



# 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 18<sup>th</sup> April 2024 commencing at 7:00 pm.**

## Minutes

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

**Also Present:** Andrew Moyle-Browning (Clerk), Sarah-Jane Noakes (Assistant Clerk) and A. Hopkinson (Admin Assistant). Cllr. D. Crabtree (CC) and Alistair Salisbury (Cornish Lithium).

**24/04/01 Chairman's welcome and safety procedures.**

The Chairman welcomed the meeting and explained the safety procedures.

**24/04/02 To receive apologies for non-attendance.**

Councillors E. Girling, A. Hugo and B. Watkins.  
Councillor S. Weedon (CC).

**24/04/03 Members to declare disclosable pecuniary interests and non-registerable interests (including the details thereof) in respect of any items on this agenda.**

Cllr. M. Davis declared an interest in agenda item 31.

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

There were no written requests for dispensations.

**24/04/05 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.

**24/04/06 To receive and approve the minutes of the Full Council meeting held on 21<sup>st</sup> March 2024.**

Minutes of the Full Council meeting held on 21<sup>st</sup> March 2024 were circulated ahead of the meeting.

The meeting was informed that the spelling error of Doreen Smith's name had already been amended on the minutes prepared for the Chairman's signature.

**Resolved:** that the minutes of the Full Council meeting held on 21<sup>st</sup> March 2024 with the correct spelling of Dorreen Smith's name are approved.

**Proposed:** Cllr. C. Jordan

**Seconded:** Cllr. T. Salisbury

**24/04/07 To consider the minutes of the Full Council Meeting held on 21<sup>st</sup> March 2024 and receive any reports on matters referred.**

**24/03/09** The Clerk advised that an agenda item to consider the request for an additional bin at Grennifer Road will be added to May's Full Council agenda as the local resident would like to attend the meeting to speak on the matter.

**24/03/10** The Clerk advised that 2 Flags of Peace have been ordered and received.

**24/03/22** The Clerk advised that the renewal of HR services had been completed.

**24/03/23** The Clerk advised that the letter to the landowner regarding the stock proof fence at Rock Field had been sent and the removal of the obligations to repair the identified area has been agreed, signed and returned.

Cllr. S. Dale requested confirmation that a letter was sent to Heartlands as agreed by March's Full Council meeting. The Clerk advised that he will look into the matter and report back to the next meeting.

**24/04/08 a) To receive financial statements for the month ending March 2024.**

The financial statements for the month ending March 2024 were circulated ahead of the meeting. Cllr. C. Jordan confirmed that he had completed the financial checks and found everything to be in order.

**Resolved:** that the financial statements for the month ending March 2024 are noted.

**Proposed:** Cllr. C. Jordan

**Seconded:** Cllr. J. Pollock

**b) To receive and approve the payment schedule for the month of April 2024.**

The payment schedule for the month of April 2024 was tabled at the meeting for consideration.

**Resolved:** that the payment schedule for the month of April 2024 is approved.

**Proposed:** Cllr. A. Woodrow

**Seconded:** Cllr. D. Cooper



- c) **To nominate a member to check the invoices, cheques and RBS for the month of May 2024.**

**Resolved:** that Cllr. D. Cooper is nominated to complete the financial checks for the month of May 2024.

**Proposed:** Cllr. R. Drew **Seconded:** Cllr. S. Dale

- d) **To receive and approve the bank reconciliations for the month of March 2024.**  
Bank reconciliations for the month of March 2024 were circulated ahead of the meeting.

**Resolved:** that the bank reconciliations for the month of March 2024 are approved.

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

- e) **To approve transfers of money within accounts.**

**Resolved:** that £18,000.00 is transferred from the Lloyds Premier account to the Lloyds Treasurer Account and £16,000.00 is transferred from the Lloyds Treasurer Account to Unity Current Account.

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

- f) **To consider movements to and from Earmarked Reserves.**

The Clerk requested that the Council consider and approve the final year end transfers to EMR of £30,000.00 to the Treloweth Hall Works and £20,000.00 to the Wheal Fortune Park Improvements.

**Resolved:** that £30,000.00 is transferred to the Treloweth Hall EMR and £20,000.00 is transferred to the Wheal Fortune Park Capital Improvements EMR.

