

Carlyon Parish Council

Dear Councillor

You are summoned to attend a **virtual** meeting of **Carlyon Parish Council** to be held on **Tuesday 15 December 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 15 December 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
8 December 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 24 November 2020

To resolve that the minutes of the above meeting be signed as a correct record Pages 4-7

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) PA20/10237 – Land North East of Cornwall Golf Clubhouse, Tregrehan Mills: Reserved Matters Application for the construction of a dwelling and double garage (PA17/10037)

(ii) PA20/09998) – 11 Appletree Lane: Removal of Oak tree

(iii) 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 (revised plans)

(iv) PA20/00007/NDP – St Austell Bay Parish: St Austell Bay Neighbourhood Development Plan

(v) 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 application:

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

(c) Other Matters

To note the date of an Extraordinary Meeting to discuss CEG's applications for Crinnis Beach.

8. Neighbourhood Plan

To note that the statutory pre-submission consultation is live and will continue until 10 February

9. Verge Maintenance

To consider entering into an Agency Agreement with Cornwall Council to maintain verges within the parish

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To prioritise projects for 2021/22

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To consider a request from the National Association of Councils and Cornwall Association of Local Councils to respond to the public consultation on how well ethical standards in public life are upheld

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(i) Tregrehan Playing Fields

To note the current situation and note any concerns

(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

(i) To consider a request to add Wheal Regent Close to the annual pavement spraying programme

(ii) To note any highways concerns

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(i) *To note that the External Audit has been completed and no issues were identified*

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(ii) *To appoint an Internal Auditor for 2020/21*

(iii) *To set a budget for 2021/22*

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(v) *To authorise the refurbishment of Tregrehan noticeboard*

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16. Dates for the Diary

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17. Dates of Forthcoming Meetings

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Note: All meetings will be held virtually until guidance changes

**MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on TUESDAY 24
November 2020 at 6.00pm
(This was a virtual meeting)**

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

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

(20/070) Apologies for Absence

Apologies were received from Cllr Mike Thompson.

(20/071) Minutes of a Meeting of the Parish Council held on 27 October 2020

It was **RESOLVED** that the minutes of the Meeting of the Parish Council held on 27 October 2020 be signed as an accurate record of the meeting.

(20/072) Declarations of Interest on Items on the Agenda

There were no declarations of interest.

(20/073) Chairman's Announcements

The Chairman expressed his delight at the outcome of the Community Governance Review and thanked Cllr French. The Chairman also thanked Cllr Mustoe for the eloquent address he gave to Cornwall Council when he represented the parish council in Cllr French's absence. The Chairman thanked Mr Browning for all his work lobbying Cornwall Council, contacting residents of Gwallon Keas and speaking to the press. He commended this exercise in public tenacity on behalf of the parish council. The Chairman applauded the efforts of everyone who helped.

(20/074) Public Participation

Mr Browning thanked the Chairman for his kind comments and said that the result of the Community Governance review was a team effort and he was delighted with the outcome.

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Cllr French said that although the parish council was keeping Gwallon Keas, the reality is that there is a very good case for St Austell Town Council taking this development and the matter could come up again in the future. One of the arguments for keeping the development was that it contains the only affordable homes in the parish. Cllr French said that Ocean Housing and Gilbert & Goode are looking for small sites to develop as affordable housing and he wanted the parish council to give serious consideration to whether there is anywhere in the parish that could accommodate such a development.

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It was **RESOLVED to approve the draft neighbourhood plan.** The plan will now go forward to Cornwall Council.

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(20/079) Charlestown School Parking Issues

On 12 November the Chairman together with Cllr Clemo and the Clerk attended a virtual meeting with Charlestown Primary School attended by the Head Teacher, Chair of School Governors and representatives from St Austell Bay Parish Council. Cllr Clemo reported that it was a very positive meeting. Cornwall Council has agreed to provide additional parking enforcement patrols and the school is considering setting up speedwatch monitoring. The Headteacher is keen to get the children involved in tackling the problem. It was suggested that an incentive scheme could be put in place to encourage children to walk to school or even the introduction of a school bus. The Headteacher is proactively trying to tackle the problem but explained that the school has to work within the parameters of its available land. There will be a follow up meeting in a few weeks' time.

(20/080) Parish Projects

The Chairman asked for ideas to take forward next year. Councillors put forward the following: Planting wild flowers along the verge in Cypress Avenue, adult exercise equipment in Sea Road field, re-roofing the Carhouse, additional benches near the Christmas tree in Tregrehan, additional play equipment for Tregrehan, a wild flower meadow area in Tregrehan football field, a community repair shop. The community repair shop would be run by residents, many of whom are retired and would offer repairs to electrical equipment, small pieces of furniture etc. The Chairman and Cllr Chantrill-Burns will investigate.

The Chairman explained that the parish council should be able to apply for a £5,000 grant from the Eden Geothermal project towards environmental projects and either the Cypress Avenue planting or community repair shop could be considered for this.

Projects will be prioritised at the next meeting.

(20/081) Parish Issues

(i) Tregrehan Playing Fields

(a) Devolution of the fields

A meeting was held with officers from Cornwall Council on 4 November when various options for the devolution of the field were discussed. It was suggested that as an interim measure the Carthouse lease could be extended to include the fields as the transfer of the freehold could take several years. It was **RESOLVED that in principle the parish council should seek a lease for the playing fields**

Cllr French said that it was likely that Cornwall Council will look to transfer more services to parish councils in the coming years.

(b) Purchase of Christmas tree lights

It was **RESOLVED to purchase a set of solar Christmas lights for the Tregrehan Christmas tree at a cost of approximately £40.**

(ii) Carlyon Recreation Area

The Clerk reported that the road hedge has now been cut and is looking very tidy.

(iii) Beach Development

An email has been received from Cllr Jordan Rowse who feels that the beach is currently untidy and was looking for support from the parish council for a letter he plans sending to CEG. Councillors commented that although there are instances of palm oil and plastic debris being washed in from the sea, it was otherwise tidy. The Clerk was asked to enquire about the specifics and obtain a copy of the letter Cllr Rowse proposes to send to CEG.

(iv) Tree Preservation Order for Carlyon Bay

An application has been submitted to Cornwall Council.

(v) Highways Concerns

The Chairman reported that a speed monitoring camera has been placed at the bottom of Bodelva Hill where the speed limit goes from 60 – 20MPH.

The Clerk was asked to report overhanging branches on the footpath near the Fairway dip on Beach Road to Cormac.

(20/082) Financial Matters

Current balances were noted and the following payments were authorised:

BACS	Cornwall ALC	Finance training	£204.00
BACS	St Austell Bay CIC	Improvements to Britannia Roundabout	£1,000.00
BACS	Hay Nurseries	Replanting planters	£118.00
BACS	Cormac Solutions Ltd	Village Gateways	£3,719.40
BACS	A & A Maintenance	Cutting SWCP and Inland PRow	£1,030.00
BACS	Nationwide Print	Printing parish newsletter	£424.00
BACS	Lyreco	Stationery	£127.31
BACS	RBL Poppy Appeal	Wreath	£17.00
BACS	Mrs J Larter	November salary	*
		Expenses	£280.68

(20/083) Meetings/Training Attended by Councillors or the Clerk

27 October – Neighbourhood Plan Steering Group meeting
4 November – Chairman, Cllr Moore and the Clerk attended a meeting with Cornwall Council regarding the devolution of Tregrehan playing fields
9 November – Cllrs Clemo and Chantrill-Burns attended Code of Conduct training
12 November – Chairman and Clerk attended a meeting with Charlestown School
12 November – Cllr Taylor and the Clerk attended a meeting of St Austell and Mevagissey Community Network Panel. The Clerk gave a verbal report
19 November – Clerk attended CALC budgeting training
24 November – Cllr Moore attended CALC budgeting training

A meeting of the Eden Geothermal Group is taking place today and the organiser will try to prevent a clash of dates for future meetings

(20/084) 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:

- Email from a member of the public expressing concern at beach access and the forthcoming planning application

(20/085) Dates for the Diary

Immediately after this meeting the Neighbourhood Plan steering group is to meet.
25 November – Community Network Panel meeting to discuss Climate change – Cllr Chantrill-Burns to attend
3 December – Cllrs Breary and Seckerson to attend Code of Conduct training
10 December – Cllr Taylor to attend CALC internal control training

(20/086) Dates of Forthcoming Meetings

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

All meetings will be held virtually until guidance changes.

The meeting closed at 6.59 pm.

