

Carlyon Parish Council

Dear Councillor

You are summoned to attend a meeting of **Carlyon Parish Council** to be held in **Tregrehan Methodist Church** on **Tuesday 17 December 2019 at 6.00 pm.**

Julie Larter

Mrs Julie Larter
Clerk
10 December 2019

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 26 November 2019

To resolve that the minutes of the above meeting be signed as a correct record

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 this.

4. Chairman's Announcements

To allow the Chairman to make any 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 Tom French CC

7. Planning Applications and Related Matters

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

PA19/09450 – The Oaks, Appletree Lane: Works to trees covered by a Tree Preservation Order

(b) *To note the current situation regarding the following application:*

PA18/07915 – 4 Boscundle Close: Proposed demolition of dwelling and erection of 4 residential apartments and associated works

8. Neighbourhood Plan

To receive an update from the Steering Group and authorise any expenditure

9. Community Governance Review

To note the current situation

10. Parish Issues

Ongoing Matters

- *Carlyon Recreation Area
To note any concerns*
- *Tregrehan Recreation Area
To note any concerns*
- *Beach development
(a) To receive an update on possible amendments to footpaths
(b) To note any concerns*
- *Highways matters
(a) Village Gateways
To note progress and authorise any expenditure
(b) To note a response from the Highways Officer regarding the provision of street lighting in Cypress Avenue
(c) To note any highways concerns*
- *Parish Projects
To note the current situation*
- *Climate Change
To receive an update*

11. Financial Matters

(a) *To authorise the purchase of sand for flood prevention in Tregrehan Mills*

(b) *To note the current financial position and authorise payments*

12. Correspondence

To note any correspondence received since the last meeting

13. Meetings/Training Attended

To receive an update from meetings or training recently attended by members or the Clerk

14. Dates for the Diary

To note any forthcoming dates for Members' diaries

15. Dates of Forthcoming Meetings

*(C) – Charlestown Primary School, (T) – Tregrehan Methodist Centre
28 January (C), 25 February (T), 24 March (C), 28 April: Annual Parish Meeting (T), 19 May: Annual Meeting of the Parish Council (C), 23 June (T), 21 July (C), 25 August (T) – only if required, 22 September (C), 27 October (T), 24 November (C), 17 December (T)*

MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on TUESDAY 26 NOVEMBER 2019 in Charlestown Primary School at 6.00pm

Present: Cllrs Alan Moore, Mike Thompson, Graham Entwistle, Ann Taylor, Paul Trudgian, Delenn Burkitt, Heidi Clemo

In attendance: Cllr Tom French, CC; Julie Larter (Clerk), 7 members of the public.

(19/100) Apologies for Absence

There were no apologies

(19/101) Minutes of a Parish Council held on 15 October 2019

It was **RESOLVED** that the minutes of a Meeting of the Parish Council held on 15 October 2019 be signed as an accurate record of the meeting ,subject to the following amendment: Minute (19/090) (v), 3 para should read "The Chairman said that work needs to be done to remove ivy from the Carthouse. He, together with Mrs Moore cut the trunks of the plants and the plan is to allow the ivy to wither over the winter and remove it in the spring. It may be necessary to consider re-reroofing the building and the Clerk was asked to ascertain who is responsible for the building's maintenance".

(19/102) Declarations of Interest on Items on the Agenda

There were no declarations of interest.

(19/103) Chairman's Announcements

The Chairman had no announcements to make.

(19/104) Public Participation

A member of the public spoke regarding agenda item 14, Highways matters (b) - correspondence regarding the lack of street lighting on the northern end of Cypress Avenue. The member of the public said that this was a blackspot as there was a big contrast between the light emitted from street lights on Par Moor Road and the sudden darkness of Cypress Avenue and he asked the council to give the matter serious consideration.

A member of the public asked to speak when the council debated agenda item 11 Parish Projects.

(19/105) Parish Councillor Vacancies

It was **RESOLVED** to co-opt Alison Cunningham and Myles Breary to fill the remaining vacancies in the Carlyon ward. Declarations of Acceptance of Office were duly completed.

(19/106) Cornwall Councillor's Report

Cllr French stated that the controversial bollard in Campdowns Cemetery has now been removed but he was unsure of Cornwall Council's long-term plan and will follow the matter up.