**Proposed:** Cllr. R. Drew **Seconded:** Cllr. D. Cooper

#### **24/04/09 To consider correspondence received.**

Items of correspondence received since the last Full Council meeting were circulated ahead of the meeting.

#### **24/016 Local Resident Fly Tipping**

Cllr. E. Glanville updated the meeting on contact she had with the resident along with plans to meet with the resident at the site. The meeting agreed that an agenda item be added to May's Full Council meeting, that the matter be referred to Cornwall Council copying in Cllr. P. Desmonde and that the Clerk contact the resident to inform them how the matter will progress.

#### **24/017 Local Resident Complaint**

The meeting was advised that the Clerk had written to the resident in response to part of the complaint. **The meeting agreed that the Chairman write to the resident setting out the facts with regard to the location and history of the boundary stone.**



**24/018 Cornwall Council Update on Dolcoath, Camborne**

Cllr. Drew advised that an email had been sent to members with information from Cornwall Council on where the front counter services at Dolcoath Council offices will be relocated.

It was highlighted that the Dolcoath site could help to address the need for social housing and whether the plan to build a care home on the site might impact on the Pool Vision Project.

**24/019 Cornwall Council Precept 2024/2025 Information**

**Resolved:** that the correspondence for the month of April 2024 is noted.

**Proposed:** Cllr. S. Dale

**Seconded:** Cllr. C. Jordan

**24/04/10 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 27<sup>th</sup> March 2024.**

Minutes of the Planning Committee meeting held on 27<sup>th</sup> March 2024 along with the draft Planning Procedures & Pre-App Policy were circulated ahead of the meeting.

The Clerk advised of a further amendment that had been made on page 4 following the planning meeting.

**Resolved:** that the recommendation that the draft Planning Procedures and Pre-App Policy is approved as amended.

**Proposed:** Cllr. R. Drew

**Seconded:** Cllr. S. Dale

**Resolved:** that the minutes of the Planning Committee meeting held on 27<sup>th</sup> March 2024 are noted.

**Proposed:** Cllr. R. Drew

**Seconded:** Cllr. J. Pollock

**24/04/11 To receive reports:-****(i) Chairman of the Council**


A report from the Chairman of the Council was circulated ahead of the meeting detailing meetings attended. Additional meetings attended since the circulation of the report were reported verbally.

**(ii) Police Report**

Cllr. M. Rainbird reported that the next meeting of the Police Liaison Group was to be held on 2<sup>nd</sup> May 2024 and crime statistics were tabled for members information.

**(iii) Finance Member**

Cllr. C. Jordan reported that he had completed the financial checks for the month of April 24 and found everything to be in order.





**(iv) Clerk**

The Clerk reported on the following:-

- **Chairman and RFO Expenditure Approvals.**  
Expenditure for the Council Van Servicing & MOT £700.80 / £377 parts approved.
- Health & Safety Assessment Audit completion on 26<sup>th</sup> March 2024, achieving 100%, full report to be provided at May's Full Council.
- Further correspondence regarding litter around Morrisons and East Pool park.
- The enquiries email address going forward is generic which can be accessed by all Council Office employees.
- End of year report following a grant from Locality to support the final work to the Neighbourhood Development Plan. Payment of £350.00 has been made to return unspent grant monies.
- Attendance at a webinar on Community Engagement and the use of on-line platforms which could be used for future consultations.
- Attendance at a webinar updating on employment law.
- Reminder that refreshments will be provided after the Annual Parish Meeting.

**(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. D. Cooper reported that she had attended the Health and Wellbeing Steering Group on 28<sup>th</sup> March 2024. The group have now recruited 23 outreach workers who are in place and distributing leaflets to residents along with working with Coastline Housing. There will be a briefing on 23<sup>rd</sup> April 2024 looking into specific areas but after that the group will be disbanded and a County wide group will be set up.

**The meeting agreed that Cllr. D. Cooper make enquiries as to whether a Councillor Liaison will be needed moving forward.**

**24/04/12 To receive a presentation from Cornish Lithium on the exploration project near Tolgus.**

Allistair Salisbury from Cornish Lithium gave a presentation on the exploration project regarding the Lithium in geothermal waters at Tolgus which is slightly outside the parish boundary.

