



# Carn Brea Parish Council

Consel Plu Carn Bre

Mr. Andrew Moyle-Browning (Clerk to the Council)  
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**Minutes of the Full Council meeting held at Treloweth Community Hall, Moorfield Road, Pool, Redruth, Cornwall, TR15 3QB on Wednesday 16<sup>th</sup> April 2025 at 7:00 pm.**

## Minutes

**Present:** Councillors R. Drew (Chairman), S. Dale (Vice Chairman), D. Cooper, P. Holmes, J. Pollock, M. Rainbird, B. Watkins, M. Davis, E. Glanville, J. Paton, J. Poxon and A. Woodrow.

**Also Present:** Andrew Moyle-Browning (Clerk) and Anita Hopkinson (Administrative Assistant).

The Chairman explained that this was the last Full Council meeting to be held under the current Council, and expressed his thanks to all Councillors for their contributions over the last 4 years and specifically thanked those Councillors not returning in May for helping shape the future of Carn Brea Parish Council during their time. The Chairman also expressed his deep admiration and thanks to all the Council employees.

### **25/04/01 Chairman's welcome and safety procedures.**

The Chairman extended a warm welcome to all attendees and gave an overview of the safety procedures.

*A member of the public arrived.*

### **25/04/02 To receive apologies for non-attendance.**

Councillors M. Moyle and P. Deakin  
Cornwall Councillor D. Crabtree

### **25/04/03 Members to declare disclosable pecuniary interests and non-registerable interests (including the details thereof) in respect of any items on this agenda.**

There were no declarations of interest received.

### **25/04/04 To consider written request(s) for dispensations.**

There were no written requests for dispensations.

### **25/04/05 Public Participation on items on the agenda. (Maximum of 20 minutes – every speaker has a limit of 3 minutes under Council Standing Orders).**

There was one member of the public present.

**25/04/06 To receive and approve the minutes of the Full Council meeting held on 20th March 2025.**  
Minutes of the Full Council meeting held on 20th March 2025 were circulated ahead of the meeting.

**Resolved:** that the minutes of the Full Council meeting held on 20th March 2025 are approved.

**Proposed:** Cllr. D. Cooper                      **Seconded:** Cllr. J. Pollock

**25/04/07 To consider the minutes of the Full Council Meeting held on 20th March 2025 and receive any reports on matters referred.**

The Clerk confirmed that there were no reports on matters referred and Councillors were invited to ask questions.

**25/04/08 To receive the minutes and matters referred of the Annual Parish Meeting held on 14th April 2025 and approve for accuracy.**  
Minutes of the Annual Parish Meeting meeting held on 14<sup>th</sup> April 2025 were circulated ahead of the meeting. The Clerk reported that there were no matters referred.

**Resolved:** that the minutes of the Annual Parish Meeting Meeting held on 14th April 2025 are approved.

**Proposed:** Cllr. B. Watkins                      **Seconded:** Cllr. A. Woodrow

**25/04/09**

**a) To receive financial statements for the month of March 2025.**

Financial statements for the month of March 2025 were circulated ahead of the meeting.

The March financial checks were completed by Cllr Cooper, who reported that following completion of the checks the accounts were all correct.

A query was raised about the overspend under Vehicle Service and Maintenance and Repair. The Clerk explained that this was due to unforeseen repairs to the Council van and various costs at Treloweth Community Hall's including new emergency lighting.

**Resolved:** that the financial statements for the month of March 2025 are noted.

**Proposed:** Cllr. D. Cooper                      **Seconded:** Cllr. M. Rainbird

**b) To receive and approve the payment schedule for the month of April 2025.**

The payment schedule for the month of April 2025 was circulated ahead of the meeting.

**Resolved:** that the payment schedule for the month of April 2025 is approved.

**Proposed:** Cllr. P. Holmes                      **Seconded:** Cllr. J. Paton

**c) To nominate a member to check the invoices, cheques and RBS for the month of May 2025.**

**Resolved:** that Cllr. Drew completes the financial checks for the month of May 2025.

**Proposed:** Cllr. D. Cooper                      **Seconded:** Cllr. M. Davis

The Clerk reminded the meeting of Financial Regulations, that in exceptional circumstances the Chair of the Council can complete the financial checks.