(19/107) Planning Applications and Related Matters

(a)

(i) PA19/09450 – The Oaks, Appletree Lane: Works to trees covered by a Tree Preservation Order

The Clerk stated that the Tree Officer was unhappy with the proposal and amended plans had been requested by the Planning Officer.

(ii) PA19/08944 – Land South of Brethrens Gospel Hall, Par Moor Road: Proposed commercial development – erection of community shop, 3 light industrial units (B1, B2, B8), provision of access and parking areas and associated works

It was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council supports the proposal.**

(b) The current situation regarding the following applications was noted:

(i) PA18/07915 – 4 Boscundle Close: Proposed demolition of dwelling and erection of 4 residential apartments and associated works

There was nothing to report.

(ii) Appeal APP/D0840/W/19/3225996 relating to PA18/06739 – 83/85 Sea Road

It was noted that this appeal has been dismissed by the Planning Inspector. Cllr Entwistle was pleased to note that the Inspector referred to the emerging Neighbourhood Plan in his judgement.

(iii) It was noted that the enforcement case relating to land at former 4 Tregrehan Mills has now been closed. The officer confirmed that there had been a breach of planning control but it is considered not expedient to pursue enforcement action. The landowner has been advised to submit a retrospective application to remedy the breach.

(19/108) Neighbourhood Plan

Cllr Entwistle reported that work is ongoing.

(19/109) Community Governance Review

The Clerk reported that the Electoral Review Panel sat on 4 November and determined that the Gwallon Keas should be transferred into St Austell Town parish, against the recommendation of the officer. Cornwall Council will be meeting on 12 December to consider all the recommendations and then the matter will be out to public consultation. The Chairman said that the parish council may hold a public meeting in January or February to seek views from our electorate. Cllr French said he would enquire whether he can represent the views of the parish council. The Clerk was asked to find out how many other decisions were made against the recommendation of the officer.

(19/110) Parish Projects

Cllr Trudgian has consulted with a number of residents about possible projects for enhancements to the parish and gave a presentation highlighting these together with estimated costs. Projects for consideration were planters to go on the build outs in Cypress Avenue and on Crinnis Road, wildflower planting on the junction of A391/Trenowah Road and in the Sea Road recreation field, planters to be affixed to the railings in Tregrehan, interpretation boards for Sea Road recreation field or the lookout opposite the Porth Avellen, screening on the SWCP near Monterey Lodge, picnic tables in Sea Road field and Tregrehan park, a living Christmas tree to go in Tregrehan park, additional play equipment for Tregrehan park. A scoring system was in place and members were asked to prioritise projects. Following the prioritisation exercise, the top projects that may be undertaken within the Projects budget next financial year are Coast path improvements, living

Christmas tree, planters in Tregrehan, Planters on Crinnis Road, Wildflowers in Carlyon recreation field and wildflowers on A391. The matter will be considered again next month. A member of the public asked whether it would be possible to undertake some improvements to the stretch of the SWCP from the Coastguard lookout towards the recreation field. She felt that there was an area that would benefit from digging out and laying some gravel. The Clerk said that she will speak to the Countryside officer.

(19/111) Parish Council Website

The Clerk's report was noted and it was **RESOLVED to instruct Vision ICT to redesign the parish council's website in order to meet the requirements of the Public Sector Bodies Accessibility Regulations at a cost of £775 + VAT.**

Cllr Entwistle gave his apologies and left the meeting.

(19/112) Climate Change

Following discussion it was decided not to declare a Climate Emergency at the present time but to set up a working party to look into the issue instead. The Chairman thought that the Annual Parish Meeting would be a good opportunity to invite the public to give their thoughts on the matter. In the meantime consideration will be given to climate change within the council's policies and the council will look at ways of minimising its impact on the environment. Cllr Clemo will set up the working party. Climate Change is to be a standing agenda item.

(19/113) Carlyon Recreation Area

(a) Access improvements and hedge cutting

It was **RESOLVED to accept an estimate of £600 to thin out the trees, remove Sycamore saplings and lower the height of the hedge.**

(b) It was **RESOLVED to accept a quote of £300 to remove the railings and lay a new section of path, subject to consent from Brend Hotels.**

The Clerk reported that a decision on whether to include the field on Cornwall Council's List of Assets of Community Value is due by 4 December.