Agenda Item 11

Standards Matter 2: Public Consultation

The Parish Council is being asked by NALC and CALC to respond to this consultation in order to press Government for a change in legislation which would enable stronger sanctions for poor conduct in public office.

Consultation Questions:

Question 1: Standards of Conduct in the UK

- A. How well do you think ethical standards - as enshrined by the Seven Principles of Public Life - are upheld in public life today?
- B. Do you believe that there have there been any notable shifts in approaches or attitudes to ethical standards in public life in recent years?
- C. What do you see as the most significant threats to ethical standards in public life today?

Question 2: The Seven Principles of Public Life

- A. Do the Seven Principles of Public Life accurately describe the appropriate ethical responsibilities for those in public roles, including both political and non-political office-holders?
- B. Would you amend or replace any of the principles or their descriptors? If so, how?

Question 3: The UK's arrangements for regulating standards

- A. Are you confident that the UK's arrangements for regulating ethical standards are robust and effective?
- B. Are there any areas of public life where regulation on issues of ethical standards is not strong enough?

Question 4: Best practice in standards regulation

- A. What makes an effective standards regulator?
- B. Do the UK's standards regulators have the right powers and remit to act effectively?
- C. Should the independence of standards regulators be enhanced and protected, and if so, how?

Question 5: Creating ethical cultures

- A. How can the Seven Principles best be embedded within a public sector organisation's working culture?
- B. What are the most significant obstacles to embedding high ethical standards in a public sector organisation?

Section 3 – External Auditor Report and Certificate 2019/20

In respect of

Carlyon Parish Council- CO0019

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

27/11/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Carlyon Parish Council Budget Monitor Report to 30 November 2020

	Budget £	Expenditure £	% of Budget £
Employee Costs			
Clerk's salary (including oncosts)	£ 10,250.00	£ 5,844.62	57.02%
Training & conference expenses	£ 1,000.00	£ 182.50	18.25%
Clerks Room Allowance	£ 216.00	£ 272.00	125.93%
Clerk's travel and subsistence	£ 300.00	£ 140.85	46.95%
Total employee related costs	£ 11,766.00	£ 6,439.97	54.73%
Administration Costs			
Office expenses	£ 600.00	£ 113.97	19.00%
Postage	£ 150.00	£ 83.66	55.77%
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	£ 1,918.22	44.61%
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	£ 5,867.15	97.79%
Carlyon Recreation Field	£ 1,500.00	£ 1,720.00	114.67%
Tregrehan Recreation Fields	£ 1,500.00	£ -	0.00%
Footpath maintenance	£ 600.00	£ 610.00	101.67%
Neighbourhood Plan	£ 2,000.00	£ 1,081.23	54.06%
Neighbourhood Plan Grant	£ -	£ -	
Total Other Expenses	£ 14,700.00	£ 9,878.38	67.20%
Total VAT		£ 1,073.79	
Total Expenditure	£ 30,766.00	£ 19,310.36	62.77%
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			£	15.00
Total Income	£	26,827.81	£	36,360.13

Balance as at 31/03/2020		£	99,293.66
	Add income	£	36,360.13
	Less expenditure	£	19,310.36
		£	116,343.43
Bank Reconciliation			
Balance as at 36/11/2020	Current Account	£	25,702.17
	Less outstanding payments	£	-
		£	25,702.17
Balance as at 31/11/2020	Instant Access	£	90,641.26
	Total Funds Held	£	116,343.43

Correspondence received since 24 November 2020

- Town and Parish Council newsletters
- Voluntary and Community Sector Covid-19 upd
- Minutes from the Eden Geothermal Liaison Group meeting held on 24 November
- Update from Imerys Community Liaison Group
- Details of NALC/Nimble e-learning courses

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Projects will be prioritised at the next meeting.

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(i) Tregrehan Playing Fields

(a) Devolution of the fields

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Cllr French said that it was likely that Cornwall Council will look to transfer more services to parish councils in the coming years.

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It was **RESOLVED to purchase a set of solar Christmas lights for the Tregrehan Christmas tree at a cost of approximately £40.**

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The Clerk reported that the road hedge has now been cut and is looking very tidy.

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An email has been received from Cllr Jordan Rowse who feels that the beach is currently untidy and was looking for support from the parish council for a letter he plans sending to CEG. Councillors commented that although there are instances of palm oil and plastic debris being washed in from the sea, it was otherwise tidy. The Clerk was asked to enquire about the specifics and obtain a copy of the letter Cllr Rowse proposes to send to CEG.

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The meeting closed at 6.59 pm.

Agenda Item 11

Standards Matter 2: Public Consultation

The Parish Council is being asked by NALC and CALC to respond to this consultation in order to press Government for a change in legislation which would enable stronger sanctions for poor conduct in public office.

Consultation Questions:

Question 1: Standards of Conduct in the UK

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- A. How can the Seven Principles best be embedded within a public sector organisation's working culture?
- B. What are the most significant obstacles to embedding high ethical standards in a public sector organisation?

Section 3 – External Auditor Report and Certificate 2019/20

In respect of

Carlyon Parish Council- CO0019

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

27/11/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Carlyon Parish Council Budget Monitor Report to 30 November 2020

	Budget £	Expenditure £	% of Budget £
Employee Costs			
Clerk's salary (including oncosts)	£ 10,250.00	£ 5,844.62	57.02%
Training & conference expenses	£ 1,000.00	£ 182.50	18.25%
Clerks Room Allowance	£ 216.00	£ 272.00	125.93%
Clerk's travel and subsistence	£ 300.00	£ 140.85	46.95%
Total employee related costs	£ 11,766.00	£ 6,439.97	54.73%
Administration Costs			
Office expenses	£ 600.00	£ 113.97	19.00%
Postage	£ 150.00	£ 83.66	55.77%
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	£ 1,918.22	44.61%
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	£ 5,867.15	97.79%
Carlyon Recreation Field	£ 1,500.00	£ 1,720.00	114.67%
Tregrehan Recreation Fields	£ 1,500.00	£ -	0.00%
Footpath maintenance	£ 600.00	£ 610.00	101.67%
Neighbourhood Plan	£ 2,000.00	£ 1,081.23	54.06%
Neighbourhood Plan Grant	£ -	£ -	
Total Other Expenses	£ 14,700.00	£ 9,878.38	67.20%
Total VAT		£ 1,073.79	
Total Expenditure	£ 30,766.00	£ 19,310.36	62.77%
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			£	15.00
Total Income	£	26,827.81	£	36,360.13

Balance as at 31/03/2020			£	99,293.66
	Add income		£	36,360.13
	Less expenditure		£	19,310.36
			£	116,343.43
Bank Reconciliation				
Balance as at 36/11/2020	Current Account		£	25,702.17
	Less outstanding payments		£	-
			£	25,702.17
Balance as at 31/11/2020	Instant Access		£	90,641.26
	Total Funds Held		£	116,343.43

Correspondence received since 24 November 2020

- Town and Parish Council newsletters
- Voluntary and Community Sector Covid-19 upd
- Minutes from the Eden Geothermal Liaison Group meeting held on 24 November
- Update from Imerys Community Liaison Group
- Details of NALC/Nimble e-learning courses

Carlyon Parish Council

Dear Councillor

You are summoned to attend a **virtual** meeting of **Carlyon Parish Council** to be held on **Tuesday 15 December 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 15 December 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
8 December 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 24 November 2020

To resolve that the minutes of the above meeting be signed as a correct record Pages 4-7

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) PA20/10237 – Land North East of Cornwall Golf Clubhouse, Tregrehan Mills: Reserved Matters Application for the construction of a dwelling and double garage (PA17/10037)

(ii) PA20/09998) – 11 Appletree Lane: Removal of Oak tree

(iii) 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 (revised plans)

(iv) PA20/00007/NDP – St Austell Bay Parish: St Austell Bay Neighbourhood Development Plan

(v) 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 application:

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

(c) Other Matters

To note the date of an Extraordinary Meeting to discuss CEG's applications for Crinnis Beach.