**d) To receive and approve the bank reconciliations for the month of March 2025.**

Bank reconciliations for the month of March 2025 were circulated ahead of the meeting.

**Resolved:** that the bank reconciliations for the month of March 2025 are approved.

**Proposed:** Cllr. D. Cooper                      **Seconded:** Cllr. B. Watkins

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

**Resolved:** that £25,000 from Lloyds Premier to Lloyds Business Account and £22,000 from Lloyds Business Account to Unity Current Account.

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

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

Transfers and Earmarked Reserves sheet for 2025-2026 circulated ahead of the meeting.

**Resolved:** that the Earmarked Reserves transfers and movements are approved and the Earmarked Reserves Version 1 April 2025 is approved.

**Proposed:** Cllr. A. Woodrow                      **Seconded:** Cllr. B. Watkins

**25/04/10 To consider correspondence received.**

<b>Ref:</b>	<b>From:</b>	<b>Regarding:</b>
25/027	Local Resident	Mobile Speed Indicator
25/028	Local Resident	Traffic Speed in Brea
25/029	Local Resident	Tincroft Road

The Chairman advised the meeting that the Office have replied to each of the local residents.

**The meeting agreed that correspondence 25/028 & 25/030 are added to the agenda of the next available Amenities & Projects Committee Meeting.**

**Resolved:** that Correspondence for April 2025 is noted.

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

**25/04/11 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 27th March 2025.**

Minutes of the Planning Committee meeting held on 27th March 2025 were circulated ahead of the meeting.

**Resolved:** that the minutes of the Planning Committee Meeting held on 27th March 2025 are noted.

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

**b) Extraordinary Staffing Committee Meeting held on 15<sup>th</sup> April 2025.**

Minutes of the Staffing Committee meeting held on 15<sup>th</sup> April 2025 were circulated ahead of the meeting along with associated Policies.

**Resolved:** that the following recommendations from the Staffing Committee Meeting held on 15<sup>th</sup> April 2025 are approved:

- that the Lone Worker Policy is approved as amended.
- that the word 'unlawful' on page 2 under Introduction before the word discrimination remains.
- that the following words '(but not limited to)' are added to the end of 'issues that may cause grievances' under Introduction on page 2.
- that the word 'data' is added before the words 'retention policy' on page 2 and that under section 7, the days are aligned with Section 8 to read 'ten working days.' In addition, the following wording to be added to section 8. Line 5 to read 'this should be done as soon as possible, and other than in exceptional circumstances within 10 Working Days of the alleged incident or event'.
- the words 'sub-committee' at the bottom of Page 5 and on Page 11 are replaced with the word 'panel'.
- that the Grievance Policy as amended be approved.

**Proposed:** Cllr. E. Glanville

**Seconded:** Cllr. R. Drew

**Resolved:** that the minutes of the Staffing Committee meeting held on 15<sup>th</sup> April 2025 are noted.

**Proposed:** Cllr. E. Glanville

**Seconded:** Cllr. R. Drew

**25/04/12 To receive reports**

**(i) Chairman of the Council**

A written report from the Chairman detailing meetings attended was circulated ahead of the meeting.

**(ii) Police Report**

There was no police report received. An email containing the latest D&C Police Newsletter was circulated ahead of the meeting.

Cllr. Rainbird advised the meeting that the next meeting is in June.

**(iii) Finance Member**

Cllr. Cooper confirmed that financial checks had been completed and everything was in order for the month of April.