(b) There were no other concerns

(19/114) Tregrehan Playing Fields

(a) Installation of an electricity pole

The Clerk reported that Cornwall Council had asked for £10,000 by way of a wayleave payment which was considered unviable by the developer. Western Power has therefore drawn up a plan to put the pole in the access lane. It was **RESOLVED that the parish council has no objections to this course of action and no wayleave payment would be sought.**

(b) The Clerk reported that Cormac has agreed to cut the top of the football field hedge as a one-off piece of work on safety grounds.

(19/115) Beach Development

(a) It was noted that part of the beach has now been accepted for Cornwall Council's List of Assets of Community Value

(b) The Chairman together with Cllrs Thompson, Clemo and Trudgian met with representatives of CEG earlier today. At the meeting it emerged that CEG would like to see

if the width of the footpath on the access road can be reduced. This will assist with phase 1 of the development (getting services laid). CEG have agreed to extend the Public Right of Way from Point 14 to the high water mark. Access to the beach for members of the public with limited mobility was also discussed. It was **RESOLVED that a meeting should be arranged with Cornwall Council and Cllrs Thompson and Clemo will represent the parish council.** Members felt that any reduction in width must ensure that the remaining path is wide enough for 2 wheelchairs to pass and that the extension from Point 14 must be legally sequenced with any reduction in the width of the access road.

(c) There were no other concerns

(19/116) Highways Matters

(a) Village Gateways

There was nothing to report.

(b) Lack of Street Lighting at the Northern End of Cypress Avenue

The parish council has received a request for street lighting to be installed at the northern end of Cypress Avenue. It was **RESOLVED that the Clerk should forward the request to Cornwall Council.**

(c) Other Highways Concerns

The Clerk reported that Holmbush Arch roundabout is due to be resurfaced during the week commencing 17 February 2020, weather permitting.

The Clerk asked members to consider possible bids for the next round of Community Network Highways budget.

(19/117) Financial Matters

(a) The Clerk's report and draft budget had been previously circulated. The draft budget was accepted and it was **RESOLVED to request a precept of £26,827.81 from Cornwall Council.**

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

BACS	St Austell Bay Parish Council	Share of Clerk's attendance at SLCC Roadshow and revised Clerk's Manual	£48.75
BACS	Tregrehan Methodist Church	Hall rental	£75.00
BACS	Cornwall ALC	Good Councillor Guides	£21.55
BACS	Cornwall Poppy Appeal	2 x wreaths	£34.00
BACS	Mrs J Larter	November salary	*
BACS	Mrs J Larter	Expenses	148.65
BACS	Cornwall Pension Fund	EE and ER contributions	*

*Publication of salary payments is excluded under the Data Protection Act

(c) SLCC Practitioners' Conference

It was **RESOLVED to authorise the Clerk's request to attend the SLCC Practitioners' Conference in February.**

(19/118) Correspondence Received

A list of correspondence had previously been circulated. In addition, the following had been received since publication of the agenda

- Town and Parish Council newsletter
- Invitation to attend the opening of The Birches, housing for people with mental health needs
- Email from Helen Nicholson regarding the formation of Shaping my Communities working party

(19/119) Meetings/Training Attended

(a) Cllrs Burkitt and Breary were nominated to represent the parish council at future meetings of the Eden Geothermal Liaison Group

(b) Meetings Attended

21 October – Cllr Burkitt attended a St Austell Town Council meeting regarding climate change

24 October – Cllr Trudgian and the Clerk met with a representative from Cormac to discuss village gateways. At the meeting it was identified that there is some redundant signage on the entrance to Tregrehan which will be removed

9 November – Cllr Burkitt attended St Austell Town Council's Climate Emergency Action Summit

10 November – Cllr Trudgian represented the parish council at the annual Poppy Day Parade in St Austell. Cllr Trudgian also laid a wreath at Tregrehan Methodist Chapel

