



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

MINUTES of the ANNUAL MEETING OF CARLYON PARISH COUNCIL held on 19 May 2026 at 6.20pm in Carlyon Parish Hall

Present: Cllrs Paul Trudgian, Mike Ford, Lynn Parsons, Steve Mabbott and Sonia Phillips.

In attendance: Cllr James Mustoe, CC; Julie Larter (Clerk), 4 members of the public.

(26/001) Election of a Chairman

It was **RESOLVED** to elect Cllr Trudgian as Chairman of Carlyon Parish Council for the forthcoming council year.

(26/002) Declaration of Acceptance of Office

The Chairman duly signed the Declaration of Acceptance of Office form.

(26/003) Election of a Vice Chairman

It was **RESOLVED** to elect Cllr Sonia Phillips as Vice Chairman of Carlyon Parish Council for the forthcoming council year.

(26/004) Apologies for Absence

Apologies were received from Cllr Riley.

(26/005) Minutes of a Meeting of the Parish Council held on 21 April 2026

It was **RESOLVED** that the minutes of a Meeting of the Parish Council held on 21 April 2026 be signed as a correct record of the meeting.

(26/006) Declarations of Interest

There were no declarations of Interest.

The Chairman re-ordered the agenda.

(26/007) Financial Matters

- (i) The Internal Auditor's Report was noted.
- (ii) It was confirmed that there is no conflict of interest with the External Auditors, BDO.
- (iii) The Annual Governance Statement was approved.

- (iv) The Annual Accounting Statement was approved.
 (v) Current balances were noted and the following payments were authorised.

DD	Lloyds Bank	Credit card*	£	227.67
DD	EE	Monthly mobile phone charge	£	38.41
DD	Unity Trust Bank	Monthly bank charges	£	7.00
DD	British Gas	Electricity	£	59.38
DD	Holiday Home Waste	Waste collection Jubilee Playing Fields	£	25.20
BACS	Biffa	Annual charge West Crinnis field	£	372.60
BACS	GET Landscaped	Grounds maintenance	£	1160.40
BACS	Noticeboards Online	Noticeboard for Gwallon Keas	£	1831.20
BACS	Glasdon	2 litter bins for Gwallon Keas	£	600.00
BACS	Complete Weed Control	Pavement weed spraying	£	215.30
BACS	Mrs J Larter	Expenses	£	291.00
BACS	Staff/HMRC/CPF	Staff salaries and oncosts	£	1342.31

18.30 - The Chairman left the meeting. Cllr Phillips took the Chair.

(26/008) Matters to Note

HAD 302 – The Clerk reported that the Order has been made and provided there are no objections will become a Confirmed Order after 4 June – in reality this will be the middle of June. It was noted that no objections have been received so far.

There is now an internet connection in the hall.

The Clerk enquired whether all councillors had successfully set up their emails on the council's new email platform.

(26/009) Chairman's Announcements

Cllr Phillips had no announcements to make.

(26/010) Public Participation

A member of the public explained that on Footpath 2 between Sea Road and Kent Avenue, vegetation was overhanging the path. The Clerk explained that the parish council's responsibility is only to keep the path surface clear, it is the landowner's responsibility to cut hedges back. The Clerk is to compose a flyer for landowners reminding them of their responsibilities. The member of the public offered to deliver the flyers.

A member of the public informed the meeting of an incident of fly tipping near Wheal Regent. Cllr Mustoe reported this to Cornwall Council.

(26/010) Cornwall Councillor's Report

Cllr Mustoe stated that he has reported a number of potholes and blocked highways gulleys recently. He is in the process of trying to expedite resurfacing Haddon Way, Fairway and Chatsworth Way.

Cllr Mustoe was pleased to report that last month a new school crossing patrol officer started work at Charlestown School

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

(26/011) Planning and Related Matters

(i) PA26/02927 – 43 Haddon Way: Single storey side and rear extension

It was **RESOLVED that the Clerk should respond to the Planning Authority stating that the parish council has no objections.**

(ii) PA26/03027 – Cuddra Aquatics: Erection of Manager's dwelling with removal of condition 5 of decision notice C2/03/02401 dated 12.03.2004

It was **RESOLVED that the Clerk should respond to the Planning Authority stating that it objects to the removal of condition 5 for the following reasons**

- **Paragraph 84 of the NPPF states that decisions should avoid development of isolated homes in the countryside.**
- **The applicant has not explained satisfactorily why condition 5 should be lifted in relation to the conditions set out in paragraph 84 of the NPPF**
- **The property is outside the Carlyon Parish Neighbourhood Plan settlement boundary**
- **The property is situated on a flood plain.**

(26/012) Appointments to Committees and Other Bodies

(i) Staffing Committee – Cllrs Ford, Riley and Mabbott

(ii) South Cornwall Area Partnerships – Cllr Riley (Cllr Ford to deputise)

(iii) Eden Geothermal Liaison Group – Cllr Ford

(iv) Internal Control Checks – Cllr Riley

(26/013) Carlyon Parish Hall

A discussion took place regarding future plans for the building. Councillors are to consider priorities for improvements to the building and the matter will be discussed next month. Cllr Parsons is to put a post on Facebook to promote the hall and the Clerk will obtain a quote for an advertising banner.

(26/014) – Gwallon Keas

2 litter bins have now been put on the estate but it appears one is in the wrong location. Cllr Mabbott is to liaise with the handyman.

(26/015) Policy Review

(i) Information Technology (IT) Policy

An amended IT policy was reviewed and subject to 2 minor amendments was approved.

(ii) Information and Data Protection Policy
The Information and Data Protection Policy was reviewed.

(26/016) Parish Council Website/Email Accounts

Two quotes have been received and it was **RESOLVED to appoint Westernweb to set up a new website and email accounts.**

Cllr Mabbott left at 19.20.

(26/017) Parish Issues

(i) Jubilee Playing Fields

The Clerk is to ask the grounds team to remove the fallen holly bush from the top of the field.

(ii) Tregrehan Flood Working Party

Cllr Phillips reported that she is waiting for a meeting with the EA to follow through some flood management issues. Concern was expressed that Boscoppa Farm is for sale and there could be severe consequences for Tregrehan if it is sold for development.

(iii) West Crinnis Fields

There were no concerns.

(iv) Highways

Cllr Parsons reported that the hedge by the traffic build out on Trenowah Road is overhanging the cycle lane. The Clerk is to report it to Cornwall Council. Cllr Mustoe reported that he has asked Cormac to undertake speed monitoring in Tregrehan Mills.

(v) Crime

There was nothing to report.

(vi) Crinnis Beach

There had been a recent incident of ASB on the beach. Cllr Mustoe is meeting with the Police and business owners later in the week.

(26/019) Training/Meetings Attended

28 April – Cllrs Ford and the Clerk attended a briefing on Neighbourhood Priority Statements. It was **RESOLVED that Carlyon Parish Council would not produce a Neighbourhood Priority Statement given the neighbourhood plan is only 2 years old.**

Cllr Mabbot attended cyber security training

(26/020) Correspondence Received

A list of correspondence had been previously circulated.

(26/021) Dates for the Diary

There were no dates for the diary.

(26/022) Dates of Future Meetings

16 June, 14 July, 15 September, 20 October, 17 November, 15 December 2026

The meeting closed at 7.35pm

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Chairman

Date

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