



Carn Brea Parish Council

Consel Plu Carn Bre

Mr. Andrew Moyle-Browning (Clerk to the Council)

Scryuynyas dhu Consel

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Minutes of the Full Council meeting held at Treloweth Community Hall, Moorfield Road, Pool, Redruth, Cornwall, TR15 3QB on Thursday 21st March 2024 at 7:00 pm.

Meeting

Present: Councillors R. Drew (Chairman), S. Dale (Vice Chairman), S. Breul, D. Cooper, M. Davis, E. Glanville, P. Holmes, A. Hugo, C. Jordan, M. Moyle, J. Paton, J. Pollock, M. Rainbird, T. Salisbury, B. Watkins and A. Woodrow.

Also Present: Andrew Moyle-Browning (Clerk) and Sarah-Jane Noakes (Assistant Clerk).
Councillor D. Crabtree (CC).

24/03/01 Chairman's welcome and safety procedures.

The Chairman welcomed the meeting and explained the safety procedures.

24/03/02 To receive apologies for non-attendance.

Councillors E. Girling, P. Desmonde (CC) and P. Perry (CC).

24/03/03 Members to declare disclosable pecuniary interests and non-registerable interests (including the details thereof) in respect of any items on this agenda.

Councillor S. Breul declared an interest in agenda item 18.

24/03/04 To consider written request(s) for dispensations.

There were no written requests for dispensations.

24/03/05 Public Participation on items on the agenda. (Maximum of 20 minutes – every speaker has a limit of 3 minutes under Council Standing Orders).

There were no members of the public present.

24/03/06 To receive and approve the minutes of the Full Council meeting held on 15th February 2024.

Minutes of the Full Council meeting held on 15th February 2024 were circulated ahead of the meeting.

Resolved: that the minutes of the Full Council meeting held on 15th February 2024 are approved.

Proposed: Cllr. C. Jordan

Seconded: Cllr. B. Watkins

f) To consider movements to and from Earmarked Reserves.

In preparation for year-end approval for releases and transfers were requested.

Resolved: that the following earmarked reserves releases and transfers are approved:

- £275.00 release from EMR 333 to Neighbourhood Plan for Printing.
- £2,510.86 release from EMR 328 for Wheal Fortune Phase 1 works – Benches.
- £4,246.37 release from EMR 335 for Devolution Legal & Professional fees.
- £5,904.29 transfer to 347 EMR for CIL Payment Received.

Proposed: Cllr. B. Watkins

Seconded: Cllr. T. Salisbury

24/03/09 To consider correspondence received.

Items of correspondence were circulated ahead of the meeting. Cllr. Drew advised the meeting that a grant form had been sent to Victim Support.

24/007	Red Choughs Walking Netball	Thank you letter for grant received
24/008	Victim Support	Supporting people in Cornwall affected by crime
24/009	Business Waste	Update and increased prices
24/010	Citizens Advice	Update
24/011	Cllr. D. Crabtree	Additional information report
24/012	Cornwall Council	Call for sites
24/013	Cornwall Council	Heartlands
24/014	Cornwall Council	CPIR Open Space Assessment
24/015	Local Resident	Litter at Grennifer Road

Resolved: that March's correspondence is noted.

Proposed: Cllr. P. Holmes

Seconded: Cllr. J. Pollock

The meeting agreed that an agenda item is added to April's Full Council meeting to consider the request regarding an additional litter bin at Grennifer Road.

24/03/10 To receive and note the minutes of the following committee meetings and to consider and make decisions on any recommendations and proposals to Full Council contained therein.

a) Planning Committee Meeting held on 29th February 2024.

Minutes of the Planning Committee meeting held on 29th February 2024 were circulated ahead of the meeting.

Resolved: that the minutes of the Planning Committee held on 29th February 2024 are noted.

Proposed: Cllr. R. Drew

Seconded: Cllr. S. Dale



- b) **Extraordinary Open Spaces Improvement Committee Meeting held on 7th March 2024.**
Minutes of the Extraordinary Open Spaces Improvements Committee meeting held on 7th March 2024 were circulated ahead of the meeting.

Resolved: that the minutes of the Open Spaces Improvements Committee meeting held on 7th March 2024 are noted.

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

The meeting agreed that the recommendation from the committee will be considered at agenda item 16.

