



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 21 November 2023 at 6.00 pm** in **Tregrehan Methodist Centre**

Julie Larter

Mrs Julie Larter
Clerk
14 November 2023

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 October 2023

To resolve that the minutes of the above meeting be signed as a correct record of the meeting Pages 4-9

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 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.

6. Cornwall Councillor's Report

To receive a report from Cllr James Mustoe

7. 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) PA23/05275 – Land off Holmbush Road – Outline planning application for up to 4 dwellings (in place of approved office building) with all matters reserved

(ii) PA23/07533 – 44 Chatsworth Way: Two-storey extension to accommodate annex

(b) To receive an update on the following applications

(i) PA23/06176 – 46 Sea Road: Proposed extension of first floor level over existing attached garage and creation of a further loft level bedroom in the roof space above

This application has been approved following a 5 day protocol letter where the parish council agreed to disagree

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

8. Neighbourhood Plan

To note the current situation

9. 80th Anniversary of D-Day

To discuss consider who will organise a commemorative event

10. Biodiversity

To consider the parish council's duties under the Environment Act 2021 and agree a Biodiversity Policy

Appendix (i)

11. Parish Projects

(i) History Boards

To receive an update

(ii) Any other projects

12. Parish Issues

(i) Tregrehan Jubilee Park

(a) To note any progress with devolution of the fields and agree a service provider and emptying regime for litter bins note any concerns

(b) To consider making an application for Levelling Up funding to replace some of the play equipment

(c) To consider quotes for replacing some of the play equipment

(ii) Tregrehan Flood Working Party

To receive an update

(iii) West Crinnis Field

(a) Public Rights of Way – to receive an update on footpath modification and if appropriate authorise any expenditure

(b) To note any concerns

(iv) Beach Development

To note the current situation

(v) Tregrehan Methodist Church

To note the current situation

(vi) Highways

(a) To discuss the outcome of Cormac's recent speed monitoring exercise in Tregrehan Mills (previously circulated)

(b) Missing public footpath sign in Crinnis Road

(b) To note any concerns

13. Financial Matters

(i) To consider obtaining an SSL certificate for the council's website

Appendix (ii)

(ii) To set a budget for 2024/25 and agree the amount of precept required

Appendix (iii)

(iii) To note that the Local Government pay award for 2023-24 has been agreed

(iii) To note the current financial position and authorise payments

Pages 10-11

14. Training/Meetings Attended

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

15. Correspondence

To note any correspondence received since the last meeting

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16. Dates for the Diary

To note dates for members' diaries

17. Dates of Forthcoming Meetings (Ch = Charlestown Primary School; T=Tregrehan Methodist Church) 19 December (C) 2023; 16 January(T), 20 February(T), 19 March(C), 16 April(T), 21 May(C), 18 June(T), 16 July(C), 10 September(T), 15 October(C), 19 November(T), 17 December 2024(C)

MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on 17 October 2023 at 6.00pm in Charlestown Primary School

Cllrs Paul Trudgian (Chairman), Sonia Phillips, Nathan Cooper, Lynn Parsons, Mike Ford, Ann Taylor, Penny Hermes.

In attendance: Cllr James Mustoe CC, Julie Larter (Clerk), 5 members of the public.

(23/071) Apologies

There were no apologies.

(23/072) Minutes of a Parish Council meeting held on 19 September 2023

It was **RESOLVED** that the minutes of a Meeting held on 19 September 2023 be signed as an accurate record of the meeting.

(23/073) Declarations of Interest

There were no declarations of interest.

(23/074) Chairman's Announcements

The Chairman announced that Myles Breary had resigned as a parish councillor to concentrate on his other volunteering roles. The Chairman reminded those present that there are now 2 vacancies on the council.

(23/075) Public Participation

A member of the public stated that the tree canopies in Beach Road were overhanging the pavement. The Clerk will report to Highways.

A member of the public reported that the public footpath sign for Footpath 26 in Crinnis Road has disappeared and she has been told by Cornwall Council that there is no money to replace it. The Clerk will ascertain the cost of a replacement and the matter will be placed on next month's agenda for discussion.

