# Carlyon Parish Council

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Dear Councillor

You are summoned to attend a **Meeting** of **Carlyon Parish Council** to be held on **Tuesday 17 March 2026 at 6.00pm** in **Carlyon Parish Hall, Tregrehan Mills**

Julie Larter

Mrs Julie Larter

10 March 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.*

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## AGENDA

**1. Apologies for Absence**

**2. Minutes of a Meeting of the Parish Council held on 17 February 2026**

*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**

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

(i) PA25/09592 – Pine Lodge Gardens: Retention of 2 holiday dwellings converted from tea rooms and 2 holiday flats constructed on site of demolished gents block

(ii) PA26/01157 – Higher Cuddra: Conversion and extension for creation of 4 flats

(iii) PA26/00959 – Sandpiper, Beach Road: Formation of an access

(iv) PA26/00581 – 27 Edinburgh Close: Proposed conversion of existing integral garage for use as a dog grooming business, involving replacement of garage door with a new window and entrance door

**9. Carlyon Parish Hall**

*(i) Marketing the hall*

*To receive feedback on tasks allocated at the last parish council meeting*

*(ii) To consider quotes for a new noticeboard*

**10. Gwallon Keas**

*This is a standing agenda item*

**11. Parish Council Policy**

*To adopt an IT Policy (this matter was deferred from last month)*

**12. Parish Issues**

(i) Tregrehan Jubilee Park
*To note a report following the annual tree inspection and note any concerns*

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

(iii) West Crinnis Field
*(a) HAD 302 – Public Paths Order Preliminary Consultation*
*To note the current situation*
*(b) To note any concerns*

(iv) Highways
*(a) To consider a request for support in getting a pedestrian crossing installed outside Charlestown School*
*(b) To note any concerns*

(v) Crime
*To note any concerns regarding crime and disorder in the parish*

**13. Financial Matters**

*(i) To review the council's Asset Register* — Appendix (i)
*(ii) To review the council's insurance policy* — Appendix (ii)
*(iii) To note the current financial position and authorise payments* — Page 9-10

**14. Training/Meetings**

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

**15. Correspondence**

*To note any correspondence received since the last meeting* — Page 11

**16. Dates for the Diary**

*To note any dates for members' diaries*

**17. Dates of Future Meetings**

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 17 February 2026 at 6.00pm in Carlyon Parish Hall**

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

**In attendance:** Cllr James Mustoe, CC; Julie Larter (Clerk), 1 member of the public.

**(25/139) Apologies for Absence**
There were no apologies for absence.

**(25/140) Minutes of an Extraordinary Meeting of the Parish Council held on 4 February 2026**
It was **RESOLVED that the minutes of an Extraordinary Meeting of the Parish Council held on 4 February 2026 be signed as a correct record of the meeting.**

**(25/141) Declarations of Interest**
There were no declarations of Interest.

**(25/142) Matters to Note**
The Clerk reported that as requested she had asked the council's contractor to cut West Crinnis Field's Sea Road hedge with an extra long reach flail but unfortunately he no longer has access to one. She also asked him to cut the lower seaward hedge, but on safety grounds he is not prepared to use a tractor so close to the cliff edge.

**(25/143) Chairman's Announcements**
The Chairman said that it was with deep regret that he had to announce the death of Gail Wieringa. Gail had been extremely helpful in the production of the Carlyon Neighbourhood Plan. The Chairman expressed his condolences to her family.

The Chairman expressed disappointment that the appeal for the proposed Menear solar farm application had been allowed by the Planning Inspectorate.

**(25/144) Public Participation**
The member of the public suggested that the parish council could organise some community events in the parish.

**(25/145) Cornwall Councillor's Report**
Cllr Mustoe reported that unfortunately the school crossing assistant at Charlestown School was leaving at half term. The post is currently being advertised and it is hoped a replacement can be found soon.

Cllr Mustoe expressed concern about the lack of support for the retail, leisure and hospitality businesses and he has asked Cornwall Council's Leader to write to the Chancellor of the Exchequer setting out additional support measures required.

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

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**(25/146) Planning and Related Matters**
(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
It was **RESOLVED that the Clerk should respond to the planning authority stating that the parish council has no objections subject to the Tree Officer being content**

(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
It was **RESOLVED that the Clerk should respond to the planning authority stating that the parish council has no objections to the application subject to the tree officer being content**

(iii) PA26/00701 – 31 Kent Avenue: Single storey extension and conversion of existing integral garage into habitable accommodation along with associated works
It was **RESOLVED that the Clerk should respond to the planning authority stating that the parish council has no objections to the proposals.**

(iv) PA26/00746 – 43 Beach Road: Works to trees subject to a Tree Preservation Order – removal of 1 single stemmed Oak and removal of 1 multi stemmed Oak

It was **RESOLVED that the Clerk should respond to the planning authority stating that the parish council has no objections subject to the Tree Officer being content.**

It was noted that the Appeal for PA23/09532 relating to the proposed Menear photovoltaic battery storage farm has been allowed.

