



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 Thursday 16th April 2026 at 7:00 pm.

Minutes

Present: Councillors R. Drew, (Chairman), J. Cowsill, B. Watkins, M. Rainbird
 A. Woodrow, E. Glanville, P. Holmes, G. White, D. Cooper, J. Poxon, T. Sutton,
 N. Barden, J. Paton, J. Hunt and J. Pollock.

Also Present: Andrew Moyle-Browning (Clerk) and Anita Hopkinson (Admin. Assistant).
 Nina Maley (Mei Loci)
 Cornwall Councillors: Cllr. Crawford and Cllr. Desmonde.

26/04/01 Chairman's welcome and safety procedures.

The Chairman welcomed the meeting and explained the safety procedures.

26/04/02 To receive apologies for non-attendance.

Councillors S. Dale (Vice Chairman) and T. Salisbury.

26/04/03 Members to declare disclosable pecuniary interests and non-registerable interests (including the details thereof) in respect of any items on this agenda.

Cllr. Drew declared an interest in Item 24.

26/04/04 To consider written request(s) for dispensations.

There were no written request(s) for dispensations.

26/04/05 To receive Cornwall Councillor reports.

Report provided by Cllr. Crawford was circulated ahead of the meeting.

Cllr. Crawford shared his report of meetings attended.

Cllr. Desmonde reported on the following:

- Attended the online West Sub Area Planning Meeting.
- Supporting another Cornwall Councillor with a dentistry motion.
- Attending a meeting about the virtual hospitals and hospitals at home scheme.
- Assisting residents.
- Received a tour of Pool Academy.
- Meeting with both Duchy & Royal Cornwall Hospitals.

Cllr. Desmonde and Cllr. Crawford left the meeting.

26/04/06 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.

26/04/07 To receive and approve the minutes of the Full Council meeting held on 19th March 2026.

The minutes of the Full Council Meeting held on 19th March 2026 were circulated ahead of the meeting.

Resolved: that the minutes of the Full Council Meeting held on 19th March 2026 are approved.

Proposed: Cllr. G. White **Seconded:** Cllr. D. Cooper

26/04/08 To consider the minutes of the Full Council Meeting held on 19th March 2026 and receive any reports on matters referred.

The Clerk reported on the following:

26/03/12– 26/02 Letter to Cornwall Council and Cllr Desmonde regarding fly tipping on Trevenson Lane has been sent and the matter escalated.

26/03/12 – 26/05 matter deferred and the correspondence is provided at item 14.

26/04/09 To receive a report and presentation from Mei Loci on the Moorfield Road Open Space Improvements project and make appropriate resolutions.

The report and presentation from Mei Loci were circulated ahead of the meeting.

Mei Loci gave an update and presentation on the latest technical plans for the Moorfield Road Open Space Improvement project and explained the next stages of the project.

The Chairman thanked Mei Loci for the update.

Mei Loci left the meeting.

26/04/10 To receive the following financial reports and make appropriate resolutions.

a) To receive financial statements for the month of March 2026.

The financial statements for the month of March 2026 were circulated ahead of the meeting.

The financial checks had been completed by Cllr. Cooper who confirmed all was in order.

Resolved: that the financial statements for the month of March 2026 are noted.

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

26/04/12 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 26th March 2026.

Minutes of the Planning Committee meeting held on 26th March 2026 were circulated ahead of the meeting.

Resolved: that the minutes of the Planning Committee meeting held on 26th March 2026 are noted.

Proposed: Cllr. R. Drew

Seconded: Cllr. G. White

b) Extraordinary Staffing Committee Meeting held on 31st March 2026

The minutes of the Extraordinary Staffing Committee meeting held on 31st March 2026 were circulated ahead of the meeting.

Resolved: that the minutes of the Staffing Committee meeting held on 31st March 2026 are noted.

Proposed: Cllr. E. Glanville

Seconded: Cllr. J. Cowsill

26/04/13 To receive reports

(i) Chairman of the Council

A written report from the Chairman was supplied ahead of the meeting detailing events attended.