(23/076) Cornwall Councillor's Report

Cllr Mustoe is to arrange a meeting with Cornwall Council's Flood Manager and the Flood working group imminently to set priorities and a course of action. He also reported that the process for devolving Tregrehan Jubilee Playing Fields to the parish council has begun. Cllr Mustoe's full report can be found on the parish council's website.

(23/077) Planning

(a)

(i) PA23/07337 – Par Garden Centre: Non-material amendment in relation to decision notice PA22/04096 dated 30/05/2023 to confirm a specific area of the proposed

development would be for a farm shop/farmer's market and addition of phasing condition

It was **RESOLVED** that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council has no objections to the proposed amendment.

(ii) PA23/06603 – Land rear of Hillcrest, Beach Road: Outline planning for the erection of three dwellings with all matters reserved

It was **RESOLVED** that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council has no objections in principal however it believes that the density of the proposed development is too high (Carlyon emerging Neighbourhood Development Plan Policy 1 (e) and (f) relating to the bulk and massing of development. The council also has concerns about the amount of new traffic which would be generated which could impact on the safety of children going to school.

(iii) PA23/07963 – 56 Cuddra Road: Application for tree works within a TPO area: Reduce the crown of the Oak trees by 20% and remove limbs hanging lower than the 7 ft fence

It was **RESOLVED** that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council objects to the proposed tree works as these trees appear to be healthy.

The parish council is extremely concerned about the number of applications coming forward for tree works on the Gwallon Keas development.

(b) Updates on the outstanding applications

(i) PA23/06176 – 46 Sea Road: Proposed extension of first floor level over existing attached garage and creation of a further loft level bedroom in the roof space above

No update was available.

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

The Clerk has been informed that this application is likely to be recommended for refusal soon.

(23/078) Carlyon Neighbourhood Development Plan

The Clerk reported that Cornwall Council has requested some amendments to the plan in accordance with the Examiner's report and she is currently working through these.

(23/079) Campdowns Chapel

It was **RESOLVED** that the parish council would not submit a tender for the building for the following reasons:

- **Short duration of the lease**
- **Lack of clarity from Cornwall Council over their expectations of improvements to the building**

- **Expense of installing electricity and water**
- **The building would only have limited letting potential due to its sensitive location**
- **Lack of parking**

(23/080) 80th Anniversary of D-Day

Councillors discussed whether to light its beacon on 6 June to commemorate the 80th anniversary of the D-Day landings. It was suggested that maybe Crinnis Beach would be a good location and the Clerk is to make contact with CEG in this regard. The matter will be discussed at next month's parish council meeting.

(23/081) Cornwall Council Review of Polling Places

It was **RESOLVED** that the Clerk should respond to the consultation stating that the parish council is content with the current arrangement (Tregrehan Methodist Church and St Paul's church hall).

(23/082) Parish Projects

(i) History Boards

Cllr Cooper informed the meeting that Charlestown School's Y6 class is currently researching for the board and Cllr Cooper asked Mr Stark if he could have access to his historical photographs to which Mr Stark agreed. The Clerk will put the resident who offered to help with the design in touch with the class teacher.

(ii) Jubilee Playing Fields

Cllr Hermes reported that the Forest for Cornwall team are going to provide a further 80 trees and she will contact Bishop Bronescombe school to invite children to help plant them. The Coronation tree will be replaced and a few apple trees will be planted at the top of the football field.

(23/083) Parish Issues

(i) Tregrehan Jubilee Park

The Clerk reported that Cornwall Council's Asset Management Group were meeting today and this will kick start the devolution process. The Clerk has been given a quote from Cornwall Council to service the litter bins in the fields when the parish council takes the fields over and will seek alternative quotes, to be considered at next month's meeting.

It was agreed to consider replacing the children's play equipment on a like-for-like basis and the Clerk will obtain some quotes prior to the next meeting. It was stressed that the parish council did not want to create a "destination park" as there is no available parking.

(ii) Tregrehan Flood Working Party

Cllr Mustoe agreed to arrange a meeting between the group and Rhys Hobbs, Cornwall Council's Flood Manager so that Cornwall Council could set out what Cornwall Council can and cannot deliver.