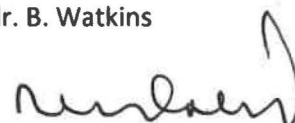
- c) **Staffing Committee Meeting held on 7th March 2024.**
Minutes of the Staffing Committee meeting held on 7th March 2024 were circulated ahead of the meeting.

Resolved:
that the following recommendations from the Staffing Committee meeting held on 7th March 2024 are approved:-

- that the Staffing Committee Terms of Reference are approved as amended with the following additional amendments: Bullet Point 16 under Committee Roles And Responsibilities to read 'To investigate and where appropriate, appoint a panel to deal with matters raised under the Council's Grievance Policy, Absence Management Policy or Disciplinary Policy with full delegation to make recommendations to the Staffing Committee for appropriate action. If felt necessary, it has the delegated approval (including financial) to seek outside professional assistance in order to conclude an Absence, Disciplinary or Grievance matter', The removal of bullet point 2 of Chairmans Roles & Responsibilities, Bullet Point 1 of the Chairmans Roles and Responsibilities add 'in their absence the Vice Chairman of the Staffing Committee', and add an additional bullet point under Decision Making 'To make decisions on recommendations received from Grievance, Disciplinary and Absence panels up to and including dismissal of an employee'.
- that the employee handbook as amended be approved.
- that the Absence Management Policy as amended is accepted with the following additional amendment - that section 5.2 paragraph 4 to read 'Incapacity due to substance abuse or alcohol use will not be considered as a valid reason for absence. Employees should be aware of the Council's alcohol and drugs policy and being unfit for work. Being under the influence of drugs or alcohol at work may result in dismissal without notice or payment in lieu. Your attention is drawn to the policy governing the consumption of alcohol as set out in the Employee Handbook at paragraph 2.10'.
- that 5.2, paragraph 1 of the Absence Management Policy be amended to replace the wording 'When you phone in sick' to 'When you phone in to advise of your absence'.
- that the following additional amendments to the Absence Management Policy are made: that 6.1, paragraph 2 be amended to replace the wording 'referred to the Staffing Committee for consideration regarding using the disciplinary procedure for investigation and appropriate action' with 'referred to the Staffing Committee for consideration of implementation of the disciplinary procedure', that 6.4, paragraph 1 be changed to read 'Where appropriate, the Council will consider what reasonable adaptations can be made to the employees' role to facilitate a return to work. Such adaptations will be subject to the needs of the Council and there is no guarantee that this can be achieved'

Proposed: Cllr. E. Glanville

Seconded: Cllr. B. Watkins



Resolved: that the minutes of the Staffing Committee meeting held on 7th March 2024 are noted.

Proposed: Cllr. R. Drew

Seconded: Cllr. E. Glanville

d) Amenities & Projects Committee Meeting held on 14th March 2024.

Minutes of the Amenities and Projects Committee meeting held on 14th March 2024 were circulated ahead of the meeting.

Resolved:

that the following recommendations from the Amenities and Projects Committee meeting held on 14th March 2024 are approved:-

- that the Clerk meet with Morrisons to explore if they would be interested in working together to publicise the history of the site.
- That the Social Media Policy as amended is approved and that 5.1 is reworded as follows:- The Council recognises the importance of the internet in shaping public thinking about our Council and community. The Council also recognises the importance of our employees, volunteers and Councillors joining in and helping shape local government conversations and direction through interactions on social media.
- that the Terms of Reference for the Amenities and Projects Committee as amended is approved by the Annual Meeting of Carn Brea Parish Council with pages numbered.
- that the Council purchase one 'Flag of Peace' at a cost of £24 to be hung on the flagpole at Treloweth Community Hall and if agreeable with another agreed location purchase an additional flag at a cost of £24. Flags to be flown week beginning 6th June 2024.
- that delegated authority is granted to the Clerk in liaising with the Chairman and Vice Chairman of the Amenities and Projects Committee to agree an additional location for a 'Flag of Peace' to be flown.

Proposed: Cllr. J. Paton

Seconded: Cllr. D. Cooper

Resolved: that the minutes of the Amenities and Projects Committee meeting held on 14th March 2024 are noted.

Proposed: Cllr. S. Dale

Seconded: Cllr. D. Cooper

24/03/11 To receive reports

(i) Chairman of the Council .

The Chairman supplied a written report detailing meetings and events attended, which included:-

- Tree Planting at Moorfield Road.
- Teams briefing regarding Heartlands Estate.
- CPIR Place Shaping Board.
- Pool Regeneration Working Group.

