



Carn Brea Parish Council

— Consel Plu Carn Bre —

Minutes of the Annual Meeting of Carn Brea Parish held at Treloweth Community Hall, Moorfield Road, Pool, Redruth, Cornwall, TR15 3QB on Thursday 4th May 2023 at 7pm.

Minutes

Present: Councillors S. Breul, S. Dale, M. Davis, R. Drew, E. Girling, E. Glanville, P. Holmes, C. Jordan, M. Moyle, J. Paton, J. Pollock, M. Rainbird, M. Roberts, T. Salisbury and B. Watkins.

Also Present: A. Moyle-Browning (Clerk), Sarah-Jane Noakes (Assistant Clerk), A. Hopkinson (Admin Assistant), D. Crabtree (CC) and three members of the public.

Welcome and safety procedures.

Cllr. Drew welcomed the meeting and explained the safety procedures. A special welcome was given to the newly appointed members Cllr. Breul and Cllr. Girling.

23/05/AM/01 To elect a Chairman of the Council.

Cllr. Drew called for nominations for Chairman of the Council.

Resolved: that Cllr. Drew be elected as Chairman of the Council.

Proposed: Cllr. B. Watkins **Seconded:** Cllr. C. Jordan

23/05/AM/02 Chairman's acceptance of office.

Cllr. Drew completed and signed his acceptance of office and thanked the Council for electing him.

Cllr. Drew thanked his fellow members for their hard work, Cllr. Dale for his support as Vice Chairman, the staff and the Neighbourhood Development Plan Steering Group.

23/05/AM/03 To elect a Vice Chairman of the Council.

The Chairman called for nominations for Vice Chairman of the Council.

Resolved: that Cllr. Dale be elected as Vice Chairman of the Council.

Proposed: Cllr. M. Davis **Seconded:** Cllr. M. Roberts

23/05/AM/04 To receive apologies for absence.

Cllr. D. Cooper

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- 23/05/AM/05** Members to declare disclosable pecuniary interests and non-registerable interests (including the details thereof) in respect of any items on this agenda.

Cllr. Drew declared an interest in agenda item 20.

- 23/05/AM/06** To consider written request(s) for dispensation.

There were no written requests for dispensations received.

- 23/05/AM/07** To review the terms of reference for committees and the Neighbourhood Plan Steering Group and make appropriate resolutions.

The meeting reviewed the terms of reference for committees and the Neighbourhood Plan Steering Group and made the following resolutions:-

Resolved: that the Planning Committee Terms of Reference as amended are approved.

Proposed: Cllr. C. Jordan **Seconded:** Cllr. J. Paton

Resolved: that the Health & Safety and Finance Committee Terms of Reference as amended are approved.

Proposed: Cllr. S. Dale **Seconded:** Cllr. M. Rainbird

Resolved: that the Staffing Committee Terms of Reference as amended are approved.

Proposed: Cllr. R. Drew **Seconded:** Cllr. E. Glanville

Resolved: that the Amenities and Projects Committee Terms of Reference as amended are approved.

Proposed: Cllr. S. Dale **Seconded:** Cllr. M. Davis

The Meeting agreed that the Neighbourhood Plan Steering Group Terms of Reference approval should be deferred until the group can review their Terms of Reference.

- 23/05/AM/08** To review the Scheme of Delegation arrangements to committees, sub-committees, staff and other local authorities and make appropriate resolutions.

Members of the Council received the current Scheme of Delegations along with draft proposed amendments. The Clerk reported that some further punctuation and grammatical changes had also been made.

Resolved: that the Scheme of Delegation arrangements to committees, sub-committees, staff and other local authorities as amended are approved.

Proposed: Cllr. M. Davis **Seconded:** Cllr. B. Watkins

23/05/AM/09 To review Standing Orders and make appropriate resolutions.

Members of the Council received the current Standing Orders with draft proposed amended changes. It was reported that some punctuation and grammatical changes had also been made.

Resolved: that the Standing Orders are approved as amended.

Proposed: Cllr. M. Roberts

Seconded: Cllr. M. Davis

23/05/AM/10 To review Financial Regulations and make appropriate resolutions.

Members received the current Financial Regulations with draft proposed amended changes.

Cllr. Dale asked for clarification and that 11.1 (a) be reworded as follows:-

Every contract shall comply with financial regulations, and no exceptions shall be made otherwise than in an emergency and provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

Resolved: that the Financial Regulations are approved as amended.

Proposed: Cllr. C. Jordan

Seconded: Cllr. J. Paton

23/05/AM/11 To appoint Members to serve on the following Committees and Working Parties of the Council:

The meeting was advised of members interest in Committees and Working Parties that they wish to serve on and the following resolutions were made.

a) Planning Committee

Resolved: that Councillors S. Breul, D. Cooper, E. Girling, P. Holmes, C. Jordan, M. Moyle, J. Paton, J. Pollock, M. Rainbird and T. Salisbury serve as members of the Planning Committee. That the first Planning Committee meeting allocate committee members to the appropriate wards.