8. Neighbourhood Plan

To note that the statutory pre-submission consultation is live and will continue until 10 February

9. Verge Maintenance

To consider entering into an Agency Agreement with Cornwall Council to maintain verges within the parish

10. Parish Projects

To prioritise projects for 2021/22

11. Standards Matter 2: Public Consultation

To consider a request from the National Association of Councils and Cornwall Association of Local Councils to respond to the public consultation on how well ethical standards in public life are upheld

Page 8

12. Parish Issues

(i) Tregrehan Playing Fields

To note the current situation and note any concerns

(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

(i) To consider a request to add Wheal Regent Close to the annual pavement spraying programme

(ii) To note any highways concerns

13. Financial Matters

(i) *To note that the External Audit has been completed and no issues were identified*

Page 9

(ii) *To appoint an Internal Auditor for 2020/21*

(iii) *To set a budget for 2021/22*

Previously circulated

(iv) *To agree the required precept*

(v) *To authorise the refurbishment of Tregrehan noticeboard*

(vi) *To note the current financial position, vire funds and authorise payments*

Page 10-11

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

Page 12

16. Dates for the Diary

To note dates for members' diaries

17. Dates of Forthcoming Meetings

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

In addition an Extraordinary Meeting will be held in January, date to be confirmed

Note: All meetings will be held virtually until guidance changes

**MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on TUESDAY 24
November 2020 at 6.00pm
(This was a virtual meeting)**

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

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

(20/070) Apologies for Absence

Apologies were received from Cllr Mike Thompson.

(20/071) Minutes of a Meeting of the Parish Council held on 27 October 2020

It was **RESOLVED** that the minutes of the Meeting of the Parish Council held on 27 October 2020 be signed as an accurate record of the meeting.

(20/072) Declarations of Interest on Items on the Agenda

There were no declarations of interest.

(20/073) Chairman's Announcements

The Chairman expressed his delight at the outcome of the Community Governance Review and thanked Cllr French. The Chairman also thanked Cllr Mustoe for the eloquent address he gave to Cornwall Council when he represented the parish council in Cllr French's absence. The Chairman thanked Mr Browning for all his work lobbying Cornwall Council, contacting residents of Gwallon Keas and speaking to the press. He commended this exercise in public tenacity on behalf of the parish council. The Chairman applauded the efforts of everyone who helped.

(20/074) Public Participation

Mr Browning thanked the Chairman for his kind comments and said that the result of the Community Governance review was a team effort and he was delighted with the outcome.

(20/075) Cornwall Councillor's Report

Cllr French said that although the parish council was keeping Gwallon Keas, the reality is that there is a very good case for St Austell Town Council taking this development and the matter could come up again in the future. One of the arguments for keeping the development was that it contains the only affordable homes in the parish. Cllr French said that Ocean Housing and Gilbert & Goode are looking for small sites to develop as affordable housing and he wanted the parish council to give serious consideration to whether there is anywhere in the parish that could accommodate such a development.

(20/076) Planning Applications and Related Matters

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

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 on the proviso that the extension does not become a separate dwelling.

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

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.**

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

It was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the trees are an important landscape feature, but if they are damaging buildings they must come down.**

(b) Update on outstanding 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

There was nothing to report.

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

There was nothing to report.

(20/077) Neighbourhood Plan

It was **RESOLVED to approve the draft neighbourhood plan.** The plan will now go forward to Cornwall Council.

(20/078) Community Governance Review

This had been covered earlier in the meeting.

(20/079) Charlestown School Parking Issues

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2 External auditor report 2019/20

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

27/11/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

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Administration Costs			
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Postage	£ 150.00	£ 83.66	55.77%
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%
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- Voluntary and Community Sector Covid-19 upd
- Minutes from the Eden Geothermal Liaison Group meeting held on 24 November
- Update from Imerys Community Liaison Group
- Details of NALC/Nimble e-learning courses

Carlyon Parish Council

Dear Councillor

You are summoned to attend a **virtual** meeting of **Carlyon Parish Council** to be held on **Tuesday 15 December 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 15 December 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
8 December 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 24 November 2020

To resolve that the minutes of the above meeting be signed as a correct record Pages 4-7

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) PA20/10237 – Land North East of Cornwall Golf Clubhouse, Tregrehan Mills: Reserved Matters Application for the construction of a dwelling and double garage (PA17/10037)

(ii) PA20/09998) – 11 Appletree Lane: Removal of Oak tree

(iii) 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 (revised plans)

(iv) PA20/00007/NDP – St Austell Bay Parish: St Austell Bay Neighbourhood Development Plan

(v) 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 application:

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

(c) Other Matters

To note the date of an Extraordinary Meeting to discuss CEG's applications for Crinnis Beach.

8. Neighbourhood Plan

To note that the statutory pre-submission consultation is live and will continue until 10 February

9. Verge Maintenance

To consider entering into an Agency Agreement with Cornwall Council to maintain verges within the parish

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To prioritise projects for 2021/22

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To consider a request from the National Association of Councils and Cornwall Association of Local Councils to respond to the public consultation on how well ethical standards in public life are upheld

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(i) Tregrehan Playing Fields

To note the current situation and note any concerns

(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

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(i) To consider a request to add Wheal Regent Close to the annual pavement spraying programme

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(i) *To note that the External Audit has been completed and no issues were identified*

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(iii) *To set a budget for 2021/22*

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(iv) *To agree the required precept*

(v) *To authorise the refurbishment of Tregrehan noticeboard*

(vi) *To note the current financial position, vire funds and authorise payments*

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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

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

In addition an Extraordinary Meeting will be held in January, date to be confirmed

Note: All meetings will be held virtually until guidance changes

**MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on TUESDAY 24
November 2020 at 6.00pm
(This was a virtual meeting)**

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

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

(20/070) Apologies for Absence

Apologies were received from Cllr Mike Thompson.

(20/071) Minutes of a Meeting of the Parish Council held on 27 October 2020

It was **RESOLVED** that the minutes of the Meeting of the Parish Council held on 27 October 2020 be signed as an accurate record of the meeting.

(20/072) Declarations of Interest on Items on the Agenda

There were no declarations of interest.

(20/073) Chairman's Announcements

The Chairman expressed his delight at the outcome of the Community Governance Review and thanked Cllr French. The Chairman also thanked Cllr Mustoe for the eloquent address he gave to Cornwall Council when he represented the parish council in Cllr French's absence. The Chairman thanked Mr Browning for all his work lobbying Cornwall Council, contacting residents of Gwallon Keas and speaking to the press. He commended this exercise in public tenacity on behalf of the parish council. The Chairman applauded the efforts of everyone who helped.

(20/074) Public Participation

Mr Browning thanked the Chairman for his kind comments and said that the result of the Community Governance review was a team effort and he was delighted with the outcome.

(20/075) Cornwall Councillor's Report

Cllr French said that although the parish council was keeping Gwallon Keas, the reality is that there is a very good case for St Austell Town Council taking this development and the matter could come up again in the future. One of the arguments for keeping the development was that it contains the only affordable homes in the parish. Cllr French said that Ocean Housing and Gilbert & Goode are looking for small sites to develop as affordable housing and he wanted the parish council to give serious consideration to whether there is anywhere in the parish that could accommodate such a development.

(20/076) Planning Applications and Related Matters

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

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 on the proviso that the extension does not become a separate dwelling.

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

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.**

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

It was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the trees are an important landscape feature, but if they are damaging buildings they must come down.**

(b) Update on outstanding 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

There was nothing to report.

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

There was nothing to report.

(20/077) Neighbourhood Plan

It was **RESOLVED to approve the draft neighbourhood plan.** The plan will now go forward to Cornwall Council.

(20/078) Community Governance Review

This had been covered earlier in the meeting.

(20/079) Charlestown School Parking Issues

On 12 November the Chairman together with Cllr Clemo and the Clerk attended a virtual meeting with Charlestown Primary School attended by the Head Teacher, Chair of School Governors and representatives from St Austell Bay Parish Council. Cllr Clemo reported that it was a very positive meeting. Cornwall Council has agreed to provide additional parking enforcement patrols and the school is considering setting up speedwatch monitoring. The Headteacher is keen to get the children involved in tackling the problem. It was suggested that an incentive scheme could be put in place to encourage children to walk to school or even the introduction of a school bus. The Headteacher is proactively trying to tackle the problem but explained that the school has to work within the parameters of its available land. There will be a follow up meeting in a few weeks' time.

(20/080) Parish Projects

The Chairman asked for ideas to take forward next year. Councillors put forward the following: Planting wild flowers along the verge in Cypress Avenue, adult exercise equipment in Sea Road field, re-roofing the Carhouse, additional benches near the Christmas tree in Tregrehan, additional play equipment for Tregrehan, a wild flower meadow area in Tregrehan football field, a community repair shop. The community repair shop would be run by residents, many of whom are retired and would offer repairs to electrical equipment, small pieces of furniture etc. The Chairman and Cllr Chantrill-Burns will investigate.

