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

Dear Councillor

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

Julie Larter

Mrs Julie Larter
10 November 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.

AGENDA

1. Apologies for Absence

2. Minutes of a Meeting of the Parish Council held on 20 October 2026
To resolve that the minutes of the meeting are an accurate record of the meeting

Pages 5-9

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

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

(a) To respond to the following planning applications and any planning applications received after publication of this agenda

(i) PA26/06813 – 56 Cuddra Road: Works to trees subject to a Tree Preservation Order. For Sycamore 1, crown reduction of approximately 2-3m to suitable side branches/growth points and crown thin of up to 15%. Sycamore 2, crown reduction of approximately 2-3m to suitable growth points and light crown thin of up to 15% (Amended Plans)

(iii) PA26/07514 – 43 Beach Road: Works to trees in a Tree Preservation Order area; Reduce 2 Oak trees due to storm damage

(iv) PA26/07390 – Pine Lodge Gardens: Works to trees subject to a Tree Preservation Order (TPO) Ash Tree – G1, Ash Dieback Disease identified, full tree removal required

(v) PA26/06972 – 25 Ley Close: Works to trees covered by a Tree Preservation Order (TPO) – T1 and T2 – 2 x Turkey Oak – Reduce crown, remove limbs to suitable unions, also rebalance of tree. G1 – Ash – Felling of tree

(b) Other Planning Matters

(i) PA26/06696 – 4 Sea Road: Works to Tree subject to a Tree Preservation Order (TPO) for Oak – 1-2m radial reduction as per blue line on annotated photo 'image 001' received 21.10.26, to reduce weight over shed and increase light into rear garden (Amended plans)
The parish council was asked to respond to this application before the next meeting. Following email circulation to councillors and sight of the Tree Officer's Report the Clerk responded with no objections

(ii) PA26/06392 – 50a Beach Road: Works to trees subject to a TPO for T1, Oak crown lift the lowest x 2 limbs over the driveway

entrance and pavement. T2, Pine, crown lift the lowest x 2 limbs over the front boundary. T3, Oak, 1-2m reduction on the extension side of the tree. T4, Beech, 1-2m radial reduction on upper crown only. T5, Beech, 1-2m radial reduction on upper crown only. T6, Oak, 1-2m radial reduction. T7, Beech, 1-2m radial reduction back to previous reduction points. T8, Chestnut, 1-2m radial reduction back to previous reduction points
The council was asked to respond to this application before the next meeting.

(iii) PA26/05141 – Land rear of Hillcrest, Beach Road: Reserved Matters application for access, appearance, landscaping, layout and scale, following outline consent PA23/06603 dated 24.01.24 with variation of Condition 1 of decision notice PA24/09333 dated 10.03.2025
A 5 day protocol letter has been received

9. Proposed Changes to Council Tax Support Scheme
To respond to a consultation from Cornwall Council
Council Tax Support consultation | Let's Talk Cornwall

10. Carlyon Parish Hall
(i) Improvements to the hall
To receive an update

(ii) Any other issues concerning the hall

11. Gwallon Keas
This is a standing agenda item

12. Parish Issues
(i) Tregrehan Jubilee Park
To note any concerns

(ii) Tregrehan Flood Working Party
To receive an update

(iii) West Crinnis Field
To note any concerns

(iv) Highways
To note any concerns

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

(vi) Crinnis Beach
To note any concerns

13. Financial Matters
To note the current financial position and authorise payments

Pages 10-11

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

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16. Dates for the Diary
To note any dates for members' diaries

17. Dates of Future Meetings
15 December 2026: 19 January, 16 February, 16 March, 20 April, 18 May, 15 June, 20 July, 21 September, 19 October, 16 November, 21 December 2027

MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on 20 October 2026 at 6.00pm in Carlyon Parish Hall

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

In attendance: Julie Larter (Clerk), 4 members of the public.

(26/073) Apologies for Absence
Apologies were received from Cllr Paul Riley and Cornwall Councillor Mustoe.