Proposed: Cllr. R. Drew

Seconded: Cllr. S. Dale

b) Health & Safety and Finance Committee

Resolved: that Councillors D. Cooper, C. Jordan, M. Moyle, M. Roberts, M. Rainbird and T. Salisbury are appointed to serve on the Health & Safety and Finance Committee.

Proposed: Cllr. P. Holmes

Seconded: Cllr. B. Watkins

c) Staffing Committee

Resolved: that Councillors M. Davis, E. Glanville, C. Jordan, M. Moyle and M. Roberts are appointed to serve on the Staffing Committee.

Proposed: Cllr. R. Drew

Seconded: Cllr. J. Pollock

d) Amenities and Projects Committee

Resolved: that Councillors D. Cooper, M. Davis, P. Holmes, C. Jordan, J. Paton, J. Pollock, M. Rainbird and T. Salisbury are appointed to serve on the Amenities and Projects Committee.

Proposed: Cllr. S. Dale **Seconded:** Cllr. M. Roberts

e) Neighbourhood Plan Steering Group

Resolved: that Councillors S. Breul, E. Glanville and C. Jordan are appointed as Steering Group members to serve on the Neighbourhood Plan Steering Group.

Proposed: Cllr. S. Dale **Seconded:** Cllr. P. Holmes

f) Open Spaces Working Party

Resolved: that all Councillors are invited to attend the Open Spaces Working Party.

Resolved: Cllr. R. Drew **Seconded:** Cllr. C. Jordan

g) Treloweth Community Hall Working Group

Resolved: that Councillors D. Cooper, S. Dale, C. Jordan and M. Davis and M. Moyle are appointed as members of the Treloweth Community Hall Working Group.

Proposed: Cllr. M. Roberts **Seconded:** Cllr. S. Breul

h) Coffee Morning Working Party

Resolved: that all members of the Council are invited to attend the Coffee Morning Working Party.

Proposed: Cllr. R. Drew **Seconded:** Cllr. E. Girling

i) Speed Signs Working Party

Resolved: that all members of the Council are invited to attend the Speed Signs Working Party.

Proposed: Cllr. T. Salisbury **Seconded:** Cllr. M. Davis

j) Picnic in the Park Working Party

Resolved: that all members of the Council are invited to attend the Picnic in the Park Working Party.

Proposed: Cllr. M. Davis **Seconded:** Cllr. J. Paton

k) Climate Action Working Party

Resolved: that all members of the Council are invited to attend the Climate Action Working Party.

Proposed: Cllr. M. Davis **Seconded:** Cllr. M. Rainbird

23/05/AM/12 To appoint a Member of the Council to serve on outside bodies, to include;

a) CALC

Resolved: that the Council's CALC representative be Cllr. Drew with Cllr. Rainbird as reserve.

Proposed: Cllr. M. Moyle **Seconded:** Cllr. M. Roberts

b) Mineral Tramways

Resolved: that the Council's Mineral Tramways representative is Cllr. B. Watkins.

Proposed: Cllr. M. Davis **Seconded:** Cllr. M. Robert

c) Carn Brea Village Institute

Resolved: that the Council's Carn Brea Village Institute representative is Cllr. D. Cooper.

Proposed: Cllr. R. Drew **Seconded:** Cllr. J. Paton

d) Parish Transport

Resolved: that the Council's Parish Transport representative is Cllr. C. Jordan.

Proposed: Cllr. R. Drew **Seconded:** Cllr. M. Rainbird

e) SITA

Resolved: that the Council's SITA representative is Cllr. M. Moyle.

Proposed: Cllr. R. Drew **Seconded:** Cllr. M. Davis

f) Police Liaison

Resolved: that the Council's Police Liaison representative is Cllr. M. Rainbird with Cllr. Dale as deputy.

Proposed: Cllr. M. Roberts **Seconded:** Cllr. M. Moyle

g) Tree Warden

Resolved: that the Council's Tree Warden is Cllr. C. Jordan.

Proposed: Cllr. S. Dale **Seconded:** Cllr. M. Davis



h) Designated Rights of Way Officer

Resolved: that the Council's Designated Rights of Way officers are Cllr. Watkins and Cllr. Dale.

Proposed: Cllr. R. Drew

Seconded: Cllr. J. Paton

i) North Kerrier NHS Reference Group

Resolved: that the Council's North Kerrier NHS Reference Group representative is Cllr. Cooper.

Proposed: Cllr. M. Moyle

Seconded: Cllr. B. Watkins

j) Community Network Panel

Resolved: that the Council's Community Network Panel representatives are Cllr. Drew and Cllr. Dale.

