

Carlyon Parish Council

Dear Councillor

You are summoned to attend the Annual Meeting of **Carlyon Parish Council** to be held on **Tuesday 28 July 2020 at 6.00 pm**. This will be a virtual meeting.

Any member of the public wishing to attend the meeting should obtain the joining details from the Clerk no later than **12.00 noon on 28 July**. For security reasons no person will be admitted to the meeting without prior notification to the Clerk that they wish to attend.

Julie Larter

Mrs Julie Larter
Clerk
22 July 2020

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. Election of a Chairman**
To elect a Chairman
- 2. Declaration of Acceptance of Office**
To accept a Declaration of Acceptance of Office from the Chairman
- 3. Election of a Vice Chairman**
To elect a Vice Chairman
- 4. Apologies for Absence**
- 5. Minutes of a Meeting of the Parish Council held on 21 July 2020**
To resolve that the minutes of the above meeting be signed as a correct record.
- 6. 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

Pages 4-5

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.

7. Chairman's Announcements

To allow the Chairman to make any announcements.

8. 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.

9. Cornwall Councillor's Report

To receive a report from Cllr Tom French CC

10. Planning Applications and Related Matters

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

(b) 83 Sea Road

Owen Benyon from ALA Architects will outline proposals for a new family dwelling (Pre-application consultation, application to be submitted shortly)

11. Neighbourhood Plan

To receive an update from the Steering Group

12. Climate Change and Environment Working Party

To receive an update from Cllr Trudgian

13. Community Infrastructure Levy

To note that a CIL payment relating to the Gwallon Keas development has been received and to consider its use

14. Parish Councillor Vacancies

To note the current situation

15. Anti-Social Behaviour in Tregrehan

To discuss a recent incident of anti-social behaviour in the village

16. Parish Issues

Ongoing Matters

- *Tregrehan Playing Fields*
 - (i) Devolution of the field*
 - (ii) To note any concerns*
- *Carlyon Recreation Area*
 - (i) Carlyon Recreation Field Working Party*
 - To appoint members*

- (ii) *To note any concerns*
- Beach development
To note any developments/concerns
 - Tree Preservation Order for Carlyon Bay
To note the current situation
 - Highways matters
To note any highways concerns

17. Financial Matters

To note current balances and approve payments

Pages 6-7
Appendix (i)

18. Correspondence

To note any correspondence received since the last meeting

19. Meetings/Training Attended

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

20. Dates for the Diary

To note any forthcoming dates for Members' diaries

21. Dates of Forthcoming Meetings

*(C) – Charlestown Primary School, (T) – Tregrehan Methodist Centre
25 August (T) if needed for planning, 22 September (C), 27 October (T),
24 November (C), 15 December (T)*

Until Government advice changes, council meetings will be held virtually

MINUTES of a VIRTUAL MEETING OF CARLYON PARISH COUNCIL held on TUESDAY 21 July 2020 at 6.00pm

Present: Graham Entwistle, Paul Trudgian, Heidi Clemo, Mike Thompson, Ann Taylor

In attendance: Julie Larter (Clerk); 2 members of the public

(19/210) Apologies for Absence

Apologies were received from Cllr Alan Moore.

In the absence of the Chairman, Cllr Entwistle (Vice Chairman) Chaired the meeting.

(19/211) Minutes of a Parish Council held on 17 March 2020

It was **RESOLVED** that the minutes of a Meeting of the Parish Council held on 17 March 2020 be signed as an accurate record of the meeting.

(19/212) Declarations of Interest on Items on the Agenda

There were no declarations of interest.

(19/213) Supplementary Standing Orders

It was **RESOLVED to adopt supplementary Standing Orders to meet the statutory requirements for the holding of remote meetings.** It was noted that this document remains in place until 7 May 2021 or until the repeal of legislation, whichever is the earlier.

(19/214) Chairman's Announcements

Cllr Entwistle read a message received from the Chairman thanking members of the Carlyon Community Support Group for the service they had provided to the community. The Chairman thanked Cllr Trudgian for leading the group and the team of volunteers including Cllrs Entwistle, Clemo, Breary, as well as Mrs Moore and residents.

Cllr Entwistle also announced the resignation of Alison Cunningham and stated that the council now has 2 vacancies.

(19/215) Public Participation

A member of the public wished to speak on agenda item 6 (ii).

(19/216) Procedural Matters

(i) The Internal Auditor's reports were noted.

(ii) It was **RESOLVED to agree and approve the Annual Governance Statement.**

(iii) It was **RESOLVED to agree and approve the Accounting Statements for 2019/20.**

(iv) It was **RESOLVED to ratify decisions and payments made under the temporary scheme of delegation.** It was noted that the scheme is no longer in place as meetings have now resumed.