A request to consider taking over the poly tunnel and land at Heartlands for use as allotments was made.

The meeting agreed to make discreet enquiries regarding the status of the polytunnel and land adjacent in preparation for an agenda item for April's Full Council meeting.

(ii) Police Report.

Cllr. Rainbird reported that the next meeting will be in April.



(iii) Finance Member.

Cllr. Moyle reported that he had completed the financial checks and found all information provided to be accurate.

(iv) Clerk.

The Clerk reported that the office has received several enquiries regarding Heartlands and all enquiries have been responded to.

The Bin for South Wheal Francis Car Park has been collected and should be installed by the end of the week beginning 18th March 2024.

Chairman and RFO Expenditure Approvals under Finance Regs 4.1 and 10.6 (excl VAT)

£103.20 for the scrubber dryer service.

£96.36 for PAT Testing.

(v) To receive any written reports on any meetings attended.

There were no written reports received.

(vi) To receive verbal reports on any representation made on behalf of Carn Brea Parish Council.

Cllr. P. Holmes and Cllr. J. Pollock reported that they attended the funeral of Doreen Smith a past Councillor of Carn Brea Parish Council. The meeting expressed appreciation to Cllr. P. Holmes and Cllr. J. Pollock for attending the funeral.

24/03/12 To receive Cornwall Councillor reports.

A written report was supplied to the meeting from Cllr. P. Desmonde which included a report on the following:-

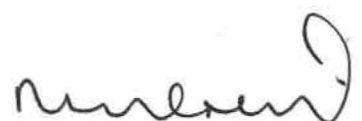
- Heartlands.
- Old A3074.
- Road surfaces.
- Planning enforcement.

Cllr. D. Crabtree reported on the following:-

- Pre Application to build 8 detached properties on the part of the current RBL Junior football pitch.
- Public enquiry into Common Land in Illogan and Feadon Woods.
- Funding Panel Meeting for Local Highways Schemes.
- Bus Timetable changes.
- Delay in the 20mph roll out due to weather conditions.
- Agreed sale of Dolcoath site for a 66 bed care home.

24/03/13 To receive an update on the Carn Brea Parish Neighbourhood Plan and make appropriate resolutions.

The Clerk reported that the Final Neighbourhood Plan with amendments had been submitted to Cornwall Council and a committee will now meet to formally approve the plan and make recommendations for the referendum. An information leaflet to promote the Neighbourhood Development Plan and encourage people to come out and vote along with other promotional material is being designed.



24/03/14 To receive and review the Code of Conduct for Members and Co-Opted Members with proposed amendments and make appropriate resolutions.

The meeting reviewed the Code of Conduct for Members and Co-Opted Members.

Resolved: that the Code of Conduct is approved and accepted.

Proposed: Cllr. B. Watkins

Seconded: Cllr. E. Glanville

24/03/15 To receive a report on the public access to footpath 205/26/5 and consider appropriate actions making appropriate resolutions.

Cllr. Dale reported on the history of footpath 205/26/5.

The meeting considered liaising with the Ramblers Association.

Resolved: that Carn Brea Parish Council request the Clerk to write to the Portfolio Holder for the environment (Cllr. Martyn Alvey) and the Ward Member (Cllr. Sally Weedon), asking for details of actions taken by Cornwall Council in the last six months and proposed actions, with timescales moving forward, in order to get the footpath 205/26/5 reopened for public use.

Proposed: Cllr. P. Holmes

Seconded: Cllr. S. Dale

24/03/16 To receive an update from the Open Spaces Improvement committee and consider a recommendation in line with Financial Regulations 18.2 to suspend Financial Regulations 11 (b) and make appropriate resolutions.

A written report from the Clerk highlighting the background, explaining Financial Regulations 11 (b) and risk assessing the request to suspend Financial Regulations 11 (b) was circulated ahead of the meeting.

The Chairman gave the reasons for the committee recommending the suspension of Financial Regulation 11 (b).

Resolved:

that Carn Brea Parish Council approve the recommendation from the Open Spaces Improvement Committee that in line with Financial Regulations 18.2, due to the anticipated cost of the Wheal Fortune Improvements project being in excess of £60,000, and having engaged with 3 or more contractors, Financial Regulations 11. (b) is suspended. That the Open Spaces Improvement Committee progress the project using the 3 contractors already engaged with. That in line with Financial Regulations 10.3 that the quotation process is followed. The Open Spaces Improvement Committee to make a recommendation, to include the design, project cost and a risk assessment, for approval by Full Council.

