



Carn Brea Parish Council

Consel Plu Carn Bre

Contact the Clerk Andrew Moyle-Browning

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DRAFT Minutes of the Full Council Meeting

Meeting Details:

Date: Thursday 21st May 2026

Time: 7:00 pm

Location: Treloweth Community Hall, Moorfield Road, Pool, Redruth, Cornwall, TR15 3QB

Present:

Councillors R. Drew (Chairman), S. Dale (Vice Chairman), N. Barden, D. Cooper, J. Cowsill, J. Hunt, P. Holmes, J. Pollock, M. Rainbird, T. Salisbury, T. Sutton, B. Watkins and A. Woodrow.

Also Present:

Andrew Moyle-Browning (Clerk) and Sarah-Jane Noakes (Assistant Clerk)
Nina Maley (Mei Loci)

Agenda Items:

1. Chairman's welcome and safety procedures.

The Chairman welcomed the meeting, congratulated members who were elected to committees and explained the safety procedures.

2. To receive apologies for non-attendance.

Councillors E. Glanville, J. Paton, J. Poxon, G. White and C. Crawford (CC).

3. 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.

4. To consider written requests for dispensations.

There were no written requests for dispensation.

5. To receive Cornwall Councillor reports.

A written report from Cllr. C. Crawford (CC) was supplied to the meeting and noted.

6. Public Participation on items on the agenda. (Maximum of 20 minutes – every speaker has a limit of 3 minutes under Council Standing Order).

There were no members of the public present.

7. To receive and approve the minutes of the Full Council Meeting held on 16th April 2026.

Minutes of the Full Council meeting held on the 16th of April 2026 were circulated ahead of the meeting.

Resolved that the minutes of the Full Council meeting held on 16th April 2026 are approved.

Proposed by Cllr. B. Watkins and seconded by Cllr. J. Cowsill.

- 8. To consider the minutes of the Full Council Meeting held on 16th April 2026 and receive any reports on matters referred.**

26/04/026 Street Lighting: The Clerk reported that an update had been received from Cornwall Council and had been provided in correspondence.

- 9. To receive the minutes and matters referred of the Annual Parish Meeting held on 11th May 2026 and approve for accuracy.**

The minutes of the Annual Parish meeting held on the 11th of May 2026 were circulated ahead of the meeting. It was agreed that the minutes would be numbered appropriately.

Resolved that the minutes of the Annual Parish meeting held on the 11th of May 2026 are approved.

Proposed by Cllr. D. Cooper and seconded by Cllr. M. Rainbird.

The Clerk advised the meeting that a request that the Council consider speed calming measures and a one-way system had been received from two local residents at the Annual Parish Meeting.

The meeting agreed that an item be added to June's Full Council agenda to consider the request made at the Annual Parish Meeting.

- 10. To receive and approve the minutes of the Annual Meeting held on 14th May 2026 and receive any reports on matters referred.**

The minutes of the Annual Full Council Meeting held on the 14th of May 2026 were circulated ahead of the meeting. There were no matters referred for consideration.

Resolved that the minutes of the Annual Meeting held on the 14th of May 2026 are approved.

Proposed by Cllr. N. Barden and seconded by Cllr. T. Sutton.

- 11. To receive an update on the Moorfield Road Improvement Project and make appropriate resolutions in preparation for the tender process including any expenditure.**

A written report was circulated ahead of the meeting. The Clerk reported on phase 1 and 2 of the project and explained the next steps for the meetings considered.

Councillors asked questions regarding budget, whether savings could be made if all phases were completed together and if funding was available to finalise the project in a timelier manner.

The meeting was advised that to complete phase 1 and 2 together could see savings due to mobilisation of contractors only once and that savings could be made by reducing the width of the path if needed.

Resolved that Carn Brea Parish Council approve the 2-stage plan and works specifications for the Moorfield Road Open Space Improvement Works with a proposed completion date of stage 1 by 1st June 2027. Delegation to the Clerk to liaise with Mei Loci to finalise the tender pack specifications for the full project.

Proposed by Cllr. T. Salisbury and seconded by Cllr. B. Watkins.

Resolved that delegation is granted to the Clerk to proceed with the tender process for the full project, broken down into the 2 stages in line with Standing Orders 19d and Financial Regulations 5.6, 5.7 and 5.11. Cllr. T. Salisbury and Cllr. S. Dale are appointed in liaison with the Clerk to agree the deadline for written tender submission and to set a date to attend the Parish Office for the opening of the tenders received.

Proposed by Cllr. D. Cooper and seconded by Cllr. J. Cowsill.

Resolved that the Community Infrastructure Levy [CIL] payment received of £37,323.75 be transferred to the Moorfield Road Open Space budget. Delegation is given to the Clerk to explore options for additional funding for the full project and report back to Full Council.

Proposed by Cllr. M. Rainbird and seconded by Cllr. N. Barden.

12. To receive the following financial reports and make appropriate resolutions

Financial reports were circulated ahead of the meeting.

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

Cllr. T. Sutton confirmed he completed the financial checks for the month of April 2026 and found the finances to be correct.

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

Proposed by Cllr. T. Sutton and seconded by Cllr. A. Woodrow.

b) To receive and approve the payment schedule for the month of May 2026.

Resolved that the payment schedule for the month of May 2026 are approved.

Proposed by Cllr. J. Cowsill and seconded by Cllr. T. Sutton.

c) To nominate a member to check the invoices, cheques and RBS for the month of June 2026.

Resolved that Cllr. T. Sutton check the invoices, cheques and RBS for the month of June 2026.

Proposed by Cllr. R. Drew and seconded by Cllr. B. Watkins.

d) To receive and approve the bank reconciliations for the month of April 2026.