The presentation included an overview of the company, works completed to date, reasons for choosing the site and proposed works which will take approximately 6 months.

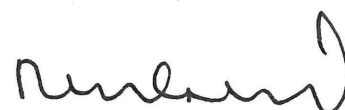
***Cllr. P. Holmes and Cllr. J. Pollock left the meeting.***

**24/04/13 To receive Cornwall Councillor reports.****Cllr. D. Crabtree**

Cllr. Crabtree reported on the following:-

- Auction for assets and rental of the café at Heartlands.
- Highway schemes approval for double yellow lines.

***Cllr. Crabtree left the meeting.***



**24/04/14 To receive and approve the draft Meeting Dates for 2024/2025 and make appropriate resolutions.**

Draft Meeting Dates for 2024/2025 were received and considered.

**Resolved:** that the draft meeting dates for 2024/2025 are approved.

**Proposed:** Cllr. M. Davis

**Seconded:** Cllr. E. Glanville

**24/04/15 To receive a verbal report on the external auditors BDO International Ltd and members to declare any conflict of interests.**

The Clerk advised the meeting that BDO are the Council's External Auditors as appointed by the SAAA (Smaller Authorities Audit Appointments) and the council are now in year 2 of a 5 year term.

As part of the Audit Process the Council are required to provide a signed document regarding any conflicts of interests by any of its Council members.

The Clerk asked that any Councillor with any interest in BDO to declare them. There were no declarations of interests received.

**24/04/16 To receive and review the Data Protection Policy with proposed amendments and make appropriate resolutions.**

The Data Protection Policy with suggested amendments was received and considered.

The Clerk advised that Paul Russell the Council's Data Protection Officer will conduct a full review of all policies in August following completion of the NALC review of the Financial Regulations.

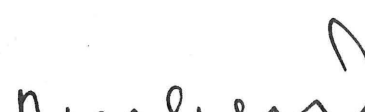
Further amendments were given verbally by the Clerk.

**Resolved:** that the Data Protection Policy with the following amendments are approved:-

- Page 3 bullet point 4 - add the words 'where feasible' after 72 hours.
- Page 3 bullet point 5 - change the word 'she' to 'they'.
- Page 7 (12.1) - replace 'How to access your records' with 'The Subject Access Statement'.

**Proposed:** Cllr. J. Paton

**Seconded:** Cllr. D. Cooper



**24/04/17 To receive and review the Data Security Incident Procedure with proposed amendments and make appropriate resolutions.**

The Data Security Incident Procedure with suggested amendments was received and considered.

The Clerk advised members verbally of further proposed changes.

**Resolved:** to approve the Data Security Incident Procedure with the following Amendments:-

- Page 2 (1.2) – Add the words 'where feasible' after '72 hours of discovery'.
- Page 3 (2.8) – Amend the last sentence to read 'Standard letter templates are shown in Appendix 1 and Appendix 2.'

**Proposed:** Cllr. A. Woodrow

**Seconded:** Cllr. T. Salisbury

**24/04/18 To receive and review the Subject Access Statement and make appropriate resolutions.**

The Subject Access Statement was received and considered.

Cllr. Dale raised a concern regarding the publishing of an individuals details instead of the company and queried what happens when the Data Protection Officer is not contactable due to absence.

The Clerk advised the meeting that the Data Protection Officer had advised that if he is not available MicroShade should be contacted and they will provide an alternative contact.

**The meeting agreed that the Clerk make enquiries as to:-**

- The appropriate alternative contact should the Data Protection officer be unavailable.
- Should contact details on the Subject Access Statement be the Data Protection Officers details or the company Microshade in case of absence.
- Could the Council publish an alternative contact should the Data Protection Office be uncontactable.

**Resolved:** that the Subject Access Statement is approved with the following further amendments:-

- Page 3 – amend '30 days' to 'one month'.

**Proposed:** Cllr. C. Jordan

**Seconded:** Cllr. M. Rainbird

**24/04/19 To receive the draft Annual Report and make arrangements for finalising the report.**

The draft Annual Report was received and considered.

The Clerk advised that 2 more additional pages are recommended for the Annual report as they only work in multiples of 4.