(26/074) Minutes of a Meeting of the Parish Council held on 15 September 2026
It was **RESOLVED that the minutes of a Meeting of the Parish Council held on 15 September 2026 be signed as a correct record of the meeting.**

(26/75) Declarations of Interest
There were no declarations of Interest.

(26/076) Matters to Note
The Clerk has written to Brend Hotels asking for an extension of the lease or a licence but has not received a reply. The Clerk has chased Highways about surface dressing in Haddon Way/Chatworth Way and Fairway and has been informed that next year's programme has not been drawn up yet.

(26/077) Chairman's Announcements
The Chairman had no announcements to make.

(26/078) Public Participation
A member of the public spoke regarding tree works being undertaken in Crinnis Woods. He was informed that residents had received no notification of the work and were very concerned about the extent of felling. The Chairman explained that the Forestry Commission has granted a licence – the site is approximately 2.3 hectares of which 75% trees are to be felled. An extensive replanting programme will then be undertaken. The Clerk has put a copy of the licence on the parish council website and this will also go on the noticeboards.
A member of the public praised the new gates at the main entrance into West Crinnis field.

(26/079) Cornwall Councillor's Report

Cllr Mustoe reported that he has put up a number of dog fouling stickers around Carlyon Bay. He also reported that Cornwall Council is currently running a public consultation on it Anti-Social Behaviour Strategy.

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

(26/080) Planning and Related Matters

(a)

(i) PA26/05970 – 4 Meadowside, Tregrehan Mills: Erection of two-storey rear extension, replacement of existing front conservatory with single storey extension, demolition of existing detached single garage and erection of detached double garage with self-contained studio/guest accommodation above, together 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 proposal.**

(ii) PA26/06813 – 56 Cuddra Road: Works to two Sycamore trees subject to a Tree Preservation Order. Tree 1 would have 6m removed from northern side whilst thinning some of the crown by 20%. Tree 2 would have 4m removed from its southern side whilst thinning the crown by 20%

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

(iii) PA26/05141 – Land off Hillside, Beach Road: Reserved Matters application for access, appearance, landscaping, layout and scale, following outline consent PA24/06603 dated 24.01.24 with variation of Condition 1 of decision notice PA24/09333 dated 10.03.2025

It was **RESOLVED that the Clerk should respond to the Planning Authority stating that the parish council objects due to loss of privacy and overlooking – Cornwall Local Plan Part 2, loss of privacy overlooking and causing material harm.**

(iv) PA26/06696 – 4 Sea Road: Works to Tree covered by a Tree Preservation Order (TPO) – Oak – Requesting a full radial reduction, ideally to match the adjacent trees behind no 6

It was **RESOLVED that the Clerk should respond to the Planning Authority stating that the parish council objects to the proposal in line with the Tree Officer's comments.**

(v) PA26/06885 – 11 Haddon Way: Single Storey front and rear extension, front porch and associated internal and external works

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

(b) It was noted that a 5 day protocol letter had been received relating to PA26/05320 – Sandpiper, Beach Road: Formation of an access with variation of condition 2 of decision notice PA26/00959 dated 09.04.2026

The parish council replied stating that the parish council retains its objection but on this occasion has agreed to disagree with your recommendation of approval.

The Chairman reordered the agenda

(26/081) Carlyon Parish Hall
(i) Improvements to the hall
New heaters have been installed by Chris Powley following research by Cllr Mabbott. Three items had been reported as concerning on the EICR and the Clerk is to ask Mr Powley for a quote to rectify. A quote has been received for repairing the roof and it was **RESOLVED to appoint JFM Roofing to undertake repairs to the roof at a cost of £800. Cllr Riley is awaiting a further quote for a suspended ceiling.**

(ii) Any other issues
The Clerk reported that PAT testing was carried out on 8 October and the fire extinguisher service was booked for 23 October.