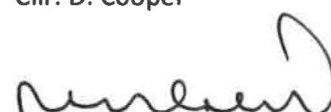
Proposed: Cllr. D. Cooper

Seconded: Cllr. S. Dale

Resolved: that Carn Brea Parish Council approve the cancellation of the scheduled Open Spaces Improvement Committee meeting scheduled for Monday 8th April 2024.

Proposed: Cllr. B. Watkins

Seconded: Cllr. D. Cooper



- 24/03/17 To receive and consider a Street Name proposal application for the new development behind Maynes Garage off Wheal Tehidy Lane and make appropriate resolutions.**

Protocol for naming new streets along with a request to name the site behind Maynes Garage was circulated ahead of the meeting.

Resolved: that the new development behind Maynes Garage off Wheal Tehidy Lane is named Maynes Close.

Proposed: Cllr. A. Woodrow

Seconded: Cllr. B. Watkins

- 24/03/18 To receive applications to represent Carn Brea Parish Council on the Cornwall Planning Partnership and make appropriate resolutions.**

An application from Cllr. S. Breul was received and considered.

Resolved: that Cllr. S. Breul represent Carn Brea Parish Council on the Cornwall Planning Partnership.

Proposed: Cllr. M. Moyle

Seconded: Cllr. D. Cooper

- 24/03/19 To receive a research report on Tree Preservation Orders and make appropriate resolutions.**

Cllr. Drew advised the meeting that he did not have a report at this time due to continuing to make enquiries but that a report would be available at April's Full Council meeting.

- 24/03/20 To resolve that under the 1960 Public Bodies (Admission to Meetings) Act that the press and public be excluded due to the confidential nature of the business to be discussed.**

Resolved: that under the 1960 Public Bodies (Admission to Meetings) Act that the press and public be excluded due to the confidential nature of the business to be discussed.

Proposed: Cllr. R. Drew

Seconded: Cllr. S. Dale

Cllr. D. Crabtree left the meeting.

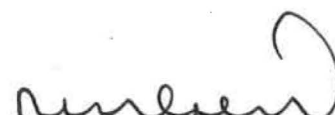
- 24/03/21 To receive the resolutions and consider the recommendations of the Staffing Committee Meeting held on the 7th March 2024 and make appropriate resolutions.**

A list of resolutions made by the Staffing Committee meeting held on 7th March 2024 were tabled.

Resolved: that the resolutions of the Staffing Committee meeting held on 7th March 2024 are noted.

Proposed: Cllr. R. Drew

Seconded: Cllr. E. Glanville



24/03/22 To receive a report and consider a renewal proposal and quotation from the Council's HR Support Services Provider for a 5 Year Contract and make appropriate resolutions.

The Clerk reported having no concerns on the relationship with Worknest and asked the Council to consider the renewal of the contract at present.

The Clerk advised the meeting that Worknest are also providing as part of the renewal cost an online people system which can be used by all employees to book their holidays, review their training, have direct access to Policies & Procedures. The Clerk expressed that the people system would support and improve the administration and reporting of absence, holiday etc.

Queries were raised regarding the number of staff being 6 not 5 and whether the Council are duplicating any insurances.

Resolved: that Carn Brea Parish Council approve the 5 year renewal with Work Nest for HR Services.

Proposed: Cllr. D. Cooper

Seconded: Cllr. A. Hugo

Resolved: that delegated power is given to the Clerk to investigate duplication of legal insurance and clarify inclusion of temporary Caretaker under the contract and to report back to the Chairman and Vice Chairman of the Council for approval of additional cost.

Proposed: Cllr. J. Paton

Seconded: Cllr. M. Rainbird

24/03/23 To receive an update and consider the proposed response regarding the Stock Proof Fence at Rock Field making appropriate resolutions.

A draft letter from the Council to the landowner along with maps was circulated ahead of the meeting.

Resolved: that Carn Brea Parish Council approve the drafted letter regarding the Stock Proof Fence amending that the Council will share half the cost as previously Quoted and hyphenate 'abovementioned'.

Proposed: Cllr. T. Salisbury

Seconded: Cllr. M. Rainbird

Thanks were given to Cllr. J. Paton for providing the First Aid Training.

Meeting Closed at 8:29 pm