**The meeting agreed that the meeting dates be extended to include the Full Council year and that the last page be blank.**

**Resolved:** that the Draft Annual Report is approved.

**Proposed:** Cllr. D. Cooper

**Seconded:** Cllr. M. Moyle





**24/04/20 To receive a report and finalise arrangements for the D-Day 80<sup>th</sup> Year Anniversary Celebration to be held at the Countryman Inn, Piece on Thursday 6<sup>th</sup> June 2024 making appropriate resolutions.**

A report from the Clerk was circulated ahead of the meeting along with a draft poster.

**Resolved:** that Carn Brea Parish Council approve the D-Day poster design and delegated powers are granted to the Clerk to make final arrangements within £100 budget.

**Proposed:** Cllr. M. Moyle

**Seconded:** Cllr. M. Davis

**24/04/21 To receive a report and consider a proposal to form a joint Staffing and Health & Safety and Finance Committee for the Council year 2024-2025 and make appropriate resolutions.**

A report from Cllr. D. Cooper and Cllr. S. Dale was received requesting that the Council consider combining the Staffing, Health & Safety and Finance Committee from the first meeting in the Council year following the Annual Meeting on the 9<sup>th</sup> May 2024.

The following views were expressed:-

- No legislative requirement to have a stand-alone Staffing Committee but viewed as best practice.
- Previous advice received leading to council separating Staffing Committee from Health & Safety and Finance.
- Delegate more to committees to avoid the amount of resolved to recommends considered at Full Council.
- Previous council being advised to look at their Terms of Reference and Delegation in order to make meetings more efficient but the Council choosing the current structure.
- The need for Planning and Staffing to be standalone committees.
- Agenda items for Health & Safety and Finance being intrinsically linked to staffing.
- Shortness of some meetings.
- The need to consider the business of the meeting to be transacted and not the time meetings take.
- Avoidance of the need for two meetings a week.
- Meetings to be held on Thursdays only.
- Would staff be content at a larger joint committee being tasks with dealing with staffing matters.
- Advise to hold a full review of committees, meeting structure, Terms of Reference and delegations in preparation for the new council in 2025.

**Resolved:** that agenda item 24/04/21 is deferred to the May FC Meeting.

**Proposed:** Cllr. D. Cooper

**Seconded:** Cllr. S. Dale

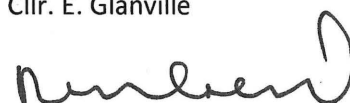
**24/04/22 To receive and consider the Cornwall Council Service Level Agreement for the Provision of Legal Services for 2024/2025 and make appropriate resolutions.**

The Service Level Agreement from Cornwall Council was received and considered. An updated document with the year in the footer has been received.

**Resolved:** that Carn Brea Parish Council accept Cornwall Council Service Level Agreement for the Provision of Legal Services for 2024/2025.

**Proposed:** Cllr. S. Dale

**Seconded:** Cllr. E. Glanville





- 24/04/23 To receive a BT Public Phone Box Consultation and consider a response making appropriate resolutions.**

The meeting considered possible adoption of a phone box at Barncoose Terrance, Illogan Highway.

**Resolved:** that Carn Brea Parish Council have no interest in the BT Phone Box at Barncoose Terrace.

**Proposed:** Cllr. R. Drew

**Seconded:** Cllr. A. Woodrow

- 24/04/24 To receive a report on the proposed improvements to the A3047 and make appropriate resolutions.**

A written report from Councillor Drew was supplied to the meeting.

***The Clerk left and returned during discussion.***

Concerns for traffic flow, traffic backing up to junctions and access to businesses and hospitals were expressed.

The need to promote bus use was considered along with the need for bus priority laws.

Concerns regarding the discouraging of car use when there are two petrol stations and shops along the road were raised.

**Resolved:** that Carn Brea Parish Council do not support the A3047 improvement plan.

**Proposed:** Cllr. J. Paton

**Seconded:** Cllr. M. Rainbird.

- 24/04/25 To receive and consider annual renewal quotation for RBS Financial Software and Support and make appropriate resolutions.**

The annual renewal quotation for RBS Financial Software and Support was received and considered. The meeting was informed that the renewal cost represents a 10% increase.

