

Carlyon Parish Council

Dear Councillor

You are summoned to attend a **virtual** meeting of **Carlyon Parish Council** to be held on **Tuesday 24 November 2020 at 6.00 pm.**

Any member of the public wishing to attend this meeting should obtain the joining details from the Clerk no later than **12.00 noon on 24 November 2020.** 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
17 November 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. Apologies for Absence

2. Minutes of a meeting of the Parish Council held on 27 October 2020

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 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 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 planning applications and on any applications received after publication of this summons

(i) PA20/07725 – 60a Chatsworth Way: Extension and conversion of garage to annexe accommodation

(ii) PA20/09019 – 51 Chatsworth Way: Proposed extension and remodelling

(iii) PA20/09697 – Porth Avallen Hotel: Tree works to fell 4 x Monterey Pines subject to a TPO

(b) To receive an update on the following planning applications:

(i) PA20/01824 – 1 Nettles Corner, Boscundle: Construction of rear extension to the property and internal reconfiguration to form additional bedroom, kitchen and dining area and replacement garden room

(ii) PA20/04542 – 9 Boscundle Close: Proposed woodland holiday lodges and associated works

8. Neighbourhood Plan

To approve the draft neighbourhood plan

The draft documents are available at http://www.carlyon-pc.gov.uk/Neighbourhood_Development_Plan_29167.aspx

9. Community Governance Review

To note Cornwall Council's decision

10. Charlestown School Parking Issues

To note the outcome of a meeting held on 12 November

11. Parish Projects

To consider future projects

12. Parish Issues

- (i) Tregrehan Playing Fields
 - (a) Devolution of the fields - To note the outcome of a meeting held on 4 November
 - (b) To consider purchasing some solar lights for the Christmas tree
- (ii) Carlyon Recreation Area
 - To note any concerns
- (iii) Beach Development
 - To note any concerns
- (iv) Tree Preservation Order for Carlyon Bay
 - To note the current situation
- (v) Highways
 - To note any highways concerns

13. Financial Matters

To note the current financial position and to authorise payments

Pages 9 - 10

14. Training/Meetings Attended

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 dates for members' diaries

17. Dates of Forthcoming Meetings

17 December 2020; 26 January, 23 February, 23 March, 27 April, 27 April (Annual Parish Meeting also), 18 May 2021 (Annual Meeting of the Parish Council)

Note: All meetings will be held virtually until guidance changes

**MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on TUESDAY 27
October 2020 at 6.00 PM
(This was a virtual meeting)**

Present: Cllrs Paul Trudgian (Chairman), Graham Entwistle (part of meeting), Jane Chantrill-Burns (part of meeting), Heidi Clemo, Myles Breary, Ann Taylor, Mark Seckerson, Alan Moore

In attendance: Julie Larter (Clerk); 6 members of the public.

(20/054) Apologies for Absence

Apologies were received from Cllr Mike Thompson and Cllr Tom French, CC.

(20/055) Minutes of a Meeting of the Parish Council held on 22 September 2020

It was **RESOLVED** that the minutes of the Meeting of the Parish Council held on 22 September 2020 be signed as an accurate record of the meeting.

(20/056) Declarations of Interest on Items on the Agenda

There were no declarations of interest.

(20/057) Chairman's Announcements

The Chairman thanked Mr Malcolm and Ms Aylward for all their efforts in pulling together the draft neighbourhood plan which was a huge piece of work. The draft plan is now on the website and residents' feedback is welcomed. The public consultation period lasts for 6 weeks before it goes to Cornwall Council. The Chairman also thanked the Clerk for time spent uploading all the documents on the website. The Chairman thanked all the volunteers and councillors who hand delivered the first parish newsletter.

(20/058) Public Participation

A member of the public congratulated the parish council on the production of the newsletter. The member of the public then asked that an item for emergency issues be put on the monthly agenda. The member of the public had hoped to ask Cllr French whether he had managed to get support for his amendment to next week's Cornwall Council meeting agenda where a decision is to be made regarding the Community Governance Review.

The Clerk informed the meeting that it was not possible to have an item on the agenda for emergency issues, as it is a requirement that all matters to be discussed at a meeting are published on the agenda beforehand in order to inform the public. The Clerk said that the Chairman can exercise discretion if an urgent matter needs discussion, but no expenditure can be agreed.