(ii) Police Report

Nothing to report.

(iii) Finance Member

Cllr. Cooper reported checks completed for April and all in order.

(iv) Clerk

- No expenditure to report.
- The Clerk briefed the meeting on the changes being made to the agendas and minute layout, in line with the changes to the Annual Governance Review – Assertion10.
- The Clerk attended a 'Clerks' Meeting of the MVRG.
- A webinar hosted by HMRC regarding changes to payroll for 2026/2027.
- Reminder for Councillors of the offer from YMCA to visit their site in Penzance.
- Reminder for Councillors of the Heartlands meeting being held at 6pm on Monday 20th April at Treloweth Community Hall.
- New bin in place from 1st April at North Pool Road

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

No written reports received.

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

No verbal reports received.

26/04/14 To receive an update on outstanding Definitive Map Modification Orders (DMMO) relating to byways within the Parish and consider appropriate options on how to progress improvements with the overall process making appropriate resolutions.

A report and correspondence were circulated ahead of the meeting.

The meeting agreed to note the DMMO update.

26/04/15 To receive and review the Data Retention Policy with proposed amendments and make appropriate resolutions.

The Data Retention Policy was circulated ahead of the meeting.

The Clerk provided an update and advised the meeting that he is still awaiting a response from NALC.

Resolved: that the Data Retention Policy is approved as amended with the following additional amendment: under employee records, that the age for which employee files are kept in the scenario of an employee leaving on the grounds of ill-health be changed from 65 to read 'standard retirement age'

Proposed: Cllr. B. Watkins

Seconded: Cllr. D. Cooper

26/04/16 To receive correspondence from Microshade VSM regarding the end of the GDPR and Data Protection Officer (DPO) service in June 2026 and receive a report and consider options for the ongoing provision of GDPR and DPO services making appropriate resolutions.

The information/correspondence from Microshade VSM was circulated ahead of the meeting.

Resolved: that Carn Brea Parish Council approve to engage with Parish and Town Audit Services and accept the quotation to provide Data Protection Officer and Data Protection / GDPR services for 2026/2027 from the 1st July 2026 at a cost of £225.00 (no VAT).

Proposed: Cllr. R. Drew

Seconded: Cllr. A. Woodrow

26/04/17 To receive and review the Data Security Incident Procedure and make appropriate resolutions.

The Data Security Incident Procedure was circulated ahead of the meeting.

The Clerk reported that concerns had been raised about the use of the words 'Social Worker' (page 4, appendix 1, 5th paragraph) and clarified that these are in italics therefore would need to be deleted if not relevant.

Resolved: that Carn Brea Parish Council approve the Data Security Incident Procedure.

Proposed: Cllr. E. Glanville

Seconded: Cllr. J. Cowsill

26/04/18 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 4 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.

26/04/22 To receive and consider a proposal from Cormac for a new maintenance lay-by near Barncoose Terrace and formulate an appropriate response.

The information and plans from Cormac for a new maintenance lay-by near Barncoose Terrace were circulated ahead of the meeting.

The Chairman raised the comments from Cllr. Dale that more specific detail needs to be on the sign to prevent any vehicles parking.

The meeting agreed that Carn Brea Parish Council support the proposal for the new maintenance lay-by near Barncoose Terrace but would ask that the signage to be more specific for 'Highways Maintenance Vehicles'.

26/04/23 To receive and consider a quotation from Crystal Ball for a 3-year agreement for the Council Vehicle Tracker and make appropriate resolutions.

The information and quotation from Crystal Ball was circulated ahead of the meeting.

Resolved: that Carn Brea Parish Council renew the contract with Crystal Ball for a further 3-years to provide a tracker for the Council Vehicle at a cost of £39.00 per quarter (excl VAT).

Proposed: Cllr. J. Paton **Seconded:** Cllr. B. Watkins

Cllr. Drew left the meeting.

In the absence of the Chairman and Vice Chairman, the Clerk asked for nominations to Chair the next item on the agenda.

Resolved: that Cllr. Glanville Chairs item 24 in the absence of the Chairman.