The Chairman explained that the parish council should be able to apply for a £5,000 grant from the Eden Geothermal project towards environmental projects and either the Cypress Avenue planting or community repair shop could be considered for this.

Projects will be prioritised at the next meeting.

(20/081) Parish Issues

(i) Tregrehan Playing Fields

(a) Devolution of the fields

A meeting was held with officers from Cornwall Council on 4 November when various options for the devolution of the field were discussed. It was suggested that as an interim measure the Carthouse lease could be extended to include the fields as the transfer of the freehold could take several years. It was **RESOLVED that in principle the parish council should seek a lease for the playing fields**

Cllr French said that it was likely that Cornwall Council will look to transfer more services to parish councils in the coming years.

(b) Purchase of Christmas tree lights

It was **RESOLVED to purchase a set of solar Christmas lights for the Tregrehan Christmas tree at a cost of approximately £40.**

(ii) Carlyon Recreation Area

The Clerk reported that the road hedge has now been cut and is looking very tidy.

(iii) Beach Development

An email has been received from Cllr Jordan Rowse who feels that the beach is currently untidy and was looking for support from the parish council for a letter he plans sending to CEG. Councillors commented that although there are instances of palm oil and plastic debris being washed in from the sea, it was otherwise tidy. The Clerk was asked to enquire about the specifics and obtain a copy of the letter Cllr Rowse proposes to send to CEG.

(iv) Tree Preservation Order for Carlyon Bay

An application has been submitted to Cornwall Council.

(v) Highways Concerns

The Chairman reported that a speed monitoring camera has been placed at the bottom of Bodelva Hill where the speed limit goes from 60 – 20MPH.

The Clerk was asked to report overhanging branches on the footpath near the Fairway dip on Beach Road to Cormac.

(20/082) Financial Matters

Current balances were noted and the following payments were authorised:

BACS	Cornwall ALC	Finance training	£204.00
BACS	St Austell Bay CIC	Improvements to Britannia Roundabout	£1,000.00
BACS	Hay Nurseries	Replanting planters	£118.00
BACS	Cormac Solutions Ltd	Village Gateways	£3,719.40
BACS	A & A Maintenance	Cutting SWCP and Inland PRow	£1,030.00
BACS	Nationwide Print	Printing parish newsletter	£424.00
BACS	Lyreco	Stationery	£127.31
BACS	RBL Poppy Appeal	Wreath	£17.00
BACS	Mrs J Larter	November salary	*
		Expenses	£280.68

(20/083) Meetings/Training Attended by Councillors or the Clerk

27 October – Neighbourhood Plan Steering Group meeting
4 November – Chairman, Cllr Moore and the Clerk attended a meeting with Cornwall Council regarding the devolution of Tregrehan playing fields
9 November – Cllrs Clemo and Chantrill-Burns attended Code of Conduct training
12 November – Chairman and Clerk attended a meeting with Charlestown School
12 November – Cllr Taylor and the Clerk attended a meeting of St Austell and Mevagissey Community Network Panel. The Clerk gave a verbal report
19 November – Clerk attended CALC budgeting training
24 November – Cllr Moore attended CALC budgeting training

A meeting of the Eden Geothermal Group is taking place today and the organiser will try to prevent a clash of dates for future meetings

(20/084) 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:

- Email from a member of the public expressing concern at beach access and the forthcoming planning application

(20/085) Dates for the Diary

Immediately after this meeting the Neighbourhood Plan steering group is to meet.
25 November – Community Network Panel meeting to discuss Climate change – Cllr Chantrill-Burns to attend
3 December – Cllrs Breary and Seckerson to attend Code of Conduct training
10 December – Cllr Taylor to attend CALC internal control training

(20/086) Dates of Forthcoming Meetings

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

All meetings will be held virtually until guidance changes.

The meeting closed at 6.59 pm.

Agenda Item 11

Standards Matter 2: Public Consultation

The Parish Council is being asked by NALC and CALC to respond to this consultation in order to press Government for a change in legislation which would enable stronger sanctions for poor conduct in public office.

Consultation Questions:

Question 1: Standards of Conduct in the UK

- A. How well do you think ethical standards - as enshrined by the Seven Principles of Public Life - are upheld in public life today?
- B. Do you believe that there have been any notable shifts in approaches or attitudes to ethical standards in public life in recent years?
- C. What do you see as the most significant threats to ethical standards in public life today?

Question 2: The Seven Principles of Public Life

- A. Do the Seven Principles of Public Life accurately describe the appropriate ethical responsibilities for those in public roles, including both political and non-political office-holders?
- B. Would you amend or replace any of the principles or their descriptors? If so, how?

Question 3: The UK's arrangements for regulating standards

- A. Are you confident that the UK's arrangements for regulating ethical standards are robust and effective?
- B. Are there any areas of public life where regulation on issues of ethical standards is not strong enough?

Question 4: Best practice in standards regulation

- A. What makes an effective standards regulator?
- B. Do the UK's standards regulators have the right powers and remit to act effectively?
- C. Should the independence of standards regulators be enhanced and protected, and if so, how?

Question 5: Creating ethical cultures

- A. How can the Seven Principles best be embedded within a public sector organisation's working culture?
- B. What are the most significant obstacles to embedding high ethical standards in a public sector organisation?

Section 3 – External Auditor Report and Certificate 2019/20

In respect of

Carlyon Parish Council- CO0019

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

27/11/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Carlyon Parish Council Budget Monitor Report to 30 November 2020

	Budget £	Expenditure £	% of Budget £
Employee Costs			
Clerk's salary (including oncosts)	£ 10,250.00	£ 5,844.62	57.02%
Training & conference expenses	£ 1,000.00	£ 182.50	18.25%
Clerks Room Allowance	£ 216.00	£ 272.00	125.93%
Clerk's travel and subsistence	£ 300.00	£ 140.85	46.95%
Total employee related costs	£ 11,766.00	£ 6,439.97	54.73%
Administration Costs			
Office expenses	£ 600.00	£ 113.97	19.00%
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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 15 December 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
8 December 2020

01872 501101

clerk@carlyon-pc.gov.uk

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To consider any requests for dispensations relating to items on the agenda

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It was **RESOLVED** that the minutes of the Meeting of the Parish Council held on 27 October 2020 be signed as an accurate record of the meeting.

(20/072) Declarations of Interest on Items on the Agenda

There were no declarations of interest.

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The Chairman expressed his delight at the outcome of the Community Governance Review and thanked Cllr French. The Chairman also thanked Cllr Mustoe for the eloquent address he gave to Cornwall Council when he represented the parish council in Cllr French's absence. The Chairman thanked Mr Browning for all his work lobbying Cornwall Council, contacting residents of Gwallon Keas and speaking to the press. He commended this exercise in public tenacity on behalf of the parish council. The Chairman applauded the efforts of everyone who helped.

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- A. Are you confident that the UK's arrangements for regulating ethical standards are robust and effective?
- B. Are there any areas of public life where regulation on issues of ethical standards is not strong enough?

Question 4: Best practice in standards regulation

- A. What makes an effective standards regulator?
- B. Do the UK's standards regulators have the right powers and remit to act effectively?
- C. Should the independence of standards regulators be enhanced and protected, and if so, how?

Question 5: Creating ethical cultures

- A. How can the Seven Principles best be embedded within a public sector organisation's working culture?
- B. What are the most significant obstacles to embedding high ethical standards in a public sector organisation?

