



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 19 December 2023 at 6.00 pm** in **Charlestown Primary School**

Julie Larter

Mrs Julie Larter
Clerk
12 December 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 21 November 2023

To resolve that the minutes of the above meeting be signed as a correct 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. 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) PA23/09510 – 15 Appletree Lane: Works to trees subject to a Tree Preservation Order (TPO), works include Crown reduction

(ii) PA23/08731 – Crinnis Beach: Use of site for pop up used for a temporary period of 5 years with associated works. Pop up venues to accommodate a range of uses within Use Class E(a), E(b), E(d), F1(a), F2(c) and drinking establishments (some with expanded food provision), hot food takeaways, drive-in cinema, theatre, live music [performances, hire of beach equipment, water sports activities) Sui Generis) and ancillary parking. Motorised water sports to run between 1 April and 30 October only

(iii) PA23/05423 – Land NE Boscoppa Farm: Change of use of land and installation of 6 glamping cabins, associated decking, footpaths, parking and turning areas and associated works

(b) To receive an update on the following applications

(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) PA22/08297 – Land adjacent to 9 Boscundle Close: Proposed woodland holiday lodges and associated works
This application has been refused

8. Neighbourhood Plan

To note the referendum date and authorise expenditure

9. Parish Projects

(i) History Boards

To receive an update, approve design costs and associated expenditure

(ii) Any other projects

10. Parish Issues

(i) Tregrehan Jubilee Park

(a) To agree Heads of Terms for the transfer of the playing fields from Cornwall Council Appendix (i)

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

(c) To consider making an application for Levelling Up funding to replace 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

(b) To note any concerns

(iv) Beach Development

To note the current situation

(v) Tregrehan Methodist Church

To note the current situation

(vi) Highways

To note any concerns and authorise any expenditure

11. Financial Matters

To note the current financial position and authorise payments

Pages 9-10

12. Training/Meetings Attended

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

13. Correspondence

To note any correspondence received since the last meeting

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14. Dates for the Diary

To note dates for members' diaries

15. Dates of Forthcoming Meetings (Ch = Charlestown Primary School; T=Tregrehan Methodist Church) 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 21 November 2023 at 6.00pm in Tregrehan Methodist Church

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

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

(23/089) Apologies

Apologies were received from Cllr Ford.

(23/090) Minutes of a Parish Council meeting held on 17 October 2023

It was **RESOLVED** that the minutes of a Meeting held on 17 October 2023 be signed as an accurate record of the meeting.

(23/091) Declarations of Interest

There were no declarations of interest.

(23/092) Chairman's Announcements

The Chairman had no announcements to make.

(23/093) Public Participation

A member of the public said that work had begun to rectify recent flooding issues in Fairway.

A member of the public said that there were some of the parish council's parking cones outside a house in Sea Road. The Clerk commented that she had retrieved these.

(23/094) Cornwall Councillor's Report

Cllr Mustoe thanked Cormac and Biffa for recent actions during and following Storm Ciaran. He also reported on Cornwall Council's decision to switch of street lighting between 00.00 and 05:00 in order to save emissions and costs. Streetlights will remain on in certain key areas such town centres, subways and traffic junctions on safety grounds.

Cllr Mustoe's full report is on the parish council's website.

(23/095) Planning

(a)

(i) PA23/05275 – Land off Holmbush Road: Outline planning application for up to 4 dwellings (in place of approved office building)

It was **RESOLVED** that the Clerk should respond to the planning authority (Cornwall Council) stating that the parish council objects to the application as the development has had more than its full quota of houses. It would like the applicant to stick to the original plan for office space.

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

It was **RESOLVED** that the Clerk should respond to the planning authority (Cornwall Council) stating that the parish council has no objections to the proposal but notes the neighbour's comments regarding the issue with drains.

(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

This application has been approved.

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

No update was available.

(23/096) Carlyon Neighbourhood Development Plan

The Clerk reported that the Neighbourhood Plan team are in contact with Electoral Services to set a referendum date.

(23/097) 80th Anniversary of D-Day

CEG are happy that a beacon can be lit on Crinnis Beach. The Chairman assisted by Cllrs Phillips and Parsons will organise the event and Cllr Mustoe is to be invited to light the beacon.