(20/059) Cornwall Councillor's Report

On behalf of Cllr French, the Clerk said that an amended plan for yellow lining outside Charlestown School has been drawn up. This had been circulated to councillors earlier in the day.

(20/060) Planning Applications and Related Matters

(i) PA20/07761 – Appletree Cottage, 17 Appletree Lane: Conversion of existing double garage to holiday let

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 would like a condition to be attached stating that the annexe is only to be used for holiday accommodation and not as a separate dwelling.

(ii) PA20/08138 – 43 Beach Road: Application for tree works to trees subject to a Tree Preservation Order: removal of an Oak tree in decline and the removal of 4 Ash trees suffering from Ash die back

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 subject to the Tree Officer being content.

(iii) PA20/08174 – 15 Appletree Lane: Tree works to the crown of an Oak subject to a TPO to the front of 15 Appletree Lane

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 subject to the Tree Officer being content.

(iv) PA20/01824 – 1 Nettles Corner, Boscundle: Construction of rear extension to the property and internal reconfiguration to form additional bedroom, kitchen and dining area and replacement garden room

It was **RESOLVED** that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the parish council objects to the proposal as it feels that it is overdevelopment of the site. In addition, it has concerns about highways safety and the fact that the proposed garden room would be on a flood plain. Further building on this site could exacerbate the existing flooding problem.

(v) PA20/08302 – Bliss, 36 Sea Road: Application for a non-material amendment following grant of planning permission PA18/11726. Amendment sought – reduction in height of south-east facing privacy wall

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.

(vi) PA20/07700 – 12 Appletree Lane: Proposed alterations and extension

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.

(b) The Clerk updated members on the following planning application:

(i) PA20/04542 – 9 Boscundle Close: Proposed woodland holiday lodges and associated works. The Planning Officer is still awaiting a Phase 1 Contaminated Land report and a tree survey report.

(ii) PA20/02773: Land North West of 7 Tregrehan Mills (Application for permission in principle for proposed development of a single dwelling)

It was noted that an Appeal has been lodged with the Planning Inspectorate.

(20/061) Planning for the Future

It was noted that Cornwall Association of Local Councils had suggested that local councils may wish to contact their MP regarding the Government's proposed changes to the planning system contained within the Planning for the Future consultation. It was **RESOLVED that no action will be taken but members can respond in a personal capacity if they wish.**

Cllr Chantrill-Burns joined the meeting.

(20/062) Community Governance Review

At a meeting of the Electoral Review Panel held on 6 October, the Panel recommended that Gwallon Keas be transferred from Carlyon Parish to St Austell Town Parish, against the advice of Cornwall Council's Officers. A member of the public attended the meeting and alerted the parish council's Chairman to some issues of what could be considered inappropriate conduct at the meeting. As a result the parish council submitted a complaint to the Leader of Cornwall Council and to the Monitoring Officer. The Monitoring Officer determined that there was no conflict of interest.

A decision on boundary changes is due to be made at a meeting of Cornwall Council to be held on 3 November and the recommendations of the Electoral Review Committee are to be voted on in block. The Chairman contacted Cllr Tom French, as did a member of the public, and Cllr French will be submitting an amendment to the proposal, which has been seconded by Cllr James Mustoe. Due to the urgency of the matter, parish councillors have been kept informed of these matters by email. The Chairman proposed sending a personal letter to all Cornwall Council members setting out the parish council's concerns and it was **RESOLVED that the Chairman should draft and send such a letter.** A member of the public said that he has contacted Kate Kennally, Leader of Cornwall Council and he is willing to report the matter to the Local Government Ombudsman if needs be. Questions to Cornwall Councillors prior to the meeting can be submitted to Cornwall Council by 29 October.

(20/063) Neighbourhood Plan

Cllr Entwistle reported that the draft neighbourhood plan is now on the website and the appendices will be there shortly. The parish council will be asked to approve the document at its November meeting after members have had an opportunity to consider the plan.

(20/064) Parish Issues

(i) Tregrehan Playing Fields

(a) Devolution of the fields

A virtual meeting to discuss the matter has been provisionally arranged on 4 November with Cornwall Council officers. The Chairman, possibly Cllr Moore and the Clerk will attend.

(b) The Clerk enquired whether the lock fixing on the main gate has been fixed and Cllr Entwistle offered to check.