Section 3 – External Auditor Report and Certificate 2019/20

In respect of

Carlyon Parish Council- CO0019

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

27/11/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Carlyon Parish Council Budget Monitor Report to 30 November 2020

	Budget £	Expenditure £	% of Budget £
Employee Costs			
Clerk's salary (including oncosts)	£ 10,250.00	£ 5,844.62	57.02%
Training & conference expenses	£ 1,000.00	£ 182.50	18.25%
Clerks Room Allowance	£ 216.00	£ 272.00	125.93%
Clerk's travel and subsistence	£ 300.00	£ 140.85	46.95%
Total employee related costs	£ 11,766.00	£ 6,439.97	54.73%
Administration Costs			
Office expenses	£ 600.00	£ 113.97	19.00%
Postage	£ 150.00	£ 83.66	55.77%
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	£ 1,918.22	44.61%
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	£ 5,867.15	97.79%
Carlyon Recreation Field	£ 1,500.00	£ 1,720.00	114.67%
Tregrehan Recreation Fields	£ 1,500.00	£ -	0.00%
Footpath maintenance	£ 600.00	£ 610.00	101.67%
Neighbourhood Plan	£ 2,000.00	£ 1,081.23	54.06%
Neighbourhood Plan Grant	£ -	£ -	
Total Other Expenses	£ 14,700.00	£ 9,878.38	67.20%
Total VAT		£ 1,073.79	
Total Expenditure	£ 30,766.00	£ 19,310.36	62.77%
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			£	15.00
Total Income	£	26,827.81	£	36,360.13

Balance as at 31/03/2020		£	99,293.66
	Add income	£	36,360.13
	Less expenditure	£	19,310.36
		£	116,343.43
Bank Reconciliation			
Balance as at 36/11/2020	Current Account	£	25,702.17
	Less outstanding payments	£	-
		£	25,702.17
Balance as at 31/11/2020	Instant Access	£	90,641.26
	Total Funds Held	£	116,343.43

Correspondence received since 24 November 2020

- Town and Parish Council newsletters
- Voluntary and Community Sector Covid-19 upd
- Minutes from the Eden Geothermal Liaison Group meeting held on 24 November
- Update from Imerys Community Liaison Group
- Details of NALC/Nimble e-learning courses

Carlyon Parish Council

Dear Councillor

You are summoned to attend a **virtual** meeting of **Carlyon Parish Council** to be held on **Tuesday 15 December 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 15 December 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
8 December 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 24 November 2020

To resolve that the minutes of the above meeting be signed as a correct record Pages 4-7

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) PA20/10237 – Land North East of Cornwall Golf Clubhouse, Tregrehan Mills: Reserved Matters Application for the construction of a dwelling and double garage (PA17/10037)

(ii) PA20/09998) – 11 Appletree Lane: Removal of Oak tree

(iii) 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 (revised plans)

(iv) PA20/00007/NDP – St Austell Bay Parish: St Austell Bay Neighbourhood Development Plan

(v) 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 application:

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

(c) Other Matters

To note the date of an Extraordinary Meeting to discuss CEG's applications for Crinnis Beach.

8. Neighbourhood Plan

To note that the statutory pre-submission consultation is live and will continue until 10 February

9. Verge Maintenance

To consider entering into an Agency Agreement with Cornwall Council to maintain verges within the parish

10. Parish Projects

To prioritise projects for 2021/22

11. Standards Matter 2: Public Consultation

To consider a request from the National Association of Councils and Cornwall Association of Local Councils to respond to the public consultation on how well ethical standards in public life are upheld

Page 8

12. Parish Issues

(i) Tregrehan Playing Fields

To note the current situation and note any concerns

(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

(i) To consider a request to add Wheal Regent Close to the annual pavement spraying programme

(ii) To note any highways concerns

13. Financial Matters

(i) *To note that the External Audit has been completed and no issues were identified*

Page 9

(ii) *To appoint an Internal Auditor for 2020/21*

(iii) *To set a budget for 2021/22*

Previously circulated

(iv) *To agree the required precept*

(v) *To authorise the refurbishment of Tregrehan noticeboard*

(vi) *To note the current financial position, vire funds and authorise payments*

Page 10-11

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

Page 12

16. Dates for the Diary

To note dates for members' diaries

17. Dates of Forthcoming Meetings

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

In addition an Extraordinary Meeting will be held in January, date to be confirmed

Note: All meetings will be held virtually until guidance changes

**MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on TUESDAY 24
November 2020 at 6.00pm
(This was a virtual meeting)**

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

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

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Question 4: Best practice in standards regulation

- A. What makes an effective standards regulator?
- B. Do the UK's standards regulators have the right powers and remit to act effectively?
- C. Should the independence of standards regulators be enhanced and protected, and if so, how?

Question 5: Creating ethical cultures

- A. How can the Seven Principles best be embedded within a public sector organisation's working culture?
- B. What are the most significant obstacles to embedding high ethical standards in a public sector organisation?

Section 3 – External Auditor Report and Certificate 2019/20

In respect of

Carlyon Parish Council- CO0019

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

27/11/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Carlyon Parish Council Budget Monitor Report to 30 November 2020

	Budget £	Expenditure £	% of Budget £
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Clerk's salary (including oncosts)	£ 10,250.00	£ 5,844.62	57.02%
Training & conference expenses	£ 1,000.00	£ 182.50	18.25%
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Other Income			£	15.00
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Balance as at 31/03/2020		£	99,293.66
	Add income	£	36,360.13
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- Town and Parish Council newsletters
- Voluntary and Community Sector Covid-19 upd
- Minutes from the Eden Geothermal Liaison Group meeting held on 24 November
- Update from Imerys Community Liaison Group
- Details of NALC/Nimble e-learning courses

Carlyon Parish Council

Dear Councillor

You are summoned to attend a **virtual** meeting of **Carlyon Parish Council** to be held on **Tuesday 15 December 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 15 December 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
8 December 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 24 November 2020

To resolve that the minutes of the above meeting be signed as a correct record Pages 4-7

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) PA20/10237 – Land North East of Cornwall Golf Clubhouse, Tregrehan Mills: Reserved Matters Application for the construction of a dwelling and double garage (PA17/10037)

(ii) PA20/09998) – 11 Appletree Lane: Removal of Oak tree

(iii) 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 (revised plans)

(iv) PA20/00007/NDP – St Austell Bay Parish: St Austell Bay Neighbourhood Development Plan

(v) 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 application:

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

(c) Other Matters

To note the date of an Extraordinary Meeting to discuss CEG's applications for Crinnis Beach.

8. Neighbourhood Plan

To note that the statutory pre-submission consultation is live and will continue until 10 February

9. Verge Maintenance

To consider entering into an Agency Agreement with Cornwall Council to maintain verges within the parish

10. Parish Projects

To prioritise projects for 2021/22

11. Standards Matter 2: Public Consultation

To consider a request from the National Association of Councils and Cornwall Association of Local Councils to respond to the public consultation on how well ethical standards in public life are upheld

Page 8

12. Parish Issues

(i) Tregrehan Playing Fields

To note the current situation and note any concerns

(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

(i) To consider a request to add Wheal Regent Close to the annual pavement spraying programme

(ii) To note any highways concerns

13. Financial Matters

(i) *To note that the External Audit has been completed and no issues were identified*

Page 9

(ii) *To appoint an Internal Auditor for 2020/21*

(iii) *To set a budget for 2021/22*

Previously circulated

(iv) *To agree the required precept*

(v) *To authorise the refurbishment of Tregrehan noticeboard*

(vi) *To note the current financial position, vire funds and authorise payments*

Page 10-11

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

Page 12

16. Dates for the Diary

To note dates for members' diaries

17. Dates of Forthcoming Meetings

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

In addition an Extraordinary Meeting will be held in January, date to be confirmed

Note: All meetings will be held virtually until guidance changes

**MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on TUESDAY 24
November 2020 at 6.00pm
(This was a virtual meeting)**

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

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

(20/070) Apologies for Absence

Apologies were received from Cllr Mike Thompson.

(20/071) Minutes of a Meeting of the Parish Council held on 27 October 2020

It was **RESOLVED** that the minutes of the Meeting of the Parish Council held on 27 October 2020 be signed as an accurate record of the meeting.

(20/072) Declarations of Interest on Items on the Agenda

There were no declarations of interest.

(20/073) Chairman's Announcements

The Chairman expressed his delight at the outcome of the Community Governance Review and thanked Cllr French. The Chairman also thanked Cllr Mustoe for the eloquent address he gave to Cornwall Council when he represented the parish council in Cllr French's absence. The Chairman thanked Mr Browning for all his work lobbying Cornwall Council, contacting residents of Gwallon Keas and speaking to the press. He commended this exercise in public tenacity on behalf of the parish council. The Chairman applauded the efforts of everyone who helped.

(20/074) Public Participation

Mr Browning thanked the Chairman for his kind comments and said that the result of the Community Governance review was a team effort and he was delighted with the outcome.

(20/075) Cornwall Councillor's Report

Cllr French said that although the parish council was keeping Gwallon Keas, the reality is that there is a very good case for St Austell Town Council taking this development and the matter could come up again in the future. One of the arguments for keeping the development was that it contains the only affordable homes in the parish. Cllr French said that Ocean Housing and Gilbert & Goode are looking for small sites to develop as affordable housing and he wanted the parish council to give serious consideration to whether there is anywhere in the parish that could accommodate such a development.

(20/076) Planning Applications and Related Matters

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

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 on the proviso that the extension does not become a separate dwelling.