(23/098) Biodiversity

Under the 2021 Environment Act, the parish council is required to consider biodiversity and adopt a policy setting out its approach. A draft policy and action plan had been previously circulated and it was **RESOLVED to adopt the policy together with the action plan, with an amendment on the action plan recognising that whilst it is preferable to use environmentally friendly pesticides, there may be occasions where chemical weedkillers may need to be used for safety reasons.**

(23/099) Parish Projects

(i) History Boards

Year 6 pupils from Charlestown School have completed their research. Mr Stark met with the classteacher to look at relevant photographs. The Clerk and Mr Stone have met with

Cornwall Signs to discuss boards. A wrap will be affixed to the bus shelter in Beach Road and the Clerk is to ascertain quotes for signs. There are 2 disused posts in Crinnis Road and the Clerk is to seek permission from Cornwall Council to use these for a proper sign.

Research undertaken by pupils from Bishop Bronescombe school for the Tregrehan board is nearly ready. Councillors were undecided whether to put the board inside the existing village noticeboard or to remove the noticeboard and install a new sign.

(ii) Other Projects

There was nothing to discuss.

(23/100) Parish Issues

(i) Tregrehan Jubilee Park

(a) The council is still waiting to receive the Heads of Terms relating to the land transfer. The Clerk has received a quote for Biffa to continue emptying the bins following devolution and has tried to obtain additional quotes, but cannot find a company that can empty individual bins. It was **RESOLVED to accept the quote from Biffa to service the bins, roughly 4 times per week on a usage basis.**

(b) It was **RESOLVED to make an application for levelling up funding for 50% of the cost of replacement play equipment.** The amount to be applied for will be determined at the next meeting

(c) The Chairman and Clerk met a representative from Wicksteed on 25 October and the Clerk is still awaiting a quote. The Clerk is to meet a representative from Kompan tomorrow. The matter is to be considered at next month's meeting.

(ii) Tregrehan Flood Working Party

Cllr Phillips reported that she had recently attended a virtual meeting with representatives from the Environment Agency and Cornwall Council for an update. The parties are working jointly to create a long term infrastructure plan specifically to address the collapsed culvert. There is an issue with the land behind the culvert as it contains high levels of sand which is flowing into the Tregrehan river. The land is unregistered and Cllr Phillips has spoken to Imerys to see if they own the land.

Ecobos are operating within their permitted limit (maximum permitted 120 litres per second), the current flow is averaging 70 litres per second. There will be no hydrology survey at the present time.

(iii) West Crinnis Field

(a) Public Rights of Way

Cllr Ford has obtained further information regarding adding the current public rights of way to the Definitive Map, but there are complexities due to the fact that PRow need to start and terminate from public highways and Sea Road is a private road. It was **RESOLVED to allocate £1,300 for 2 initial consultations seeking legal advice.**

(b) Any concerns

One of the memorial benches had come away from its fixings and it was noted that this has now been repaired.

(iv) Beach Development

There was nothing to report.

(v) Tregrehan Methodist Church

The Clerk has been in touch with the Minister who is equally frustrated with the situation and will see if he can find out anything.

(vii) Highways

(a) Speed Monitoring

The results from a speed monitoring exercise undertaken by Cormac in August had been previously circulated. The survey evidenced that 92% vehicles travelled at less than 20MPH, 8% between 20MPH and 30MPH, and 0.1% travelled at more than 30MPH. Cornwall Council will be taking no action.

(b) Public Footpath Sign

The Clerk reported that Cormac will be replacing the missing public footpath sign at the top of the footpath leading into Quay Road, Charlestown.

(c) Other concerns

As previously reported, the flooding issue in Fairway was being dealt with. Cllr Mustoe is to take photographs of the overhanging trees on Beach Road and take the matter up with the Highways Manager as Cormac have stated twice that there are no issues with them. It was noted that the stretch of Sea Road from the railway bridge to Beach Road is very scruffy and vegetation is encroaching onto the pavement. The Clerk was asked to write to Brend Hotels to ask if the parish council could get a contractor to cut the hedge and a quote for the work will be sought. The matter will be discussed next month

(23/101) Finance

(i) Secure Socket Layer Certificate for website

It was **RESOLVED to obtain an SSL certificate for the parish council's website in order to enhance security.**

(ii) A draft budget for 2024/25 had been previously circulated. It was **RESOLVED to adopt the draft budget and to submit a precept request to Cornwall Council for £41,029.78 for 2024/25.** This represents an increase for a band D property of £2.62 for the year. It was noted that the precept had not been increased last year, but with the parish council undertaking more work and responsibilities a small increase was essential.

(iii) It was noted that the Local Government Pay Award for 2023/24 has now been agreed. Cllr Taylor has checked the Clerk's calculations. Cllr Taylor undertook an internal control check on 7 November.

