

Carlyon Parish Council

Dear Councillor

You are summoned to attend a **Meeting** of **Carlyon Parish Council** to be held on **Tuesday 20 December 2022 at 6.00 pm** in **Tregrehan Methodist Centre**

Julie Larter

Mrs Julie Larter
Clerk
13 December 2022

01872 501101
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 15 November 2022

To resolve that the minutes of the above meeting be signed as a correct 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. Chairman's Announcements

5. Public Participation

The Chairman will invite Members of the public to address the meeting in relation to the business to be carried out 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

6. Cornwall Councillor's Report

To receive a report from Cllr James Mustoe

7. Brend Hotels

A representative of the company will share the company's future vision for the Carlyon Bay Hotel

8. Planning Applications and Related Matters

(a) To consider a response to consultation by the Planning Authority on the following planning applications and any applications received after publication of this summons

(i) PA22/10552 – Motor Museum, Par Moor Road: Non-material amendment to decision PA15/10510 dated 15/02/2016 to amend the description of the development and condition 1 to enable the use of the site for an overspill car park and contractors compound for a further 7 years

(ii) PA22/10368 – 9 Appletree Lane: Works to trees subject to a TPO, works include felling of Oak tree next to Beech

(b) To receive an update on the following applications

(i) PA22/08297 – Land adjacent to 9 Boscundle Close: Proposed woodland holiday lodges and associated works

(ii) PA22/09153 – Land between Aspen Drive and Boscoppa Road: Outline permission for 50 dwellings

9. Neighbourhood Plan

To receive an update

10. Parish Projects

(i) Parish Council Identity

To adopt a design for the parish council's new logo

(ii) Forest School

To receive an update and authorise any expenditure

(iii) History Boards

To receive an update

(iv) Community Energy Project

To receive an update

(v) Any other projects

11. Parish Issues

- (i) Tregrehan Jubilee Park
 - (a) *To authorise the purchase of additional lights for the Christmas tree*
 - (b) *To note any concerns*
- (ii) Tregrehan Flooding Issues
 - To receive an update and authorise expenditure on a sand bag store*
- (iii) Tregrehan Methodist Church
 - To note the current situation*
- (iv) West Crinnis Field
 - To note any concerns*
- (v) Beach Development
 - To note the current situation*
- (vi) Highways
 - (a) *To consider requests for grit bins in*
 - (i) *Gwallon Keas*
 - (ii) *Wheal Regent (additional bin)*
 - (b) *Community Network Highways Scheme: to receive an update*
 - (c) *To note any concerns*

12. Financial Matters

- (i) *To agree a budget for 2023/24 and authorise precept demand*
- (ii) *To appoint an Internal Auditor*
- (iii) *To note the current financial position and authorise payments*

Appendix (i)

Pages 8 - 9

13. Training/Meetings Attended

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

14. Correspondence

To note any correspondence received since the last meeting

Page 10

15. Dates for the Diary

To note dates for members' diaries

16. Dates of Forthcoming Meetings (Ch = Charlestown Primary School; T=Tregrehan Methodist Church)

17 January (C), 21 February (T), 21 March (C), 18 April (T), 16 May (C), 20 June (T), 18 July (C), 19 September (T), 17 October (C), 21 November (T), 19 December (C)

MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on 15 November 2022 at 6.00 pm in Charlestown Primary School

Present: Cllrs Paul Trudgian (Chairman), Myles Breary, Ann Taylor, Sonia Phillips, Lynn Parsons, Nathan Cooper

In attendance: Cllr James Mustoe, CC; Julie Larter (Clerk); 3 members of the public.

(22/086) Apologies for Absence

Apologies were received from Cllr Penny Hermes

(22/087) Minutes of a meeting of the Parish Council held on 18 October 2022

It was **RESOLVED** that the minutes of the meeting held on 18 October 2022 be signed as an accurate record of the meeting.

(22/088) Declarations of Interest on Items on the Agenda

There were no declarations of Interest.

(22/089) Chairman's Announcements

The Chairman had no announcements to make.

(22/090) Public Participation

A member of the public asked when the hedge on the bridge over the stream on Cypress Avenue is going to be cut back to improve visibility. The Clerk will chase the Highways Manager. The Clerk is also to ask the Highways Manager about options for the parish council to contribute towards improvements at this part of the road.

(22/091) Cornwall Councillor's Report

Cllr Mustoe reported on pothole repairs, the delay of the Beryl E-bike scheme, plans for the Bodelva Road speed reduction measures and an update on the St Austell Area Walking and Cycling Infrastructure Plan. Cllr Mustoe also confirmed the name of the new provider for Porthpean Outdoor Education Centre. Cllr Mustoe's full report can be found on the parish council's website.

(22/092) Planning Applications and Related Matters

(a) PA22/09153 – Land between Aspen Drive and Boscoppa Road, Aspen Drive, St Austell PL25 3JY: Outline application with all matters reserved for proposed development of site to create fifty dwellings. A mix of open market and affordable homes.