**Resolved:** that Carn Brea Parish Council accept and renew the quotation for RBS Financial Software and Support for the year 2024-25 at a cost of £549.00 ex VAT.

**Proposed:** Cllr. C. Jordan

**Seconded:** Cllr. E. Glanville

- 24/04/26 To receive a quotation for a replacement Carn Brea Parish Council Flag to be flown at Treloweth Community Hall and make appropriate resolutions.**

A report from the Clerk detailing the costs for a replacement flag and that the flag maker has the design template on file was received.

**Resolved:** that 2 flags are purchased at a cost of £570.00.

**Proposed:** Cllr. M. Moyle

**Seconded:** Cllr. A. Woodrow



- 24/04/27 To receive and consider the annual renewal of the Council's membership of CALC and make appropriate resolutions.**

The meeting considered the renewal of CALC membership and the 3% increase.

**Resolved:** that Carn Brea Parish Council renew the membership of CALC at a cost of £2,153.57 ex VAT.

**Proposed:** Cllr. M. Moyle

**Seconded:** Cllr. D. Cooper

- 24/04/28 To receive and consider the renewal of the Microshade Contract and make appropriate resolutions.**

The Clerk advised that the legislation to have a named Data Protection Officer was removed, however the Council are required to have someone responsible for Data Protection. NALC advise that having a Data Protection Office is best practice. The Data Protection Officer has stated that should the council wish to receive a briefing/training on General Data Protection Regulations a session is included within the annual fee and would be available in the year.

The meeting considered renewal of the Microshade Contract for Data Protection services.

**Resolved:** that Carn Brea Parish Council renew the Microshade contract at a cost of £250.00 (excl VAT).

**Proposed:** Cllr. S. Dale

**Seconded:** Cllr. M. Davis

The meeting agreed that the Clerk conduct research into alternatives to Microshade in preparation for next year's renewal.

- 24/04/29 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. E. Glanville left the meeting.***

**Resolved:** that in line with Standing Order 3 w the meeting is extended to complete items of business.

**Proposed:** Cllr. C. Jordan

**Seconded:** Cllr. D. Cooper



- 24/04/30 To receive and approve the Confidential Minutes of the Full Council Meeting held on 15<sup>th</sup> February 2024.**

The confidential minutes of the Full Council meeting held on 15<sup>th</sup> February 2024 were circulated ahead of the meeting.

**Resolved:** that the confidential minutes of the Full Council meeting held on 15<sup>th</sup> February 2024 are approved.

**Proposed:** Cllr. S. Dale

**Seconded:** Cllr. S. Breul

- 24/04/31 To receive and consider a notification from Cornwall Council of a property asset within the Parish and make appropriate resolutions.**

Cllr. M. Davis had previously declared an interest in this matter. The Chairman asked the Council to allow him to remain present but not take part in the debate or any vote.

The meeting considered a notification from Cornwall Council of a property asset within the Parish and a resolution that Carn Brea Parish Council have no interest in the asset was properly proposed by Cllr. R. Drew and seconded by Cllr. C. Jordan.

- 24/04/32 To receive quotations for the renewal of the Electricity Supply Contract and make appropriate resolutions.**

Quotations for the renewal of the Electricity Supply Contract were considered. The Clerk advised that prices are volatile and there has been a small change, however the change does not affect information at the bottom of the sheet.

**Resolved:** that Carn Brea Parish Council renew its Electricity supply contract with company 3 on a 2-year contract.

**Proposed:** Cllr. C. Jordan

**Seconded:** Cllr. A. Woodrow

- 24/04/33 To receive and consider a grant application from YMCA Cornwall and make appropriate resolutions.**

The meeting considered a grant application from YMCA Cornwall. The Clerk reported that a signed declaration was awaited due to the application being received electronically.

**Resolved:** that £1,000.00 is granted to the YMCA Cornwall.

**Proposed:** Cllr. R. Drew

**Seconded:** Cllr. J. Paton

- 24/04/34 To receive and consider nominations for the Annual Awards and make appropriate resolutions.**

The meeting received nominations for the Annual Awards and resolved what awards would be given.

Meeting closed at 9:43 pm