(iii) West Crinnis Field

Cllr Ford agreed to lead on applying to have the public rights of way and permissive paths modified on the Definitive Map.

The Clerk reported that following discussions with Mr Stark, it was felt that the cost of moving the dog waste bag dispenser further into the field probably was not going to prove advantageous in the long run.

(iv) Beach Development

The Chairman reported that Jacky Swain is leaving CEG. The planning application for the glamping pods is still currently with Cornwall Council. He also reported that CEG intends applying to renew their planning to enable them to operate the pop-up businesses year round.

(v) Tregrehan Methodist Church

No update was available.

(vii) Highways

(a) Community Network Scheme

The recently installed speed reduction measures on Bodelva Hill were unsatisfactory. It was **RESOLVED that a nomination for the scheme should be submitted to paint dragons teeth and to install an additional sign on the right hand side of the carriageway of Bodelva Hill.**

It was also **RESOLVED to nominate the installation of a pavement from the junction of A390 to the crossroads with Bodelva Hill/Trenowah Road for inclusion in the scheme.**

(b) The following highways concerns will be reported to Cornwall Council:

- The gully outside Boscundle needs cleansing and the Clerk was asked to obtain a copy of the gully clearance schedule
- Overhanging tree canopies on the pavement in Beach Road

The Chairman stated that the entrance to Tregrehan Mills on Trenowah Road is untidy, with overgrown shrubs, graffiti on the sign and his feeling that the area looked neglected. He will obtain a quote for getting the area tidied up and the matter will be discussed next month.

The Clerk was asked to chase the results of the speed monitoring exercise undertaken in the summer.

(23/084) Finance

Current balances were noted and the following payments were authorised:

DD	EE Ltd	Monthly mobile phone charge	£31.20
DD	Lloyds Bank	Credit card	£177.40
BACS	Lyreco	Printer paper	£27.30

BACS	GET Landscaped	Cutting Cypress Avenue	£224.40
BACS	Anthony Hart	Cutting Crinnis field Sea Road hedge	£360.00
BACS	Mrs J Larter	October salary	*
		Taxi fare	£14.60
		Mileage July - September	£42.30
		Working from Home Allowance May - Oct	£156.00
BACS	HMRC	PAYE	*
BACS	Cornwall Pension Fund	EE and ER contributions	*

The Clerk reminded members that the council will be setting its budget for 2024/25 next month and members should consider any projects they would like to propose for the forthcoming year. It was agreed to allocate a budget towards flooding issues.

The Clerk also reminded members that all councillors are now authorised signatories on the council's bank account and asked that those members that had not registered for online banking should do so to ensure there were sufficient councillors available to release payments.

(23/085) Training/Meetings Attended

(i) 25 September – Cllr Ford attended a community energy presentation

2 October – Cllr Ford attended the South Cornwall Community Area Partnership meeting.

11 and 12 October – The Clerk attended the SLCC National Conference. She reported that she attended presentations of Martyns Law, the future of town and parish councils, levelling up, how the Netherlands deals with respect in relation to local politicians, details of current NALC campaigns as well as co-presenting the findings of her recent MA dissertation.

(ii) Community Levelling Up Applications

Cllr Ford is the council's appointed representative on the panel and was seeking clarity on how he should respond to consultations. Cllr Ford undertook training on the scheme earlier in the year and members were happy that he should use his own judgement in responding.

(23/086) Correspondence

A list of correspondence had been circulated with the agenda, but in addition the following had been received:

- Cornwall Council's Town and Parish newsletter
- Email regarding the proposed desalination plant at Par – Cllrs Trudgian and Ford will attend a SWW briefing on 24 October and there will be a further presentation at the next Community Area Partnership meeting in November
- Slides from Cornwall Council's presentation on their proposed 2024/25 budget
- Minutes of the South Cornwall Community Area Partnership meeting held on 2 October