**(iv) Clerk**

The Clerk reported on the following:-

**Chairman and RFO Expenditure Approvals under Finance Regs 5.15 (excl VAT)**  
**In line with Financial Regs 5.1, several quotations were sought for best value.**

- Van Service & MOT £250.00 (ex VAT)
- Halfords – battery £102.75 (Incl VAT)
- Halfords Membership £49 (Incl VAT) – MOT March 2026 and annual discounts (normal cost for MOT £50.00)
- Broken socket in the hall at a cost of £40.00
- The Clerk has attended pre-election Clerks Meetings run by CALC and attended a webinar hosted by Worknest regarding proposed changes to employment law and workers' rights.
- The Annual Parish Meeting expenditure came in under budget with a spend of £415 vs a budget of £500.00 and the Anniversary Cake expenditure was £87.45 vs a budget of £250.00.

- The office has received a request from a resident in Tregajorran regarding the local community using the Parish Notice Board and the Clerk will liaise directly with the resident to discuss how the Council can support the local residents there.
- The broken granite bench at Barncoose has now been repaired and the money received as part of the insurance claim.
- The posts that required re-fixing at Wheal Fortune play park have been completed and new bolts replaced where some had corroded. Flooring works will take place in June following an assessment where edges were lifting, and it had not been laid correctly.

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

An update from the Community Health and Wellbeing group was circulated ahead of the meeting. Cllr. Cooper advised the meeting that a Falls Prevention 25wk course has begun in the Treloweth Community Hall weekly on a Tuesday.

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

There were no verbal reports given.

**25/04/13 To consider a request from the Gazelles Gymnastics Club regarding the recent award of a Grant and make appropriate resolutions.**

A report and information were circulated ahead of the meeting.

The Chairman took the meeting through the report.

A representative from Gazelles Gymnastics expressed her thanks to the Council on behalf of the club and spoke on the proposals for the remaining funds.

**Resolved:** that Carn Brea Parish Council approve that the remaining funds from the grant awarded to the Gazelles Gymnastics Club be used for the provision of signage for the club premises.

**Proposed:** Cllr. P. Holmes

**Seconded:** Cllr. D. Cooper

*The member of the public left the meeting.*

**25/04/14 To receive and consider a request from the League of Friends at Redruth and Camborne Community Hospital Barncoose for the use of Treloweth Community Hall and the Open Space at Moorfield Road for a charity event in 2026 and make appropriate resolutions.**

The Clerk advised the meeting of a meeting the Chairman and the Clerk had with the League of Friends Secretary and Chairman regarding using Moorfield Road Open Space for an event in 2026 and explained that Council need to decide in principle that the event can take place.

**Resolved:** that Carn Brea Parish Council agree in principle to allow the League of Friends of Camborne and Redruth Community Hospital to use Moorfield Road Open Space and Treloweth Community Hall to hold an event in 2026.

**Proposed:** Cllr. M. Davis

**Seconded:** Cllr. A. Woodrow

**25/04/15 To consider renewing the annual membership to the SLCC for the Clerk and Assistant Clerk in 2025/2026 and make appropriate resolutions.**

A report and information were circulated ahead of the meeting.

The Chairman confirmed that the Clerk's membership was £360.

**Resolved:** that Carn Brea Parish Council agree to renew the annual SLCC membership for 2025 for the Clerk and Assistant Clerk at a cost of £360 and £300 respectively.

**Proposed:** Cllr. M. Rainbird

**Seconded:** Cllr. E. Glanville

**25/04/16 To receive a verbal report on the external auditors BDO International Ltd and members to declare any conflict of interest.**

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 3 of a 5 year term.

As part of the Audit Process the Council are required to provide a signed document regarding any conflicts of interest 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 interest received.

**25/04/17 To receive and consider the renewal of the Microshade Contract for the provision of a Data Protection Officer for 2025/2026 and make appropriate resolutions.**

A report and information were circulated ahead of the meeting.

The Clerk took the meeting through the information.

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 (excl VAT).

**Proposed:** Cllr. B. Watkins

**Seconded:** Cllr. J. Pollock

**25/04/18 To receive and review the Data Protection Policy with proposed amendments and make appropriate resolutions.**

The Data Protection Policy with proposed amendments was circulated ahead of the meeting.

The Clerk advised the meeting that the Data Protection Officer has seen all policies to be approved.