(ii) Carlyon Recreation Area

The road hedge needs cutting and the Clerk reported that she has asked the contractor to put the matter in hand. Cllr Taylor wished that the thanks of the parish council for the work Mr Malcolm and Ms Aylward do in submitting monthly field reports should be minuted.

(iii) Beach Development

The Chairman said that when the revised planning application from CEG has been submitted to Cornwall Council, an Extraordinary Meeting of the parish council will be called

to discuss the application and it will be a single item agenda. CEG will be invited to attend the meeting.

(iv) Tree Preservation Order for Carlyon Bay

Cllr Breary is to meet with Cllr and Mrs Moore to consider which trees should be put forward for TPOs. The Chairman suggested using social media to ask residents which trees they consider to be important. The Clerk suggested a blanket TPO for trees on Carlyon Golf Course. A member of the public suggested some of the trees and the wildlife corridor off Cypress Avenue would be protected by the neighbourhood plan

(v) Highways

(a) The Chairman intends setting up a Highways Working Party in Tregrehan and Cllr Moore will join the group. The Chairman has had an initial conversation with an officer from Cormac regarding some highways issues and Cormac will be conducting a speed monitoring exercise on Bodelva Hill. The officer said that this is the only area in Cornwall that he is aware of where the speed limit goes from 60 MPH to 20 MPH downhill in a straight line. The object of the group will maintain some of the verges in the area as these are not maintained by Cormac, which in turn leads to incidents of fly tipping. Cormac is able to lend out a trailer of tools to facilitate such work. It is hoped that a similar group can be set up in Carlyon Bay. Volunteers are very welcome.

(b) Highways Concerns

Cllr Clemo expressed concern about road safety on Cypress Avenue, particularly at night. The Clerk was asked to request a further site visit with the Highways Officer, possibly late afternoon when visibility is further reduced. The Chairman suggested that Community Infrastructure Money could be put towards an improvement scheme.

Cllr Clemo reported that she has received a letter complaining about parking outside Charlestown Primary School. The Clerk is to write to Charlestown Primary School requesting a joint meeting between Carlyon and St Austell Bay Parish Councils and the school to discuss the matter. The Chairman and Cllr Clemo will attend on behalf of the parish council.

Cllr Entwistle left the meeting.

(vi) Parish Newsletter

The Chairman reported that following distribution of the first newsletter, much positive feedback has been received. The production and distribution of which he said was a team effort and he thanked everyone involved. The next edition is likely to be just after the May elections. The Chairman said that in the future he hopes that advertising space can be sold to make the newsletter cost neutral to the parish council. The clerk was asked to check the VAT situation regarding the sale of advertising space. The Chairman asked for ideas for the next edition. Eventually production of the newsletter could move away from the parish council's direct responsibility.

(20/065) Financial Matters

(a) The Clerk reported that a further £5,525.25 Community Infrastructure Levy funds have been received relating to Gwallon Keas, bringing the total so far to £8,287.88.

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

BACS	Complete Weed Control SW	Pavement weed spraying	£264.00
BACS	GET Landscaped Ltd	Watering planters (September)	£96.00
BACS	Mrs J Larter	Salary	*

BACS	Mrs J Larter	Expenses	£9.00
BACS	Cornwall Pension Fund	EE and ER contributions	*

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

The Chairman said that the budgeting process for next year will begin shortly and the Precept will be set at the December meeting. Councillors should give consideration to future parish projects.

(20/066) Meetings/Training Attended by Councillors or the Clerk

12 – 16 October – Clerk attended the virtual SLCC National Conference

15 October – Cllr Moore attended Finance for Councillors training

21 October – Cllr Breary attended Cornwall Council's planning conference

The Chairman said that unfortunately he was unable to attend a meeting of the Eden – Heligan Cycle Trail working party held on 23 October. Cllr Clemo is to join the group.

(20/067) Correspondence Received

A list of correspondence had previously been circulated and in addition to this the following correspondence had been received after publication of the summons:

- Complaint about cyclists using the SWCP
- Invitation to attend Code of Conduct training
- Eden Geothermal Liaison Group meeting neighbours' update letter. The Chairman said that on the back of this there is a community fund available to neighbouring parish councils and Carlyon PC could be able to access up to £5,000 for capital projects. He asked councillors to consider projects that could utilise this money. Applications open in November. Cllr Moore said that at the finance training he recently attended it was noted that it is extremely difficult at the moment for councils to access borrowing and he will investigate why at future training.
- Information on Covid-19 Information Packs
- Details of a Covid-19 Preventative Behaviour and Symptoms survey
- Cornwall AONB Management Plan and survey

(20/068) Dates for the Diary

Immediately after this meeting the Neighbourhood Plan Working Party is to meet.