(23/087) Dates for the diary

24 October – The Chairman and Cllr Ford to attend a briefing by SWW on their proposed desalination plant at Par

21 November – Cllr Ford to attend Code of Conduct training

(23/088) Dates of future meetings

19 November (Tregrehan), 19 December (Carlyon)

The meeting closed at 7.14 pm

DRAFT

Carlyon Parish Council Budget Monitor Report to 31 October 2023

	Budget £	Expenditure £	% of Budget £
Employee Costs			
Clerk's salary (including oncosts)	£ 12,000.00	£ 5,750.58	47.92%
Training & conference expenses	£ 750.00	£ 392.90	52.39%
Clerks Room Allowance	£ 320.00	£ 312.00	97.50%
Clerk's travel and subsistence	£ 400.00	£ 299.45	74.86%
Total employee related costs	£ 13,470.00	£ 6,754.93	50.15%
Administration Costs			
Office expenses	£ 750.00	£ 264.31	35.24%
Postage	£ 150.00	£ 36.07	24.05%
Photocopying	£ 150.00		0.00%
Office equipment	£ 1,200.00	£ 847.28	70.61%
Insurance	£ 600.00		0.00%
Subscriptions	£ 800.00	£ 586.49	73.31%
Website	£ 500.00	£ 222.00	44.40%
Audit Fees	£ 500.00	£ 452.00	90.40%
Bank charges	£ 200.00	£ 57.00	28.50%
Books and Publications	£ 100.00		0.00%
Meeting Expenses	£ 300.00	£ 120.00	40.00%
Total Administration Costs	£ 5,250.00	£ 2,585.15	49.24%
Other Expenses			
Chairman's Allowance	£ 100.00		0.00%
Councillors Travel/Subsistence	£ 500.00		0.00%
Parish Maintenance	£ 8,000.00	£ 3,394.50	42.43%
Parish Projects	£ 6,000.00	£ 240.84	4.01%
Parish Newsletter	£ 1,000.00		0.00%
Events	£ 1,000.00	£ 746.67	74.67%
West Crinnis Field	£ 1,500.00		0.00%
Tregrehan Jubilee Playing Fields	£ 1,500.00	£ 37.50	2.50%
Neighbourhood Plan	£ 500.00		0.00%
Community Building	£ -	£ 225.00	
Total Other Expenses	£ 20,100.00	£ 4,644.51	23.11%
Total VAT	£ 1,500.00	£ 1,173.38	
Total Expenditure	£ 40,320.00	£ 15,157.97	37.59%
Reserves			
Community building	£ 96,511.80	£ -	0.00%
CIL	£ 22,540.00		
Election Fund	£ 1,000.00		
Tregrehan Playing Fields Transfer	£ 3,000.00		
General Contingency	£ 10,000.00	£ -	0.00%
Total Reserves	£ 133,051.80	£ -	0.00%
Income			
Precept	£ 37,099.75	£ 37,099.75	100.00%
CTSG			
VAT		£ 822.11	
CIL	£ -	£ -	
Other Income		£ 81.42	

Interest		£ 1,893.68	
Total Income	£ 37,099.75	£ 39,896.96	
Balance as at 31/03/2023		£ 152,532.47	
	Add income	£ 39,896.96	
	Less expenditure	£ 15,157.97	
		£ 177,271.46	
Bank Reconciliation			
Balance as at 31/10/2023	Current Account	£ 25,044.59	
	Less outstanding payments	£ -	
		£ 25,044.59	
Balance as at 31/10/2023	Instant Access	£ 52,226.87	
Balance as at 31/10/2023	CCLA	£ 100,000.00	
	Total Funds Held	£ 177,271.46	

Correspondence received since the last meeting

- Cornwall Council's Neighbourhood Planning newsletter
- Reminder of CALC AGM on 23 October (and subsequent slides from the meeting)
- Invitation to take part in Cornwall Council's annual rough sleeper count
- Invitation from Cornwall Council to attend planning training regarding neighbourhood plans and the Cornwall Local Plan
- Cornwall Council's Planning newsletter
- Details of training available on Cornwall Council's online learning hub
- Email from Cubert Parish Council expressing concern about Cornwall Council's reduction in funding for their street cleaning