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

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.**

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

It was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the trees are an important landscape feature, but if they are damaging buildings they must come down.**

(b) Update on outstanding 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

There was nothing to report.

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

There was nothing to report.

(20/077) Neighbourhood Plan

It was **RESOLVED to approve the draft neighbourhood plan.** The plan will now go forward to Cornwall Council.

(20/078) Community Governance Review

This had been covered earlier in the meeting.

(20/079) Charlestown School Parking Issues

On 12 November the Chairman together with Cllr Clemo and the Clerk attended a virtual meeting with Charlestown Primary School attended by the Head Teacher, Chair of School Governors and representatives from St Austell Bay Parish Council. Cllr Clemo reported that it was a very positive meeting. Cornwall Council has agreed to provide additional parking enforcement patrols and the school is considering setting up speedwatch monitoring. The Headteacher is keen to get the children involved in tackling the problem. It was suggested that an incentive scheme could be put in place to encourage children to walk to school or even the introduction of a school bus. The Headteacher is proactively trying to tackle the problem but explained that the school has to work within the parameters of its available land. There will be a follow up meeting in a few weeks' time.

(20/080) Parish Projects

The Chairman asked for ideas to take forward next year. Councillors put forward the following: Planting wild flowers along the verge in Cypress Avenue, adult exercise equipment in Sea Road field, re-roofing the Carhouse, additional benches near the Christmas tree in Tregrehan, additional play equipment for Tregrehan, a wild flower meadow area in Tregrehan football field, a community repair shop. The community repair shop would be run by residents, many of whom are retired and would offer repairs to electrical equipment, small pieces of furniture etc. The Chairman and Cllr Chantrill-Burns will investigate.

The Chairman explained that the parish council should be able to apply for a £5,000 grant from the Eden Geothermal project towards environmental projects and either the Cypress Avenue planting or community repair shop could be considered for this.

Projects will be prioritised at the next meeting.

(20/081) Parish Issues

(i) Tregrehan Playing Fields

(a) Devolution of the fields

A meeting was held with officers from Cornwall Council on 4 November when various options for the devolution of the field were discussed. It was suggested that as an interim measure the Carthouse lease could be extended to include the fields as the transfer of the freehold could take several years. It was **RESOLVED that in principle the parish council should seek a lease for the playing fields**

Cllr French said that it was likely that Cornwall Council will look to transfer more services to parish councils in the coming years.

(b) Purchase of Christmas tree lights

It was **RESOLVED to purchase a set of solar Christmas lights for the Tregrehan Christmas tree at a cost of approximately £40.**

(ii) Carlyon Recreation Area

The Clerk reported that the road hedge has now been cut and is looking very tidy.

(iii) Beach Development

An email has been received from Cllr Jordan Rowse who feels that the beach is currently untidy and was looking for support from the parish council for a letter he plans sending to CEG. Councillors commented that although there are instances of palm oil and plastic debris being washed in from the sea, it was otherwise tidy. The Clerk was asked to enquire about the specifics and obtain a copy of the letter Cllr Rowse proposes to send to CEG.

(iv) Tree Preservation Order for Carlyon Bay

An application has been submitted to Cornwall Council.

(v) Highways Concerns

The Chairman reported that a speed monitoring camera has been placed at the bottom of Bodelva Hill where the speed limit goes from 60 – 20MPH.

The Clerk was asked to report overhanging branches on the footpath near the Fairway dip on Beach Road to Cormac.

(20/082) Financial Matters

Current balances were noted and the following payments were authorised:

BACS	Cornwall ALC	Finance training	£204.00
BACS	St Austell Bay CIC	Improvements to Britannia Roundabout	£1,000.00
BACS	Hay Nurseries	Replanting planters	£118.00
BACS	Cormac Solutions Ltd	Village Gateways	£3,719.40
BACS	A & A Maintenance	Cutting SWCP and Inland PRow	£1,030.00
BACS	Nationwide Print	Printing parish newsletter	£424.00
BACS	Lyreco	Stationery	£127.31
BACS	RBL Poppy Appeal	Wreath	£17.00
BACS	Mrs J Larter	November salary	*
		Expenses	£280.68

(20/083) Meetings/Training Attended by Councillors or the Clerk

27 October – Neighbourhood Plan Steering Group meeting
4 November – Chairman, Cllr Moore and the Clerk attended a meeting with Cornwall Council regarding the devolution of Tregrehan playing fields
9 November – Cllrs Clemo and Chantrill-Burns attended Code of Conduct training
12 November – Chairman and Clerk attended a meeting with Charlestown School
12 November – Cllr Taylor and the Clerk attended a meeting of St Austell and Mevagissey Community Network Panel. The Clerk gave a verbal report
19 November – Clerk attended CALC budgeting training
24 November – Cllr Moore attended CALC budgeting training

A meeting of the Eden Geothermal Group is taking place today and the organiser will try to prevent a clash of dates for future meetings

(20/084) 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:

- Email from a member of the public expressing concern at beach access and the forthcoming planning application

(20/085) Dates for the Diary

Immediately after this meeting the Neighbourhood Plan steering group is to meet.
25 November – Community Network Panel meeting to discuss Climate change – Cllr Chantrill-Burns to attend
3 December – Cllrs Breary and Seckerson to attend Code of Conduct training
10 December – Cllr Taylor to attend CALC internal control training

(20/086) Dates of Forthcoming Meetings

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

All meetings will be held virtually until guidance changes.

The meeting closed at 6.59 pm.

Agenda Item 11

Standards Matter 2: Public Consultation

The Parish Council is being asked by NALC and CALC to respond to this consultation in order to press Government for a change in legislation which would enable stronger sanctions for poor conduct in public office.

Consultation Questions:

Question 1: Standards of Conduct in the UK

- A. How well do you think ethical standards - as enshrined by the Seven Principles of Public Life - are upheld in public life today?
- B. Do you believe that there have been any notable shifts in approaches or attitudes to ethical standards in public life in recent years?
- C. What do you see as the most significant threats to ethical standards in public life today?

Question 2: The Seven Principles of Public Life

- A. Do the Seven Principles of Public Life accurately describe the appropriate ethical responsibilities for those in public roles, including both political and non-political office-holders?
- B. Would you amend or replace any of the principles or their descriptors? If so, how?

Question 3: The UK's arrangements for regulating standards

- A. Are you confident that the UK's arrangements for regulating ethical standards are robust and effective?
- B. Are there any areas of public life where regulation on issues of ethical standards is not strong enough?

Question 4: Best practice in standards regulation

- A. What makes an effective standards regulator?
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Question 5: Creating ethical cultures

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Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

27/11/2020

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- Details of NALC/Nimble e-learning courses

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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 15 December 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
8 December 2020

01872 501101

clerk@carlyon-pc.gov.uk

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(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.

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

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(c) Other Matters

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Note: All meetings will be held virtually until guidance changes

**MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on TUESDAY 24
November 2020 at 6.00pm
(This was a virtual meeting)**

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

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

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Apologies were received from Cllr Mike Thompson.

(20/071) Minutes of a Meeting of the Parish Council held on 27 October 2020

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(20/072) Declarations of Interest on Items on the Agenda

There were no declarations of interest.

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The Chairman expressed his delight at the outcome of the Community Governance Review and thanked Cllr French. The Chairman also thanked Cllr Mustoe for the eloquent address he gave to Cornwall Council when he represented the parish council in Cllr French's absence. The Chairman thanked Mr Browning for all his work lobbying Cornwall Council, contacting residents of Gwallon Keas and speaking to the press. He commended this exercise in public tenacity on behalf of the parish council. The Chairman applauded the efforts of everyone who helped.

