings (as above)	Website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website/Hard Copy	
Responses to consultation papers	Website/Hard Copy	10p
Responses to planning applications	Website	
Class 5 – Our Policies and Procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy/ website Website Website Website Website/ www.cornwall.gov.uk Website	10p

Policies and procedures for the provision of services and about the employment of staff:	Hard Copy	10p
Internal policies relating to the delivery of services: Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy/ Website Website Website	10p
Schedule of charges (for the publication of information)	Hard Copy/ website	10p
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Asset Register	Hard copy	10p
Register of members' interests	Website/ www.cornwall.gov.uk	
Register of gifts and hospitality	Hard copy	10p
Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Parks, playing fields and recreational facilities Parish Hall	Website/hard copy	10p
Litter and Salt Bins	Hard Copy	10p
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Hard Copy	10p

In addition the cost of postage will be added to the above charges

Contact details:

Mrs J Larter

Email: clerk@carlyon-pc.gov.uk

Clerk

Telephone: 07983710385

Carlyon Parish Council

website www.carlyon-pc.gov.uk

Carlyon Parish Hall

Tregrehan Mills

St Austell

PL25 3TH

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ .10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (Data Protection Act 1998)

* the actual cost incurred by the public authority

This Scheme was adopted by Carlyon Parish Council on 21 September 2010

Reviewed February 2026

Carlyon Parish Council Budget Monitor Report to 31/01/2026

EXPENDITURE		Budget		Expenditure	% of Budget
Salaries (including oncosts)	£	14,000.00	£	13,628.38	97.35%
Training & conference expenses	£	750.00	£	500.00	66.67%
Clerks Room Allowance	£	350.00	£	312.00	89.14%
Staff travel and subsistence	£	450.00	£	328.60	73.02%
Handyman	£	4,000.00			
Total employee related costs	£	19,550.00	£	14,768.98	75.54%
Office expenses	£	2,500.00	£	1,249.74	49.99%
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	£	90.00	60.00%
Meeting Expenses	£	50.00	£	125.00	250.00%
Total Administration Costs	£	7,650.00	£	2,628.77	34.36%
Chairman's Allowance	£	100.00	£	-	0.00%
Councillors Travel/Subsistence	£	200.00	£	-	0.00%
Parish Maintenance	£	5,600.00	£	9,355.17	167.06%
Parish Projects	£	-	£	1,992.62	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	£	3,589.08	71.78%
Public Works Loan			£	75,000.00	
PWL Repayments	£	5,500.00	£	-	0.00%
Elections (transferred from reserves)			£	557.08	
Total VAT	£	4,000.00	£	4,751.23	118.78%
Total Other Expenses	£	30,400.00	£	182,822.81	601.39%
Total Expenditure	£	57,600.00	£	200,220.56	347.61%
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	£	3,785.89	252.39%
Transfers from Reserve Funds Held	£	3,000.00			
Total Income	£	57,600.00	£	158,723.35	275.56%

CURRENT FUNDS HELD		At 31/01/2026
Current Account	£	14,012.91
Total Current Funds	£	14,012.91

RESERVE FUNDS HELD		At 31/01/2026
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
Election Fund	£	4,100.00	£557.08 transferred 10/25 £3542.92 remaining
West Crinnis Field (PROW)	£	6,500.00	
Tregrehan Flood Alleviation	£	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)		£3,245.17

Agenda Item 14 – Correspondence Received

- Notes from Cornwall South Community Area Partnership meeting held on 28 January