(v) It was **RESOLVED to hold the Annual Meeting of the Parish Council on Tuesday 28 July at 6.00pm.** This will be a virtual meeting.

(19/217) Planning Applications and Related Matters

(a) It was **RESOLVED to ratify comments made to the planning authority on planning applications received whilst the council did not meet.**

(i) PA20/04542 – 9 Boscundle Close: Proposed Woodland Holiday Lodges and Associated Works.

It was noted that this application has been withdrawn.

A member of the public said that although a number of trees have been felled, no work was currently occurring. An enforcement case has been registered with Cornwall Council (EN20/00672). Councillors will keep a watching brief on the situation.

(ii) St Austell Bay Neighbourhood Plan

Cllr Thompson will draft a response for consideration at the next parish council meeting.

(19/217) Correspondence

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

- Correspondence regarding the damaged railings parallel to the river in Tregrehan (Cormac to conduct a safety inspection this week)
- Letter of thanks from St Austell and Mevagissey Community Network Panel for all the hard work in supporting the community during the Covid-19 crisis
- Details of Tree Warden training – Cllrs Breary and Thompson to attend.

(19/218) Dates for the Diary

22 July – St Austell and Mevagissey Community Network Panel meeting (Cllr Thompson and the Clerk to attend).

(19/219) Dates of Forthcoming Meetings (C) – *Charlestown Primary School*, (T) – *Tregrehan Methodist Centre*, 25 August (T) – only if required, 22 September (C), 27 October (T), 24 November (C), 17 December (T)

It was noted that all meetings will be virtual under Government guidance changes.

Cllr Breary joined the meeting at 6.25 pm, apologising for his lateness due to difficulties in connecting to the meeting.

The meeting closed at 6.30 pm

Cllr Thompson asked that a letter of thanks be sent to the Coastguard and Police for their response in dealing with anti-social jet skis in St Austell Bay.

Carlyon Parish Council
Budget Monitor Report to 30 June 2020

	Original Budget £	Spend to Date £	Percentage of Budget £
Employee Costs			
Clerk's salary (including oncosts)	£ 10,250.00	£ 2,410.95	23.52%
Training & conference expenses	£ 1,000.00	£ -	0.00%
Clerks Room Allowance	£ 216.00	£ 116.00	53.70%
Clerk's travel and subsistence	£ 300.00	£ 18.90	6.30%
Total employee related costs	£ 11,766.00	£ 2,545.85	21.64%
Administration Costs			
Office expenses	£ 600.00	£ 7.88	1.31%
Postage	£ 150.00	£ 35.93	23.95%
Photocopying	£ 150.00	£ 62.65	41.77%
Office equipment	£ 600.00	£ 162.00	27.00%
Insurance	£ 600.00	£ 357.71	59.62%
Subscriptions	£ 700.00	£ 505.99	72.28%
Website	£ 500.00	£ -	0.00%
Audit Fees	£ 500.00	£ 200.00	40.00%
Bank charges	£ 100.00	£ 18.00	18.00%
Books and Publications	£ 100.00	£ -	0.00%
Meeting Expenses	£ 300.00	£ -	0.00%
Total Administration Costs	£ 4,300.00	£ 1,350.16	31.40%
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	£ 220.00	22.00%
Parish Projects	£ 6,000.00	£ 196.00	3.27%
Carlyon Recreation Field	£ 1,500.00	£ 1,300.00	86.67%
Tregrehan Recreation Fields	£ 1,500.00	£ -	0.00%
Footpath maintenance	£ 600.00		0.00%
Neighbourhood Plan	£ 2,000.00	£ -	0.00%
Neighbourhood Plan Grant	£ -	£ -	
Total Other Expenses	£ 14,700.00	£ 1,716.00	11.67%
Reserves			
Election Fund	£ 2,000.00	£ -	0.00%
Community building	£ 70,000.00	£ -	0.00%
Flood Alieviation	£ 5,000.00	£ -	0.00%
General Contingency	£ 4,000.00	£ -	0.00%
Total Reserves	£ 81,000.00	£ -	0.00%
VAT Paid		£ 192.89	
Total Expenses	£ 111,766.00	£ 5,804.90	5.19%
Income			
Precept	£ 26,827.81	£ 13,413.91	50.00%
CTSG	£ -	£ 142.45	

VAT	£	-	£	448.10
Bank Interest			£	86.69
CIL			£	2,762.63
Other Income				
Total Income	£	26,827.81	£	16,853.78

Bank Reconciliation

Balance as at 30/06/2020	Current Account	£	19,701.28
	Less unrepresented chqs	£	-
		£	<u>19,701.28</u>
Balance as at 30/06/2020	Instant Access	£	90,641.26
			<u><u>£ 110,342.54</u></u>