**Resolved:** that the Data Protection Policy is approved as amended.

**Proposed:** Cllr. R. Drew

**Seconded:** Cllr. D. Cooper

- 25/04/19 To receive and review the Data Security Incident Procedures and make appropriate resolutions.**  
The Data Security incident Procedures with proposed amendments were circulated ahead of the meeting.
- Resolved:** that the Data Security Incident Procedure is approved as amended.
- Proposed:** Cllr. M. Davis **Seconded:** Cllr. J. Poxon
- 25/04/20 To receive and review the Subject Access Statement and make appropriate resolutions.**  
The Subject Access Statement with proposed amendments was circulated ahead of the meeting.
- Resolved:** that the Subject Access Statement is approved as amended.
- Proposed:** Cllr. M. Rainbird **Seconded:** Cllr. P. Holmes
- 25/04/21 To receive and consider the renewal cost of the Council's membership to CALC and NALC and make appropriate resolutions.**  
Information on the renewal cost of the Council's membership to CALC and NALC was circulated ahead of the meeting.
- Resolved:** that Carn Brea Parish Council renew the membership of CALC for 2025 at a cost of £2275.55 (excl VAT).
- Proposed:** Cllr. P. Holmes **Seconded:** Cllr. M. Rainbird
- 25/04/22 To receive and consider the Cornwall Council Service Level Agreement for the Provision of Legal Services for 2025/2026 and make appropriate resolutions.**  
A copy of the Cornwall Council Service Level Agreement for the Provision of Legal Services for 2025/2026 was circulated ahead of the meeting.
- Resolved:** that Carn Brea Parish Council accept Cornwall Council Service Level Agreement for the Provision of Legal Services for 2025/2026.
- Proposed:** Cllr. R. Drew **Seconded:** Cllr. J. Paton
- 25/04/23 To receive and consider the annual renewal quotation for RBS Financial Software and Support and make appropriate resolutions.**  
Information and quotation about the annual renewal for RBS Financial Software and Support was circulated ahead of the meeting for consideration.
- Resolved:** that Carn Brea Parish Council accept and renew the quotation for RBS Financial Software and Support for the year 2025-2026 at a cost of £582.00 (excl VAT).
- Proposed:** Cllr. E. Glanville **Seconded:** Cllr. B. Watkins

**25/04/24 To receive and consider a quotation to provide Tree Inspections for Moorfield Road Open Space and Wheal Fortune Park and make appropriate resolutions.**  
Information and a quotation to provide Tree Inspections for Moorfield Road Open Space and Wheal Fortune Park were circulated ahead of the meeting.

**Resolved:** that Carn Brea Parish Council approve the quotation to provide Tree Safety Inspections at Moorfield Road Open Space and Wheal Fortune Park at a cost of £337.52 (excl VAT).

**Proposed:** Cllr. B. Watkins                      **Seconded:** Cllr. A. Woodrow

**25/04/25 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

*The Administrative Assistant left the meeting.*

**25/04/26 To receive and approve the Confidential Minutes of the Full Council Meeting held on 20th March 2025.**  
The confidential minutes of the Full Council Meeting held on 20<sup>th</sup> March 2025 were circulated ahead of the meeting.

**Resolved:** that the Confidential Minutes of the Full Council meeting held on 20<sup>th</sup> March 2025 are approved.

**Proposed:** Cllr. E. Glanville                      **Seconded:** Cllr. P. Holmes

*The Clerk left the meeting.*

**25/04/27 To receive the resolutions and consider the recommendations of the Extraordinary Staffing Committee Meeting held on 15th April 2025 making appropriate resolutions.**  
The resolutions and recommendations from the Extraordinary Staffing Committee Meeting held on 15<sup>th</sup> April 2025 were tabled at the meeting.

**Resolved:** that the recommendations of the Extraordinary Staffing Committee Meeting held on 15<sup>th</sup> April 2025 are approved.

**Proposed:** Cllr. E. Glanville                      **Seconded:** Cllr. M. Davis

*The Clerk and Administrative Assistant returned to the meeting.*

The Chairman thanked all Councillors.  
Cllr. Dale gave thanks to the Chairman.

**Meeting closed at 8.19pm**