**(25/147) Carlyon Parish Hall**

(i) Marketing the hall
A discussion took place about marketing the hall and councillors were assigned to lead on projects:
Facility Improvements (to include heating, insulation, glazing, wiring survey) - Cllrs Riley and Mabbott
Community ownership – Cllrs Parsons and the Chairman
Marketing plan – The Chairman
Councillors were asked to provide feedback next month.

(ii) Future Priorities
This was covered above.

(iii) Quotes for a new noticeboard
The Clerk sought clarification about the type of noticeboard required and will follow up. One quote to create a new pedestrian entrance through in wall has been received. Other quotes are to be obtained.

The front door is to be painted pale blue.

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**(25/148) – Gwallon Keas**
Quotes for a post mounted noticeboard were considered too high. The Clerk is to obtain a quote for a wall mounted one, to be attached to a wooden fram. The Chairman and Cllr Mabbott will identify a suitable location.
It was **RESOLVED to order 2 waste bins for Gwallon Keas – Cllr Mabbott to identify suitable locations.**
Cllr Mabbott has a meeting with the Commercial Director of Devonshire Homes on Friday.

(**25/149) Council Policies**
(i) IT Policy
A draft IT policy had been previously circulated. Cllr Mabbott is to review it and the matter was deferred until next month.

(ii) The Council's Privacy Notice was reviewed and subject to one typo, no amendments were required.

(iii) The Council's Publication Scheme was reviewed and no amendments were required.

**(25/150) Footpath Cutting**
Two quotes had been received and were considered and it was **RESOLVED to award the contract to A & A Garden Services for the next 3 years.**

**(25/151) Parish Issues**
(i) Jubilee Playing Fields
The Clerk reported there is a tree at the top of the field that needs removing and the annual tree survey is to be carried out on 27 February. Cllr Riley will try to find someone to move the boulders into the football field.

(ii) Tregrehan Flood Working Party
There have been a number of flash floods recently. Cornwall Council's consultant who had been dealing with the matter has now left but Cllr Mustoe is to contact Simon Deverell at Cornwall Council to try to action. Cllr Phillips will liaise with the council's contractor and St Austell Garden Centre regarding plants for Boscundle verge. Cllr Phillips reported that Ecobos have diverted a stream and this is affecting Innys Trout Farm who are taking legal action.
Cllr Phillips asked Cllr Mustoe to chase Highways for clearance of the drains on A391.

(iii) West Crinnis Fields
(a) HAD 302
The Chairman and Clerk had a meeting with Cornwall Council's Public Rights of Way Officer and a representative from The Ramblers on 11 Feb. The PPO should be issued by the end of March. The Chairman has written a Q & A document which he has sent to Cornwall council for fact checking before being issued to the public. It was noted that if there are no significant objections the Order will go through in the summer.

The Clerk is to ask the handyman is to seed rabbit holes in the field.

7.25 pm Cllr Parsons left the meeting.

(b) Concerns

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Cllr Ford enquired if there was any progress with surface dressing the SWCP opposite the Porth Avallen.

(iv) Highways
It was **RESOLVED to accept a quote for Pavement weed spraying during 2026**.
It was noted that the daffodils on Cypress Avenue were coming into flower. A further stretch of verge will be planted in the autumn.

**(25/152) Financial Matters**
It was noted that the person who asked for a memorial tree to be planted in Jubilee Playing fields is refusing to pay for it as the contractor forgot to notify the council when it was going to be planted. In order that the contractor is not out of pocket the Clerk has added this to this month's payment schedule.

The Clerk reported that the first instalment of the Public Works Loan is due on 2 March and she also reported that she has transferred £25,000 from the CCLA account.

Current balances were noted and the following payments were authorised

| | | | | |
|---|---|---|---|---|
| **DD** | Lloyds Bank | Credit card* | £ | 27.00 |
| **DD** | EE | Monthly mobile phone charge | £ | 35.81 |
| **DD** | Unity Trust Bank | Monthly bank charges | £ | 6.00 |
| **DD** | British Gas | Electricity | £ | 20.62 |
| **BACS** | MA Grigg | Road salt | £ | 39.00 |
| **BACS** | GET Landscaped | Grounds maintenance | £ | 2,370.00 |
| **BACS** | Lyreco | Stationery | £ | 27.83 |
| **BACS** | P Trudgian | Meeting expenses | £ | 9.85 |
| **BACS** | SLCC | Share Clerk's membership | £ | 101.50 |
| **BACS** | J Larter | Mileage Nov - Jan | £ | 98.55 |
| **BACS** | Staff/HMRC/CPF | Staff salaries and oncosts | £ | 1180.15 |