It was **RESOLVED** that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council is disappointed that it was not consulted on this application which borders St Austell Town and Carlyon parish,

and if approved is likely to have consequences for Carlyon parish. The parish council supports St Austell Town's strong objection to the proposed development as it would be further erosion of the green buffer separating St Austell town and the rural setting of Tregrehan Mills (draft Carlyon Neighbourhood Plan Policy 11.2). Furthermore it is likely to increase the flood risk to the village through water run-off, which is already a significant problem and therefore does not accord with the Cornwall Local Plan Policy 26.

(b) Update on outstanding planning applications

(i) PA22/08297 – Land adjacent to 9 Boscundle Close: Proposed woodland lodges and associated works

The Planning Officer is waiting for the Environment Agency to respond. Cllr Mustoe was asked to call the application in if the Planning Officer is minded to approve it.

(i) Update on PA22/05533 – Cuddra Aquatics: Change of use of previously developed land from A1 retail to 9 residential park homes, including external terraces and internal access.

This application has been refused.

(22/093) Neighbourhood Plan

The clerk reported that the draft plan is now going through a legal compliance check which takes up to 4 weeks and a response should be received by 26 November.

(22/094) Community Network Panel Review

Cllr Taylor attended the recent Extraordinary Meeting and gave a brief update. It was **RESOLVED that the Clerk should respond to the review stating that the proposed areas were too large and division of the county needs to be done on commonality grounds. The reorganisation of the Community Network Areas needs a rethink and further consultation.**

(22/095) Parish Projects

(i) Parish Council Identity

Cllr Cooper circulated some drafts which were very well received. Cllr Cooper will circulate them so that councillors have more time to consider them before further discussion next month. The Chairman thanked Mrs Cooper the high quality of her work.

(ii) Forest School

In her absence the Clerk read out an update from Cllr Hermes. Cllr Hermes has met with a representative from Forest for Cornwall who has suggested a number of trees that could be planted in the play park area near the crossroads to create a mini forest. Cllr Hermes is arranging to meet an officer who will design a planting scheme. The Forest for Cornwall Officer suggested that a number of edible trees could be planted near the Christmas tree. Bishop Bronescombe School have said that they would like to be involved with helping plant and maintain the trees and hopefully some residents will also help out.

(iii) History Boards

The matter is ongoing.

(iv) Community Energy Project

Cllr Hermes has made contact with Mr Cunningham and the matter is ongoing.

(iv) Any other projects

Consideration will be given to spending CIL funds on clearing and replanting the triangle of land at the Sea Road/Fairway junction as well as replacing the multi directional sign at the end of Jubilee Park with a traditional fingerpost.

(22/096) Parish Issues

(i) Tregrehan Jubilee Fields

Daffodils have been planted, thanks to St Austell Bay Parish Council's Diggers and Doers and Cllr Parsons and Mr Parsons.

Following concerns about the trees, Cormac has responded to the Clerk saying that the trees in Jubilee Park were inspected in February and at that time no works were required other than a recommendation to observe the Ash over the summer. The tree was reinspected in July and again no works were specified in line with the Council's Tree Risk Management Framework. The tree was reinspected on 4 November and Cormac is going to arrange for the branch to be removed.

(ii) Tregrehan Flooding Issues

The Working Party met on 7 November and are working at producing an Emergency Plan for Tregrehan to replace the current flood plan. The group is waiting for Cornwall Council to send them a copy of survey of flooding issues undertaken in July and are recommending that a hydrographic survey of the whole area is undertaken. The group discussed existing resources and recommended the purchase of a garden store to store sand bags in which would be stored near the Carthouse to which all residents could access. The Clerk will obtain quotes for consideration at the next parish council meeting. It is intended to hold a public open evening towards the end of January.

(iii) Tregrehan Methodist Church

The Clerk has forwarded the name of the council's surveyor to the Church who will forward it to their surveyor. The two surveyors will then try to find a mutually agreeable valuation between them.

(iv) West Crinnis Fields

It was noted that a lit firework had been placed inside the litter bin. Credit was given to Biffa for replacing it so swiftly.

(v) Beach Development

There was nothing to report.

(vi) Highways

It is understood that the Community Networks Highways speed reduction proposal for Bodelva Road is going out to consultation at the end of this month.

(22/097) Financial Matters

(i) It was noted that the Local Government salary award has now agreed, backdated to 1 April. Cllr Taylor has checked the backdated pay and pension contributions calculations. It was noted that as part of the pay agreement staff get an extra day's annual leave with effect from 1 April 2023

(ii) Current balances were noted and the following payments were authorised:

DD	Lloyds Bank	Credit Card	£34.59
BACS	St Austell Bay Parish Council	50% cost of Clerk's attendance at SLCC Annual Conference	£296.00
BACS	Cornwall ALC	Planning training – Cllr Phillips	£36.00
BACS	Lyreco	Stationery	£20.02
BACS	Mrs J Larter	Salary	*
BACS	HMRC	PAYE & NI	*
BACS	Cornwall Pension Fund	EE and ER contributions	*
BACS	A & A Maintenance	Footpath cutting & Crinnis Field maintenance	£1,030.00
BACS	Poppy Appeal	Wreath for Tregrehan chapel	£20.00

The Clerk said that the council would be setting its precept next month and she should be notified of any project expenditure they may put forward for consideration in future years.