9 November – Code of Conduct training (Cllrs Chantrill-Burns, Seckerson, Breary and Clemo to attend)

19 November – Clerk to attend budgeting training

24 November – Cllr Moore to attend budgeting training

24 November – Eden Geothermal Liaison Group meeting – Cllr Breary will attend and possibly Cllr Moore also

25 November – Community Network Climate Change working group

(20/069) Dates of Forthcoming Meetings (C) – Charlestown Primary School, (T) – Tregrehan Methodist Centre. It was noted that meetings will be held virtually until Government advice changes.

24 November (C), 17 December (T)

The meeting closed at 7.13 pm

Carlyon Parish Council Budget Monitor Report to 31 October 2020

	Budget £	Expenditure £	% of Budget £
Employee Costs			
Clerk's salary (including oncosts)	£ 10,250.00	£ 5,236.94	51.09%
Training & conference expenses	£ 1,000.00	£ 12.50	1.25%
Clerks Room Allowance	£ 216.00	£ 116.00	53.70%
Clerk's travel and subsistence	£ 300.00	£ 63.90	21.30%
Total employee related costs	£ 11,766.00	£ 5,429.34	46.14%
Administration Costs			
Office expenses	£ 600.00	£ 7.88	1.31%
Postage	£ 150.00	£ 35.93	23.95%
Photocopying	£ 150.00	£ 101.50	67.67%
Office equipment	£ 600.00	£ 344.39	57.40%
Insurance	£ 600.00	£ 357.71	59.62%
Subscriptions	£ 700.00	£ 540.99	77.28%
Website	£ 500.00	£ 60.00	12.00%
Audit Fees	£ 500.00	£ 200.00	40.00%
Bank charges	£ 100.00	£ 86.00	86.00%
Books and Publications	£ 100.00	£ -	0.00%
Meeting Expenses	£ 300.00	£ 30.00	10.00%
Total Administration Costs	£ 4,300.00	£ 1,764.40	41.03%
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	£ 600.00	60.00%
Parish Projects	£ 6,000.00	£ 1,227.65	20.46%
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	£ -	£ 1,081.23	
Total Other Expenses	£ 14,700.00	£ 4,208.88	28.63%
Total VAT		£ 378.87	
Total Expenditure	£ 30,766.00	£ 11,781.49	38.29%
Reserves			
Election Fund	£ 2,000.00	£ -	0.00%
Community building	£ 70,000.00	£ -	0.00%
Flood Alleviation	£ 5,000.00	£ -	0.00%
General Contingency	£ 4,000.00	£ -	0.00%
Total Reserves	£ 81,000.00	£ -	0.00%

Income

Precept	£ 26,827.81	£ 26,827.81	100.00%
CTSG	£ -	£ 284.90	
VAT	£ -	£ 857.85	
Bank Interest		£ 86.69	
CIL		£ 8,287.88	
Other Income			
Total Income	£ 26,827.81	£ 36,345.13	

Balance as at 31/03/2020**Add income****Less expenditure**

£ 99,293.66
£ 36,345.13
£ 11,781.49
£ 123,857.30

Bank Reconciliation

Balance as at 30/09/2020

Current Account

Less outstanding payments

£ 33,216.04
£ -

Balance as at 29/10/2020

Instant Access

£ 33,216.04
£ 90,641.26

Total Funds Held**£ 123,857.30**

Correspondence received since 27 October 2020

- Town and Parish Council newsletters
- Planning news for local councils
- Consultation on Cornwall Council's budget for the forthcoming year
- CALC update on Coronavirus
- Highways and Environment Winter newsletter
- Details of Covid-19 Preventative Behaviour and Symptoms study
- Details of Cornwall Council's Covid-19 information packs
- Voluntary and Community Covid-19 newsletter
- Details of finance training for councillors
- Email from a Tregrehan resident asking the parish council to consider closing the road through the village for 10 minutes on Remembrance Day