**(25/153) Training/Meetings Attended**
21 January – Chairman, Cllr Ford and Clerk met with Brend Hotel directors regarding West Crinnis field footpath realignment

28 January – Cllr Riley and the Clerk attended South Cornwall Community Area Partnership meeting

2 February – Clerk attended Assertion 10 training

10 February – Cllr Mabbott attended Code of Conduct training

**(25/154) Correspondence Received**
A list of correspondence had been previously circulated. In addition to the list notification of a town and parish council conference being organised by CALC had been circulated. It was noted that an email had been received requesting a parish newsletter. Previous newsletters had been well received but councillors agreed that the parish council did not have the resources to produce one at the current time

**(25/155) Dates for the Diary**

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19 February – Chairman and Cllrs meeting personnel from Acorn Blue to discuss a pre-application for Porth Avallen Hotel
24 February – Cllr Ford to attend planning training
9 March – online cyber security training

**(25/156) Dates of Future Meetings**
17 March, 21 April, 19 May, 16 June, 14 July, 15 September, 20 October, 17 November, 15 December 2026

The meeting closed at 7.37pm

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Chairman Date

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**Carlyon Parish Council Budget Monitor Report to 28/02/2026**

| EXPENDITURE | | Budget | | Expenditure | % of Budget |
|---|---|---|---|---|---|
| Salaries (including oncosts) | £ | 14,000.00 | £ | 14,752.90 | 105.38% |
| Training & conference expenses | £ | 750.00 | £ | 500.00 | 66.67% |
| Clerks Room Allowance | £ | 350.00 | £ | 312.00 | 89.14% |
| Staff travel and subsistence | £ | 450.00 | £ | 435.70 | 96.82% |
| Handyman | £ | 4,000.00 | | | |
| **Total employee related costs** | **£** | **19,550.00** | **£** | **16,000.60** | **81.84%** |
| | | | | | |
| Office expenses | £ | 2,500.00 | £ | 1,352.61 | 54.10% |
| Insurance | £ | 3,000.00 | £ | - | 0.00% |
| Subscriptions | £ | 900.00 | £ | 750.53 | 83.39% |
| Website | £ | 500.00 | £ | - | 0.00% |
| Audit Fees | £ | 550.00 | £ | 515.00 | 93.64% |
| Bank charges | £ | 150.00 | £ | 99.00 | 66.00% |
| Meeting Expenses | £ | 50.00 | £ | 134.85 | 269.70% |
| **Total Administration Costs** | **£** | **7,650.00** | **£** | **2,851.99** | **37.28%** |
| | | | | | |
| Chairman's Allowance | £ | 100.00 | £ | - | 0.00% |
| Councillors Travel/Subsistence | £ | 200.00 | £ | - | 0.00% |
| Parish Maintenance | £ | 5,600.00 | £ | 11,362.67 | 202.90% |
| 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 | £ | 3,608.70 | 72.17% |
| Public Works Loan | | | £ | 75,000.00 | |
| PWL Repayments | £ | 5,500.00 | £ | - | 0.00% |
| Elections (transferred from reserves) | | | £ | 557.08 | |
| Total VAT | £ | 4,000.00 | £ | 5,174.31 | 129.36% |
| **Total Other Expenses** | **£** | **30,400.00** | **£** | **185,273.01** | 609.45% |
| | | | | | |
| **Total Expenditure** | **£** | **57,600.00** | **£** | **204,125.60** | **354.38%** |

| 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 | £ | 574.00 | 22.08% |
| Other Income | £ | 1,200.00 | £ | 28,258.07 | 2354.84% |

| | | | | | |
|---|---|---|---|---|---|
| PWL Board | | | £ | 74,973.75 | |
| Interest | £ | 1,500.00 | £ | 4,027.87 | 268.52% |
| Transfers from Reserve Funds Held | £ | 3,000.00 | | | |
| **Total Income** | **£** | **57,600.00** | **£** | **159,064.33** | **276.15%** |

| **CURRENT FUNDS HELD** | | **At 28/02/2026** |
|---|---|---|
| Current Account | £ | 35,609.37 |
| **Total Current Funds** | **£** | **35,609.37** |

| **RESERVE FUNDS HELD** | | **At 31/01/2026** |
|---|---|---|
| RESERVES: Instant Access | £ | 30,573.87 |
| RESERVES: CCLA | £ | 50,000.00 |
| **Total Funds Held** | **£** | **116,183.24** |

| **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 Alieviation | £ | 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) £3,498.62

**Agenda Item 14 – Correspondence Received**

- Details of changes to the planning appeals process
- Concerns about the licensing arrangements for Shoreside, Crinnis Beach
- Request for a pedestrian crossing to be installed outside Charlestown Primary School
- Email from Cornwall Council regarding emergency resilience
- Precis of the response to the Governments consultation on a revised National Planning Policy Framework