(26/082) Parish Issues
(i) Jubilee Playing Fields
(a) It was noted that the mast on the pirate ship had rusted and has been removed. The Clerk is trying to obtain a replacement part. A wasp nest has been removed from the river bank adjacent to the play park.

(b) To note any concerns
Cllr Parsons reported that she has received complaints about football training in the park and she has asked the coach to rotate the area that he uses.
The Clerk was asked to arrange for the Buddleia and Sycamore growing towards the roadside railings cut back.

(ii) Tregrehan Flood Working Party
Matters are in hand and once the cider orchard has been planted it should reduce amount of water coming into the village by 50%. The Highways Manager has confirmed that drains on the A391 will be cleansed monthly.

(iii) West Crinnis Fields
Cllr Phillips reported she has received good feedback from resident about the new gate.
The next section of Cypress Avenue will be planted with daffodil bulbs shortly and St Austell Garden Centre has offered to donate some bulbs to be planted at Boscundle. Cllr Phillips will liaise with the contractor.

(iv) Highways
There were no highways concerns.

(v) Crime
There have been instances of E-bikes using Sea Road and a resident confronted one of the perpetrators.
It was noted there has been a big drop in anti-social behaviour at the beach this year.

(vi) Crinnis Beach
There was nothing to report.

(26/083) Policy Review
The following policies were reviewed with no amendments:
Privacy Statement
Freedom of Information Model Publication Scheme
IT Policy
Data Protection Policy

(26/084) – Finance
Current balances were noted and the following payments authorised

British Gas	Electricity for hall (June - Aug)	£	34.31
South West Water	Water charges for hall	£	67.50
EE	Phone charges	£	15.60
Lloyds Bank Ltd	Credit card*	£	208.31
Unity Trust Bank	Monthly bank charges	£	7.00
Holiday Home Waste Collection Ltd	Litter bin emptying - Jubilee Playing Fields	£	90.72
GET Landscaped	Grounds maintenance - Cypress Ave and Tregrehan Verges	£	488.40
	Grounds maintenance - Jubilee Playing Fields	£	672.00
	Underpayment of September invoice	£	0.40
Cornwall Signs	Signage for Sea Road	£	48.00
Craig Roberts	Removal of wasp nest in Jubilee Playing fields	£	108.00
Complete Weed Control	Pavement weedspraying	£	600.00
Staff	Salaries and oncosts	£ 1286.49	
M Thornton	Mileage	£	3.00
	Expenses	£	40.06

(26/085) Training/Meetings Attended
16 September – Cllr Ford attended an Eden Geothermal Stakeholder meeting
16 September – Councillors and the Clerk met with Acorn Blue to look at amended plans for the Porth Avallen Hotel
6 October – The Chairman and Cllr Phillips together with the Clerk attended the Cornwall Association of Local Councils conference. The Clerk is to contact Cloudy IT for a quote to replace the current email system and for access to the Gov Assist AI tool
12-14 October – Clerk attended the SLCC National Conference and gave a brief update

(26/086) Eden Geothermal Grants
Councillors considered possible projects in readiness for the grant application window opening. These include measures to increase the hall's thermal efficiency, a suspended ceiling, new lighting, replacement glass for the windows and solar panels, an upgrade to the kitchen, an accessible entrance and a covered link to the toilets. Quotes are to be obtained.

Cllr Mabbott is to put a notice on the Gwallon Keas noticeboard asking residents if there is anything on the estate they would like the council to apply for on their behalf.
The matter is ongoing.

Cllr Mabbot joined the meeting.

(26/087) – Gwallon Keas
Cllr Mabbott reported that there have been incidents of E-bikes/scooters going around the estate and the matter has been reported to the Police.

(26/088) Correspondence Received
A list of correspondence had been previously circulated and in addition the following correspondence has been received.