Proposed: Cllr. J. Poxon **Seconded:** Cllr. B. Watkins

26/04/24 To receive and consider the annual renewal of the Council's membership of the Cornwall Association of Local Councils (CALC) and the National Association of Local Councils (NALC) and make appropriate resolutions.

The correspondence and Invoice for the annual renewal of the Council's membership of CALC and NALC was circulated ahead of the meeting.

Resolved: that Carn Brea Parish Council renew the membership of CALC for 2026/2027 at a cost of £2412.09 (excl VAT).

Proposed: Cllr. P. Holmes **Seconded:** Cllr. M. Rainbird

Cllr. Drew returned to the meeting.

26/04/25 To receive a report and quotation to renew the Electricity contract and make appropriate resolutions.

The Clerk advised the meeting that he had sought quotations for the renewal of the electricity contract, however due to the volatility of the market, was not able to provide clear quotations for the Council's consideration, therefore asked the Council for delegation to renew the contract in line with Financial Regulations.

Resolved: that delegation is given to the Clerk to make arrangements for the renewal of the electricity contract for up to 2-years In line with Financial Regulations.

Proposed: Cllr. D. Cooper

Seconded: Cllr. B. Watkins

26/04/26 To consider the renewal of the Annual Membership to the Society of Local Council Clerks (SLCC) for the Assistant Clerk in 2026-2027 and make appropriate resolutions.

The information regarding the renewal of the Annual Membership to the SLCC for the Assistant Clerk was circulated ahead of the meeting.

Resolved: that Carn Brea Parish Council approve the renewal of the SLCC membership for the Assistant Clerk at a cost of £316.00 (No VAT).

Proposed: Cllr. A. Woodrow

Seconded: Cllr. N. Barden

26/04/27 To receive and consider the annual renewal quotation for Rialtas Financial Software and Support for 2026 - 2027 and make appropriate resolutions.

The correspondence and Invoice for the annual renewal for Rialtas Financial Software and Support was circulated ahead of the meeting.

The Clerk took the meeting through the report.

Resolved: that Carn Brea Parish Council renew the Software and Maintenance Agreement with Rialtas for 2026/2027 for the provision of Financial Software at a cost of £602.00 (excl VAT).

Proposed: Cllr. T. Sutton

Seconded: Cllr. G. White

26/04/28 To receive correspondence regarding the next phase of the Cornwall Council Street Lighting initiative and consider formulating a response.

The correspondence regarding the next phase of the Cornwall Council Street Lighting initiative was circulated ahead of the meeting.

The Clerk took the meeting through the report.

Councillors raised concerns about the street lighting initiative for areas of Four Lanes and Penhallick.

Resolved: that Carn Brea Parish Council would ask that the following roads are reviewed and suggest alternate lights should be left on in Four Lanes specifically Loscombe Road and Stithians Row and that in Penhallick from Tincroft Road and Whit Cross Hill the lights are left on due road safety concerns.

Proposed: Cllr. M. Rainbird

Seconded: Cllr. J. Cowsill

26/04/29 To resolve that under the 1960 Public Bodies (Admission to Meetings) Act, 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. J. Poxon

26/04/30 To receive and approve the Confidential Minutes of the Full Council meeting held on 19th March 2026 and receive a report on any matters referred.

Resolved: that the Confidential Minutes of the Full Council meeting held on 19th March 2026 are approved.

Proposed: Cllr. J. Paton **Seconded:** Cllr. N. Barden

26/04/31 To receive the resolutions and consider the recommendations of the Extraordinary Staffing Committee meeting held on 31st March 2026 and make appropriate resolutions.

Resolved: that the resolutions of the Extraordinary Staffing Committee meeting held on 31st March 2026 are noted.

Proposed: Cllr. E. Glanville **Seconded:** Cllr. G. White

26/04/32 To receive and consider nominations for the Council's Annual Awards and make appropriate resolutions.

The meeting received and considered nominations for the Annual Awards and made appropriate resolutions.

Meeting closed at 20.47

Signed: _____

Dated: _____