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It was **RESOLVED to purchase a set of solar Christmas lights for the Tregrehan Christmas tree at a cost of approximately £40.**

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BACS	Hay Nurseries	Replanting planters	£118.00
BACS	Cormac Solutions Ltd	Village Gateways	£3,719.40
BACS	A & A Maintenance	Cutting SWCP and Inland PRoW	£1,030.00
BACS	Nationwide Print	Printing parish newsletter	£424.00
BACS	Lyreco	Stationery	£127.31
BACS	RBL Poppy Appeal	Wreath	£17.00
BACS	Mrs J Larter	November salary	*
		Expenses	£280.68

(20/083) Meetings/Training Attended by Councillors or the Clerk

27 October – Neighbourhood Plan Steering Group meeting
4 November – Chairman, Cllr Moore and the Clerk attended a meeting with Cornwall Council regarding the devolution of Tregrehan playing fields
9 November – Cllrs Clemo and Chantrill-Burns attended Code of Conduct training
12 November – Chairman and Clerk attended a meeting with Charlestown School
12 November – Cllr Taylor and the Clerk attended a meeting of St Austell and Mevagissey Community Network Panel. The Clerk gave a verbal report
19 November – Clerk attended CALC budgeting training
24 November – Cllr Moore attended CALC budgeting training

A meeting of the Eden Geothermal Group is taking place today and the organiser will try to prevent a clash of dates for future meetings

(20/084) 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:

- Email from a member of the public expressing concern at beach access and the forthcoming planning application

(20/085) Dates for the Diary

Immediately after this meeting the Neighbourhood Plan steering group is to meet.
25 November – Community Network Panel meeting to discuss Climate change – Cllr Chantrill-Burns to attend
3 December – Cllrs Breary and Seckerson to attend Code of Conduct training
10 December – Cllr Taylor to attend CALC internal control training

(20/086) Dates of Forthcoming Meetings

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

All meetings will be held virtually until guidance changes.

The meeting closed at 6.59 pm.

Agenda Item 11

Standards Matter 2: Public Consultation

The Parish Council is being asked by NALC and CALC to respond to this consultation in order to press Government for a change in legislation which would enable stronger sanctions for poor conduct in public office.

Consultation Questions:

Question 1: Standards of Conduct in the UK

- A. How well do you think ethical standards - as enshrined by the Seven Principles of Public Life - are upheld in public life today?
- B. Do you believe that there have there been any notable shifts in approaches or attitudes to ethical standards in public life in recent years?
- C. What do you see as the most significant threats to ethical standards in public life today?

Question 2: The Seven Principles of Public Life

- A. Do the Seven Principles of Public Life accurately describe the appropriate ethical responsibilities for those in public roles, including both political and non-political office-holders?
- B. Would you amend or replace any of the principles or their descriptors? If so, how?

Question 3: The UK's arrangements for regulating standards

- A. Are you confident that the UK's arrangements for regulating ethical standards are robust and effective?
- B. Are there any areas of public life where regulation on issues of ethical standards is not strong enough?

Question 4: Best practice in standards regulation

- A. What makes an effective standards regulator?
- B. Do the UK's standards regulators have the right powers and remit to act effectively?
- C. Should the independence of standards regulators be enhanced and protected, and if so, how?

Question 5: Creating ethical cultures

- A. How can the Seven Principles best be embedded within a public sector organisation's working culture?
- B. What are the most significant obstacles to embedding high ethical standards in a public sector organisation?

Section 3 – External Auditor Report and Certificate 2019/20

In respect of

Carlyon Parish Council- CO0019

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

27/11/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Carlyon Parish Council Budget Monitor Report to 30 November 2020

	Budget £	Expenditure £	% of Budget £
Employee Costs			
Clerk's salary (including oncosts)	£ 10,250.00	£ 5,844.62	57.02%
Training & conference expenses	£ 1,000.00	£ 182.50	18.25%
Clerks Room Allowance	£ 216.00	£ 272.00	125.93%
Clerk's travel and subsistence	£ 300.00	£ 140.85	46.95%
Total employee related costs	£ 11,766.00	£ 6,439.97	54.73%
Administration Costs			
Office expenses	£ 600.00	£ 113.97	19.00%
Postage	£ 150.00	£ 83.66	55.77%
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	£ 1,918.22	44.61%
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	£ 5,867.15	97.79%
Carlyon Recreation Field	£ 1,500.00	£ 1,720.00	114.67%
Tregrehan Recreation Fields	£ 1,500.00	£ -	0.00%
Footpath maintenance	£ 600.00	£ 610.00	101.67%
Neighbourhood Plan	£ 2,000.00	£ 1,081.23	54.06%
Neighbourhood Plan Grant	£ -	£ -	
Total Other Expenses	£ 14,700.00	£ 9,878.38	67.20%
Total VAT		£ 1,073.79	
Total Expenditure	£ 30,766.00	£ 19,310.36	62.77%
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			£	15.00
Total Income	£	26,827.81	£	36,360.13

Balance as at 31/03/2020			£	99,293.66
	Add income		£	36,360.13
	Less expenditure		£	19,310.36
			£	116,343.43
Bank Reconciliation				
Balance as at 36/11/2020	Current Account		£	25,702.17
	Less outstanding payments		£	-
			£	25,702.17
Balance as at 31/11/2020	Instant Access		£	90,641.26
	Total Funds Held		£	116,343.43

Correspondence received since 24 November 2020

- Town and Parish Council newsletters
- Voluntary and Community Sector Covid-19 upd
- Minutes from the Eden Geothermal Liaison Group meeting held on 24 November
- Update from Imerys Community Liaison Group
- Details of NALC/Nimble e-learning courses

Carlyon Parish Council

Dear Councillor

You are summoned to attend a **virtual** meeting of **Carlyon Parish Council** to be held on **Tuesday 15 December 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 15 December 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
8 December 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 24 November 2020

To resolve that the minutes of the above meeting be signed as a correct record Pages 4-7

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) PA20/10237 – Land North East of Cornwall Golf Clubhouse, Tregrehan Mills: Reserved Matters Application for the construction of a dwelling and double garage (PA17/10037)

(ii) PA20/09998) – 11 Appletree Lane: Removal of Oak tree

(iii) 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 (revised plans)

(iv) PA20/00007/NDP – St Austell Bay Parish: St Austell Bay Neighbourhood Development Plan

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

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BACS	Nationwide Print	Printing parish newsletter	£424.00
BACS	Lyreco	Stationery	£127.31
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BACS	Mrs J Larter	November salary	*
		Expenses	£280.68

(20/083) Meetings/Training Attended by Councillors or the Clerk

27 October – Neighbourhood Plan Steering Group meeting
4 November – Chairman, Cllr Moore and the Clerk attended a meeting with Cornwall Council regarding the devolution of Tregrehan playing fields
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A meeting of the Eden Geothermal Group is taking place today and the organiser will try to prevent a clash of dates for future meetings

(20/084) 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:

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(20/085) Dates for the Diary

Immediately after this meeting the Neighbourhood Plan steering group is to meet.
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(20/086) Dates of Forthcoming Meetings

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

All meetings will be held virtually until guidance changes.

The meeting closed at 6.59 pm.

Agenda Item 11

Standards Matter 2: Public Consultation

The Parish Council is being asked by NALC and CALC to respond to this consultation in order to press Government for a change in legislation which would enable stronger sanctions for poor conduct in public office.

Consultation Questions:

Question 1: Standards of Conduct in the UK

- A. How well do you think ethical standards - as enshrined by the Seven Principles of Public Life - are upheld in public life today?
- B. Do you believe that there have been any notable shifts in approaches or attitudes to ethical standards in public life in recent years?
- C. What do you see as the most significant threats to ethical standards in public life today?

Question 2: The Seven Principles of Public Life

- A. Do the Seven Principles of Public Life accurately describe the appropriate ethical responsibilities for those in public roles, including both political and non-political office-holders?
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- A. Are you confident that the UK's arrangements for regulating ethical standards are robust and effective?
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Question 4: Best practice in standards regulation

- A. What makes an effective standards regulator?
- B. Do the UK's standards regulators have the right powers and remit to act effectively?
- C. Should the independence of standards regulators be enhanced and protected, and if so, how?

Question 5: Creating ethical cultures

- A. How can the Seven Principles best be embedded within a public sector organisation's working culture?
- B. What are the most significant obstacles to embedding high ethical standards in a public sector organisation?