- Complaints about tree removal in Crinnis Woods
- Notification of scoping for the Cornwall Local Plan respond individually. Don't want urban creep.
- Notification of a consultation from Cornwall Council on proposed changes to Council Tax Support – this will be an agenda item next month

(26/089) Dates for the Diary
28 October – Cornwall Area Partnership meeting (Cllr Riley to attend)

(26/090) Dates of Future Meetings
17 November, 15 December 2026. 19 January, 16 February, 16 March, 20 April, 18 May, 15 June, 20 July, 21 September, 19 October, 16 November, 21 December

The meeting closed at 7.03 pm

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Chairman Date

Carlyon Parish Council Budget Monitor Report to 31/10/2026

EXPENDITURE		Budget		Expenditure	% of Budget
Salaries (including oncosts)	£	22,000.00	£	8,686.14	39.48%
Training & conference expenses	£	500.00	£	319.81	63.96%
Clerks Room Allowance	£	350.00	£	156.00	44.57%
Staff travel and subsistence	£	400.00	£	332.85	83.21%
Total employee related costs	**£**	**23,250.00**	**£**	**9,494.80**	**40.84%**
Office expenses	£	2,500.00	£	807.18	32.29%
Insurance	£	3,100.00	£	-	0.00%
Subscriptions	£	850.00	£	638.16	75.08%
Website	£	500.00	£	707.00	141.40%
Audit Fees	£	550.00	£	845.30	153.69%
Bank charges	£	150.00	£	70.00	46.67%
Meeting Expenses	£	100.00	£	25.97	25.97%
Total Administration Costs	**£**	**7,750.00**	**£**	**3,093.61**	**39.92%**
Chairman's Allowance	£	100.00	£	-	0.00%
Councillors Travel/Subsistence	£	100.00	£	-	0.00%
Parish Maintenance	£	25,000.00	£	12,192.81	48.77%
CIL (transferred from reserves)	£	-	£	-	0.00%
Carlyon Parish Hall	£	5,000.00	£	4,174.14	83.48%
PWL Repayments	£	5,950.00	£	2,970.50	49.92%
Total VAT	£	2,000.00	£	3,712.41	185.62%
Total Other Expenses	**£**	**38,150.00**	**£**	**23,049.86**	60.42%
Total Expenditure	**£**	**69,150.00**	**£**	**35,638.27**	**51.54%**

INCOME		Budget		Received	% of Budget
Precept	£	49,511.31	£	49,511.31	100.00%
VAT	£	2,000.00	£	5,122.45	256.12%
CIL	£	-			0.00%
Hall Rental	£	2,600.00	£	947.00	36.42%
Other Income	£	50.00	£	2,102.82	4205.64%
Interest	£	2,750.00	£	1,569.78	57.08%
Transfers from Reserve Funds Held					
Total Income	**£**	**56,911.31**	**£**	**59,253.36**	**104.12%**

CURRENT FUNDS HELD		At 31/10/2026
Current Account	£	51,001.22

Instant Access	£	31,032.75
CCLA	£	50,000.00
Total Current Funds	**£**	**132,033.97**

EARMARKED RESERVES		**At 01/04/2026**
Election Fund	£	1,000.00
Tregrehan Flood Alleviation	£	3,000.00
Property Contingency	£	21,000.00
Maintenance Contingency	£	12,500.00
General Contingency	£	55,617.61
Total EMR Remaining	**£**	**93,117.61**

BANK RECONCILIATION

Balance b/fwd 31/03/2026	£	108,543.66
Income	£	59,253.36
	£	167,797.02
Expenditure	£	35,638.27
	£	**132,158.75**

TOTAL FUNDS HELD @ 31/10/2026		
	£	**132,033.97**

Correspondence Received

- CALC Training Bulletin
- Correspondence regarding trees in Jubilee Playing Fields
- Cornwall Council's Positive Planning newsletter
- Minutes of October Community Area Partnership meeting
- Cornwall Council's analysis of the autumn budget
- Complaint regarding the overgrown hedge from Tregrehan Mills to Vounder Clay works
- Cornwall and Isles of Scilly Integrated Care Board's Cornwall Together newsletter
- Invitation to Good Places Engagement Sessions led by Cornwall Council