Proposed: Cllr. B. Watkins

Seconded: Cllr. T. Salisbury

k) Community Network Panel – Climate Action Group

Resolved: that the Council's Community Network Panel – Climate Action Group Representatives are Cllr. Watkins and Cllr. Roberts.

Proposed: Cllr. R. Drew

Seconded: Cllr. P. Holmes

l) Community Network Panel – Green Infrastructure Group

Resolved: that the Council's Community Network Panel – Green Infrastructure Group representative is Cllr. Watkins.

Proposed: Cllr. R. Drew

Seconded: Cllr. M. Rainbird

23/05/AM/13

To receive and approve the Land and Assets Register previously reviewed by the Amenities & Projects Committee and make appropriate resolutions.

Members received a copy of the asset register which had been reviewed and approved by the Amenities and Projects Committee held on 9th March 2023 (min Ref 23/03/A&P/13).

Resolved: that the 2023 asset register is approved.

Proposed: Cllr. M. Moyle

Seconded: Cllr. M. Davis

- 23/05/AM/14** To confirm arrangements for insurance cover in respect of all insured risks and make appropriate resolutions.

Members received details of current insurance cover ahead of the meeting. The Clerk reported that the Council is entering year 3 of a 3-year contract and that the renewal for 2023/2024 is £2,767.51 which is a 7% increase from last year due to the premium being index linked across sums insured in line with inflation, an increase to the fidelity insurance and an administration fee.

Resolved: that the Councils insurance cover in respect of all insured risks are confirmed and that the council approve the renewal for 2023/2024 at a cost of £2,767.51.

Proposed: Cllr. M. Moyle **Seconded:** Cllr. B. Watkins

- 23/05/AM/15** To receive a verbal report on the council's and / or staff subscriptions to other bodies.

The Clerk reported that the annual memberships to CALC and NALC had been renewed and that all other memberships and subscriptions are up to date.

- 23/05/AM/16** To review the Handling Complaints Policy and make appropriate resolutions.

Members received the Handling Complaints Policy ahead of the meeting.

Resolved: that the Handling Complaints Policy is approved.

Proposed: Cllr. B. Watkins **Seconded:** Cllr. M. Davis

- 23/05/AM/17** To review the Freedom of Information Act Policy for Handling Requests for information and make appropriate resolutions.

Members received the Freedom of Information Act Policy for Handling Requests for information along with the publication scheme ahead of the meeting.

Resolved: that the Freedom of Information Act Policy for Handling Requests for information along with the addition of Andrew Moyle-Browning's details being added to the document as Clerk to the Council is approved.

Proposed: Cllr. S. Dale **Seconded:** Cllr. M. Davis

- 23/05/AM/18** To review the Broadcasting or Using Social Media at Council Meetings Policy and make appropriate resolutions.

Members received the Broadcasting or Using Social Media at Council Meetings Policy ahead of the meeting.

Resolved: that the Broadcasting or Using Social Media at Council Meetings Policy is approved with the addition of page numbers.

Proposed: Cllr. M. Moyle **Seconded:** Cllr. M. Davis

23/05/AM/19 To review signatories on the Council's Bank Accounts and make appropriate resolutions.

The Clerk confirmed current signatories of the Council's bank accounts.

Resolved: that Cllr. Moyle, Cllr. Jordan, Sarah-Jane Noakes and Cllr. Holmes are signatories for the Lloyds Account.

That Cllr. Drew, Cllr. Jordan, Cllr. Dale, Cllr. Davis and Andrew Moyle-Browning are signatories for the Unity Trust Account.

That Cllr. Jordan, Cllr. Dale, Cllr. Drew and Andrew Moyle-Browning are signatories for NatWest Account.

That Cllr. Drew, Cllr. Jordan and Cllr. Dale are signatories of Barclays account.

Proposed: Cllr. T. Salisbury. **Seconded:** Cllr. M. Rainbird.

23/05/AM/20 To confirm the Chairmans allowance in pursuance of section 15(5) of the Local Government Act 1972 and make appropriate resolutions.

The Vice Chairman led the meeting during discussion of the Chairmans allowance.

Resolved: that the Chairmans allowance is £1000, paid at a quarterly rate of £250.

Proposed: Cllr. S. Dale **Seconded:** Cllr. B. Watkins

23/05/AM/21 To confirm the dates and times of ordinary meetings of the Council for the ensuing year and make appropriate resolutions.

Members of the Council received the up-to-date dates and times of the ordinary meetings of the Council.

Resolved: that the dates and times of ordinary meetings of Carn Brea Parish Council are approved as amended.

Proposed: Cllr. S. Dale **Seconded:** Cllr. M. Davis

Meeting closed at 8:48 pm

1/1/2023
18/5/2023