Section 3 – External Auditor Report and Certificate 2019/20

In respect of

Carlton Parish Council- CO0019

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

27/11/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Carlyon Parish Council Budget Monitor Report to 30 November 2020

	Budget £	Expenditure £	% of Budget £
Employee Costs			
Clerk's salary (including oncosts)	£ 10,250.00	£ 5,844.62	57.02%
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VAT	£	-	£	857.85
Bank Interest			£	86.69
CIL			£	8,287.88
Other Income			£	15.00
Total Income	£	26,827.81	£	36,360.13

Balance as at 31/03/2020		£	99,293.66
	Add income	£	36,360.13
	Less expenditure	£	19,310.36
		£	116,343.43
Bank Reconciliation			
Balance as at 36/11/2020	Current Account	£	25,702.17
	Less outstanding payments	£	-
		£	25,702.17
Balance as at 31/11/2020	Instant Access	£	90,641.26
	Total Funds Held	£	116,343.43

Correspondence received since 24 November 2020

- Town and Parish Council newsletters
- Voluntary and Community Sector Covid-19 upd
- Minutes from the Eden Geothermal Liaison Group meeting held on 24 November
- Update from Imerys Community Liaison Group
- Details of NALC/Nimble e-learning courses

Carlyon Parish Council

Dear Councillor

You are summoned to attend a **virtual** meeting of **Carlyon Parish Council** to be held on **Tuesday 15 December 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 15 December 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
8 December 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 24 November 2020

To resolve that the minutes of the above meeting be signed as a correct record Pages 4-7

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) PA20/10237 – Land North East of Cornwall Golf Clubhouse, Tregrehan Mills: Reserved Matters Application for the construction of a dwelling and double garage (PA17/10037)

(ii) PA20/09998) – 11 Appletree Lane: Removal of Oak tree

(iii) 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 (revised plans)

(iv) PA20/00007/NDP – St Austell Bay Parish: St Austell Bay Neighbourhood Development Plan

(v) 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 application:

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

(c) Other Matters

To note the date of an Extraordinary Meeting to discuss CEG's applications for Crinnis Beach.

8. Neighbourhood Plan

To note that the statutory pre-submission consultation is live and will continue until 10 February

9. Verge Maintenance

To consider entering into an Agency Agreement with Cornwall Council to maintain verges within the parish

10. Parish Projects

To prioritise projects for 2021/22

11. Standards Matter 2: Public Consultation

To consider a request from the National Association of Councils and Cornwall Association of Local Councils to respond to the public consultation on how well ethical standards in public life are upheld

Page 8

12. Parish Issues

(i) Tregrehan Playing Fields

To note the current situation and note any concerns

(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

(i) To consider a request to add Wheal Regent Close to the annual pavement spraying programme

(ii) To note any highways concerns

13. Financial Matters

(i) *To note that the External Audit has been completed and no issues were identified*

Page 9

(ii) *To appoint an Internal Auditor for 2020/21*

(iii) *To set a budget for 2021/22*

Previously circulated

(iv) *To agree the required precept*

(v) *To authorise the refurbishment of Tregrehan noticeboard*

(vi) *To note the current financial position, vire funds and authorise payments*

Page 10-11

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

Page 12

16. Dates for the Diary

To note dates for members' diaries

17. Dates of Forthcoming Meetings

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

In addition an Extraordinary Meeting will be held in January, date to be confirmed

Note: All meetings will be held virtually until guidance changes

**MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on TUESDAY 24
November 2020 at 6.00pm
(This was a virtual meeting)**

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

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

(20/070) Apologies for Absence

Apologies were received from Cllr Mike Thompson.

(20/071) Minutes of a Meeting of the Parish Council held on 27 October 2020

It was **RESOLVED** that the minutes of the Meeting of the Parish Council held on 27 October 2020 be signed as an accurate record of the meeting.

(20/072) Declarations of Interest on Items on the Agenda

There were no declarations of interest.

(20/073) Chairman's Announcements

The Chairman expressed his delight at the outcome of the Community Governance Review and thanked Cllr French. The Chairman also thanked Cllr Mustoe for the eloquent address he gave to Cornwall Council when he represented the parish council in Cllr French's absence. The Chairman thanked Mr Browning for all his work lobbying Cornwall Council, contacting residents of Gwallon Keas and speaking to the press. He commended this exercise in public tenacity on behalf of the parish council. The Chairman applauded the efforts of everyone who helped.

(20/074) Public Participation

Mr Browning thanked the Chairman for his kind comments and said that the result of the Community Governance review was a team effort and he was delighted with the outcome.

(20/075) Cornwall Councillor's Report

Cllr French said that although the parish council was keeping Gwallon Keas, the reality is that there is a very good case for St Austell Town Council taking this development and the matter could come up again in the future. One of the arguments for keeping the development was that it contains the only affordable homes in the parish. Cllr French said that Ocean Housing and Gilbert & Goode are looking for small sites to develop as affordable housing and he wanted the parish council to give serious consideration to whether there is anywhere in the parish that could accommodate such a development.

(20/076) Planning Applications and Related Matters

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

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 on the proviso that the extension does not become a separate dwelling.

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

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.**

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

It was **RESOLVED that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the trees are an important landscape feature, but if they are damaging buildings they must come down.**

(b) Update on outstanding 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

There was nothing to report.

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

There was nothing to report.

(20/077) Neighbourhood Plan

It was **RESOLVED to approve the draft neighbourhood plan.** The plan will now go forward to Cornwall Council.

(20/078) Community Governance Review

This had been covered earlier in the meeting.

(20/079) Charlestown School Parking Issues

On 12 November the Chairman together with Cllr Clemo and the Clerk attended a virtual meeting with Charlestown Primary School attended by the Head Teacher, Chair of School Governors and representatives from St Austell Bay Parish Council. Cllr Clemo reported that it was a very positive meeting. Cornwall Council has agreed to provide additional parking enforcement patrols and the school is considering setting up speedwatch monitoring. The Headteacher is keen to get the children involved in tackling the problem. It was suggested that an incentive scheme could be put in place to encourage children to walk to school or even the introduction of a school bus. The Headteacher is proactively trying to tackle the problem but explained that the school has to work within the parameters of its available land. There will be a follow up meeting in a few weeks' time.

(20/080) Parish Projects

The Chairman asked for ideas to take forward next year. Councillors put forward the following: Planting wild flowers along the verge in Cypress Avenue, adult exercise equipment in Sea Road field, re-roofing the Carhouse, additional benches near the Christmas tree in Tregrehan, additional play equipment for Tregrehan, a wild flower meadow area in Tregrehan football field, a community repair shop. The community repair shop would be run by residents, many of whom are retired and would offer repairs to electrical equipment, small pieces of furniture etc. The Chairman and Cllr Chantrill-Burns will investigate.

The Chairman explained that the parish council should be able to apply for a £5,000 grant from the Eden Geothermal project towards environmental projects and either the Cypress Avenue planting or community repair shop could be considered for this.

Projects will be prioritised at the next meeting.

(20/081) Parish Issues

(i) Tregrehan Playing Fields

(a) Devolution of the fields

A meeting was held with officers from Cornwall Council on 4 November when various options for the devolution of the field were discussed. It was suggested that as an interim measure the Carthouse lease could be extended to include the fields as the transfer of the freehold could take several years. It was **RESOLVED that in principle the parish council should seek a lease for the playing fields**

Cllr French said that it was likely that Cornwall Council will look to transfer more services to parish councils in the coming years.

(b) Purchase of Christmas tree lights

It was **RESOLVED to purchase a set of solar Christmas lights for the Tregrehan Christmas tree at a cost of approximately £40.**

(ii) Carlyon Recreation Area

The Clerk reported that the road hedge has now been cut and is looking very tidy.

(iii) Beach Development

An email has been received from Cllr Jordan Rowse who feels that the beach is currently untidy and was looking for support from the parish council for a letter he plans sending to CEG. Councillors commented that although there are instances of palm oil and plastic debris being washed in from the sea, it was otherwise tidy. The Clerk was asked to enquire about the specifics and obtain a copy of the letter Cllr Rowse proposes to send to CEG.

(iv) Tree Preservation Order for Carlyon Bay

An application has been submitted to Cornwall Council.

(v) Highways Concerns

The Chairman reported that a speed monitoring camera has been placed at the bottom of Bodelva Hill where the speed limit goes from 60 – 20MPH.

The Clerk was asked to report overhanging branches on the footpath near the Fairway dip on Beach Road to Cormac.

(20/082) Financial Matters

Current balances were noted and the following payments were authorised:

BACS	Cornwall ALC	Finance training	£204.00
BACS	St Austell Bay CIC	Improvements to Britannia Roundabout	£1,000.00
BACS	Hay Nurseries	Replanting planters	£118.00
BACS	Cormac Solutions Ltd	Village Gateways	£3,719.40
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Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

27/11/2020

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Balance as at 36/11/2020	Current Account		£	25,702.17
	Less outstanding payments		£	-
			£	25,702.17
Balance as at 31/11/2020	Instant Access		£	90,641.26
	Total Funds Held		£	116,343.43

Correspondence received since 24 November 2020

- Town and Parish Council newsletters
- Voluntary and Community Sector Covid-19 upd
- Minutes from the Eden Geothermal Liaison Group meeting held on 24 November
- Update from Imerys Community Liaison Group
- Details of NALC/Nimble e-learning courses