13 November – The Clerk attended the SLCC Regional Training Seminar

23 November – Cllr Burkitt attended the Cornwall AONB annual conference

26 November – The Chairman, Cllrs Trudgian, Thompson and Clemo met with representatives from CEG as previously reported

(19/120) Dates for the Diary

28 November – St Austell and Mevagissey Community Network Panel meeting – Cllr Taylor to attend

4 December – Neighbourhood Plan Steering Group

(19/121) Dates of Forthcoming Meetings (C) – Charlestown Primary School, (T) – Tregrehan Methodist Centre, 17 December (T), 28 January (C), 25 February (T), 24 March (C), 28 April (T) (Annual Parish Meeting), 19 May (C) (Annual Meeting of the Parish Council), 23 June (T), 21 July (C), 25 August (T) – only if required, 22 September (C), 27 October (T), 24 November (C), 17 December (T)

The meeting closed at 7.32 pm

Carlyon Parish Council
Budget Monitor Report to 30 November 2019

	Budget	Spend to Date	Percentage of Budget	Notes/comments
	£	£	£	
Employee Costs				
Clerk's salary (including oncosts)	£ 9,750.00	£ 5,505.20	56.46%	
Training & conference expenses	£ 1,000.00	£ 145.00	14.50%	
Clerks Room Allowance	£ 216.00	£ 198.00	91.67%	
Clerk's travel and subsistence	£ 300.00	£ 188.10	62.70%	
Total employee related costs	£ 11,266.00	£ 6,036.30	53.58%	
Administration Costs				
Office expenses	£ 400.00	£ 321.12	80.28%	
Postage	£ 200.00	£ 34.54	17.27%	
Photocopying	£ 200.00	£ 27.27	13.64%	
Office equipment	£ 600.00	£ -	0.00%	
Insurance	£ 600.00	£ 348.75	58.13%	
Subscriptions	£ 700.00	£ 503.51	71.93%	
Website	£ 500.00	£ 217.99	43.60%	
Audit Fees	£ 500.00	£ 417.64	83.53%	
Bank charges	£ 100.00	£ 36.00	36.00%	
Books and Publications	£ 100.00	£ 63.30	63.30%	
Hire of Meeting Room	£ 500.00	£ 120.00	24.00%	
Total Administration Costs	£ 4,400.00	£ 2,090.12	47.50%	
Other Expenses				
Chairman's Allowance	£ 100.00	£ -	0.00%	
Councillors Travel/Subsistence	£ 500.00	£ -	0.00%	
Street Furniture Maintenance	£ 1,500.00	£ -	0.00%	
Devolved Services	£ 1,000.00	£ 300.00	30.00%	
Parish Projects	£ 4,000.00	£ 5,316.49	132.91%	
Carlyon Recreation Field	£ 1,500.00	£ 21.67	1.44%	
Tregrehan Recreation Fields	£ 1,500.00	£ 872.66	58.18%	
Footpath maintenance	£ 600.00	£ -	0.00%	
Neighbourhood Plan	£ 2,000.00	£ 1,594.24	79.71%	
Neighbourhood Plan Grant	£ -	£ 210.36		
Total Other Expenses	£ 12,700.00	£ 8,315.42	65.48%	
Reserves				
Election Fund	£ 2,000.00	£ -	0.00%	
Community building	£ 65,000.00	£ -	0.00%	
General Contingency	£ 4,000.00	£ -	0.00%	
Total Reserves	£ 71,000.00	£ -	0.00%	
VAT Paid		£ 1,791.28		
Total Expenses	£ 99,366.00	£ 18,233.12	18.35%	
Income				
Precept	£ 25,478.33	£ 25,478.33	100.00%	
CTSG	£ 325.30	£ 325.29	100.00%	
VAT	£ -	£ 459.99		
Bank Interest		£ 159.45		
Other Income		£ 5,046.79		

Total Income	£ 25,803.63	£ 31,469.85
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Bank Reconciliation

Balance as at 28/11/2019	Current Account	£ 22,119.32
	Less unpresented chqs	£ -
		<u>£ 22,119.32</u>
Balance as at 31/10/2019	Instant Access	£ 80,393.27
		<u><u>£ 102,512.59</u></u>

Correspondence received since 26 November 2019

- NALC newsletter
- Invitation to attend the official opening of the showhome in Gwallon Keas
- Notification of the adoption of the Cornwall Site Allocations DPD
- Minutes of the Eden Geothermal Liaison Group meeting held on 26 November
- Cornwall and Isles of Scilly Health and Care Partnership Long Term Plan update
- CALC newsletter
- Update on A30 link road