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

DD	EE Ltd	Monthly mobile phone charge	£31.20
DD	Lloyds Bank	Credit card	£239.52
BACS	A & A Maintenance	Cutting Footpaths	£1,550.00
BACS	Hay Nurseries	Replenish planters	£143.88
BACS	Kernow Learning MAT	Hire of classroom for PC meetings	£40.00

BACS	St Austell Bay PC	Training (Clerk) (50%)	£17.50
BACS	SLCC	Annual membership subscription	£106.59
BACS	Mrs J Larter	November salary	*
BACS	HMRC	PAYE	*
BACS	Cornwall Pension Fund	EE and ER contributions	*

(23/102) Training/Meetings Attended

23 October – The Clerk attended a meeting of clerks to smaller councils where a presentation was given on levelling up funding streams

24 October – Cllr Ford attended a Community Area Partnership meeting

31 October – Clerk attended Public Rights of Way training

9 and 16 November – Clerk attended briefings on the forthcoming Martins Law

21 November – Cllr Ford attending Code of Conduct training

(23/103) Correspondence

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

- Consultation on Cornwall Council's electric vehicle charging strategy
- Clean Cornwall newsletter

(23/104) Dates for the diary

22 November – Cllr Ford and the Chairman to attend a CAP meeting to receive a presentation from South West Water on the proposed desalination plant at Par

23 November – Cllrs Phillips and Ford to attend planning training

(23/105) Dates of future meetings

Ch – Charlestown Primary School, T – Tregrehan Methodist Centre

19 December 2023 (Ch); 16 January 2024 (T), 20 February (T), 19 March (Ch), 16 April (T), 21 May (Ch), 18 June (T), 16 July (Ch), 10 September (T), 15 October (Ch), 19 November (T), 17 December (Ch).

The meeting closed at 7.20 pm

Carlyon Parish Council Budget Monitor Report to 30 November 2023

	Budget £	Expenditure £	% of Budget	£
Employee Costs				
Clerk's salary (including oncosts)	£ 12,000.00	£ 6,992.89	58.27%	
Training & conference expenses	£ 750.00	£ 410.40	54.72%	
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	£ 8,014.74	59.50%	
Administration Costs				
Office expenses	£ 750.00	£ 290.31	38.71%	
Postage	£ 150.00	£ 36.07	24.05%	
Photocopying	£ 150.00		0.00%	
Office equipment	£ 1,200.00	£ 970.88	80.91%	
Insurance	£ 600.00		0.00%	
Subscriptions	£ 800.00	£ 693.08	86.64%	
Website	£ 500.00	£ 222.00	44.40%	
Audit Fees	£ 500.00	£ 452.00	90.40%	
Bank charges	£ 200.00	£ 60.00	30.00%	
Books and Publications	£ 100.00		0.00%	
Meeting Expenses	£ 300.00	£ 160.00	53.33%	
Total Administration Costs	£ 5,250.00	£ 2,884.34	54.94%	
Other Expenses				
Chairman's Allowance	£ 100.00		0.00%	
Councillors Travel/Subsistence	£ 500.00		0.00%	
Parish Maintenance	£ 8,000.00	£ 5,137.90	64.22%	
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	£ 6,387.91	31.78%	
Total VAT	£ 1,500.00	£ 1,241.98		
Total Expenditure	£ 40,320.00	£ 18,528.97	45.95%	
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		£ 1,198.42
CIL	£ -	£ -
Other Income		£ 548.70
Interest		£ 2,351.17
Total Income	£ 37,099.75	£ 41,198.04

Balance as at 31/03/2023		£ 152,532.47
Add income		£ 41,198.04
Less expenditure		£ 18,528.97
		£ 175,201.54

Bank Reconciliation		
Balance as at 30/11/2023	Current Account	£ 22,974.67
	Less outstanding payments	£ -
		£ 22,974.67
Balance as at 30/11/2023	Instant Access	£ 52,226.87
Balance as at 30/11/2023	CCLA	£ 100,000.00
	Total Funds Held	£ 175,201.54

Correspondence received since the last meeting

- Consultation on Cornwall Council's Off-Street Parking Order
- Keep Britain Tidy newsletter
- Cornwall Landscape newsletter
- Consultation on Cornwall Council's EV Charging Infrastructure Strategy
- Notes from a recent mid-Cornwall CAP meeting
- Details of training opportunities
- Consultation on Peninsula Transport Rail Strategy
- Citizens Advice Newsletter