(22/098) Meetings/Training Attended by Councillors or the Clerk

1-3 November – The Clerk attended the SLCC Annual Conference which had a theme of climate crisis and sustainability. The Clerk thanked the council for permitting her to attend

4 November - Cllr Parsons attended Cornwall Flood Forum's Annual Conference

7 November -Cllr Parsons and Cllr Philips attended Tregrehan Flooding Working Party

11 November – The Chairman placed a wreath at Tregrehan Chapel to commemorate Armistice Day

14 November – Cllr Phillips attended planning training

(22/099) Correspondence Received

A list of correspondence had previously been circulated.

(22/100) Dates for the Diary

17 November – Cllr Hermes to attend planning training

22 November – Clerk to attend Cornwall Council's briefing on safeguarding

(22/101) Dates of Forthcoming Meetings

20 December (T); 17 January (C), 21 February (T), 21 March (C), 18 April (T), 16 May (C), 20 June (T), 18 July (C), 19 September (T), 17 October (C), 21 November (T), 19 December (C) 2023

Carlyon Parish Council Budget Monitor Report to 30 November 2022

	Budget £	Expenditure £	% of Budget £
Employee Costs			
Clerk's salary (including oncosts)	£ 11,000.00	£ 6,630.25	60.28%
Training & conference expenses	£ 750.00	£ 355.00	47.33%
Clerks Room Allowance	£ 320.00	£ 312.00	97.50%
Clerk's travel and subsistence	£ 350.00	£ 260.65	74.47%
Total employee related costs	£ 12,420.00	£ 7,557.90	60.85%
Administration Costs			
Office expenses	£ 750.00	£ 315.60	42.08%
Postage	£ 200.00	£ 20.05	10.03%
Photocopying	£ 150.00		0.00%
Office equipment	£ 600.00	£ 7.99	1.33%
Insurance	£ 600.00		0.00%
Subscriptions	£ 800.00	£ 576.37	72.05%
Website	£ 500.00	£ 126.00	25.20%
Audit Fees	£ 500.00	£ 400.00	80.00%
Bank charges	£ 200.00	£ 78.00	39.00%
Books and Publications	£ 100.00		0.00%
Meeting Expenses	£ 300.00	£ 80.00	26.67%
Total Administration Costs	£ 4,700.00	£ 1,604.01	34.13%
Other Expenses			
Chairman's Allowance	£ 100.00		0.00%
Councillors Travel/Subsistence	£ 500.00		0.00%
Parish Maintenance	£ 10,000.00	£ 2,810.95	28.11%
Parish Projects	£ 7,000.00	£ 946.54	13.52%
Parish Newsletter	£ 1,000.00		0.00%
Events	£ 2,000.00	£ 2,676.23	133.81%
Carlyon Recreation Field	£ 1,500.00	£ 520.00	34.67%
Tregrehan Recreation Fields	£ 1,500.00	£ 180.00	12.00%
Neighbourhood Plan	£ 2,000.00	£ 700.00	35.00%
Tregrehan Methodist Church		£ 750.00	
Total Other Expenses	£ 25,600.00	£ 8,583.72	33.53%
Total VAT	£ 1,500.00	£ 1,065.01	
Total Expenditure	£ 44,220.00	£ 18,810.64	42.54%
Reserves			
Community building	£ 84,250.00		0.00%
CIL	£ 22,540.00		
Election Fund	£ 1,000.00		
Tregrehan Playing Fields Transfer	£ 3,000.00		
General Contingency	£ 15,000.00	£ -	0.00%
Total Reserves	£ 125,790.00	£ -	0.00%

Income

Precept	£ 35,069.13	£ 35,069.13	100.00%
CTSG	£ 124.06	£ 124.05	
VAT	£ 1,000.00	£ 1,011.74	
CIL	£ -	£ 5,617.00	
Other Income		£ 565.75	
Total Income	£ 36,193.19	£ 42,387.67	

Balance as at 31/03/2022

£ 135,317.05

Add income

£ 42,387.67

Less expenditure

£ 18,810.64

£ 158,894.08

Bank Reconciliation

Balance as at 30/11/2022

Current Account

£ 29,030.51

Less outstanding payments

£ 1,030.00

£ 28,000.51

Balance as at 30/10/2022

Instant Access

£ 130,911.57

Total Funds Held

£ 158,912.08

Correspondence received since the last meeting

- Notification of a review by Cornwall Council of youth provision
- Email from "Let Cornwall Decide" regarding the provision of a mayor for Cornwall
- Details of a public consultation regarding "Let Cornwall Decide" (*this will be discussed in the January meeting*)
- Notification from the Forest for Cornwall of a tree planting event taking place at Heartlands on 2 December
- Town and Parish Council newsletter
- Citizens Advice newsletter
- Correspondence from Bruno Peake, Pageant Master regarding the coronation of King Charles III
- Notification of the amount the parish council will be paid for cutting footpaths under the LMP
- Invitation to take part in a survey from the Police and Crime Commissioner about opening further Police stations to the public