Resolved that the bank reconciliations for the month of April 2026 are approved.

Proposed by Cllr. D. Cooper and seconded by Cllr. T. Salisbury.

e) To approve transfers of money within accounts.

Resolved that £25,000 is transferred from the Lloyds Commercial Instant Access Account to the Lloyds Business Account and that £23,000 is transferred from the Lloyds Business Account to the Unity Trust Current Account for May's payments.

Proposed by Cllr. T. Salisbury and seconded by Cllr. T. Sutton.

f) To consider movements to and from Earmarked Reserves.

There were no movements to and from Earmarked Reserves for consideration at the meeting.

13. To receive and note the Annual Internal Audit Report for 2025/2026 making appropriate resolutions.

The Annual Internal Audit Report for 2025/2026 was circulated ahead of the meeting.

It was identified that Box I had not been completed and it was agreed that the Clerk make enquiries with the auditor.

Resolved that the Annual Internal Audit Report for 2025 -2026 is noted.

Proposed by Cllr. S. Dale and seconded by Cllr. B. Watkins.

14. To receive a report on the effectiveness of the systems of internal control and consider the recommendations making appropriate resolutions.

A report from the Clerk along with the financial checklist and insert from the Practitioners Guide was circulated ahead of the meeting and two updates to the financial checklist were proposed.

Resolved that the systems of internal control are adequate and that the Councillor monthly financial checklist is approved as amended.

Proposed by Cllr. J. Cowsill and seconded by Cllr. T. Sutton.

15. To receive and consider for approval the Annual Governance Statement 2025/2026 and make appropriate resolutions.

A copy of the Annual Governance Statement was circulated ahead of the meeting.

The Chairman read out each statement and the council answered as appropriate.

Resolved that Carn Brea Parish Council's Annual Governance Statement 2025/2026 has been considered and approved and that sections 1 to 8 and 10 are recorded as Yes and section 9 recorded as not applicable.

Proposed by Cllr. B. Watkins and seconded by Cllr. D. Cooper.

16. To approve the Annual Accounting Statement for 2025/2026 by resolution (Person presiding to sign and date).

The Annual Accounting Statement for 2025/2026 was circulated ahead of the meeting.

Resolved that the Annual Accounting Statement for 2025/2026 for Carn Brea Parish Council is approved.

Proposed by Cllr. M. Rainbird and seconded by Cllr. J. Cowsill.

17. To receive and confirm the dates for the Period of Exercise of Public Rights and make appropriate resolutions.

The draft notice for the period of exercising of public rights was circulated ahead of the meeting for consideration.

Resolved that the period for exercise of public rights is confirmed as Monday 15th June 2026 to Friday 24th July 2026 (inclusive).

Proposed by Cllr. P. Holmes and seconded by Cllr. A. Woodrow.

18. To receive and approve the Council's Financial Report for the Financial Year ending 31st March 2026.

The Council's Financial Report for the financial year ending the 31st of March 2026 was circulated ahead of the meeting.

Resolved that the Year End Accounts for the financial year ending the 31st March 2026 are approved.

Proposed by Cllr. B. Watkins and seconded by Cllr. D. Cooper.

19. To consider correspondence received.

The meeting considered the following correspondence received:

- **26/010: From:** Cornwall Association of Local Councils. **Subject:** Glyphosate usage.
- **26/011: From:** Wildlife Trust. **Subject:** Use of Glyphosate

- **26/012: From:** Cornwall Council. **Subject:** Weed treatment.
 - **26/013: From:** Local Resident. **Subject:** Bus shelter at Trevenson Road
 - **26/014: From:** Local Resident. **Subject:** Waste soil dumping.
The meeting agreed to refer the matter to the World Heritage Planning team and to add an item to the June Full Council agenda to consider soil dumping within the parish.
 - **26/015: From:** Cornwall Council: **Subject:** North Kerrier and East Penwith, CAP Highways March 26 and Town and Parish Council Newsletter May 26.
 - **26/016: From:** Highways. **Subject:** Streetlighting Initiative.
- Resolved that the seven items of correspondence are noted.**

Proposed by Cllr. R. Drew and seconded by Cllr. T. Salisbury

20. To receive the minutes of the following committee meetings and to consider and make decisions on any recommendations and proposals to Full Council contained therein.

- a) Health & Safety and Finance Committee Meeting held on 23rd April 2026.

The minutes of the Health & Safety and Finance Committee meeting held on 23rd of April 2026 were circulated ahead of the meeting.

Resolved that the minutes of the Health & Safety and Finance Committee held on 23rd April 2026 are noted.

Proposed by Cllr. B Watkins and seconded by Cllr. J. Cowsill

- b) Planning Committee Meeting held on 30th April 2026.

The minutes of the Planning Committee held on 30th April 2026 were circulated ahead of the meeting.

Resolved that the minutes of the planning committee held on 30th April 2026 are noted.

Proposed by Cllr. R. Drew and seconded by Cllr. J. Pollock.

- c) Amenities & Projects Committee Meeting held on 7th May 2026.

The minutes of the Amenities and Projects Committee meeting held on the 7th May 2026 were circulated ahead of the meeting.

Resolved that the recommendation to instal a reclaimed wooden bench on Carn Brea at the approved location with a budget of up to £150 ex VAT for materials is approved.

Proposed by Cllr. T. Salisbury and seconded by Cllr. B. Watkins.

Resolved that the Amenities and Projects Committee meeting minutes held on 7th May 2026 are noted.

Proposed by Cllr. D. Cooper and seconded by Cllr. J. Pollock

21. To receive reports

- a) Chairman of the Council

The Chairman's report, detailing meetings, training and events attended, was circulated ahead of the meeting.

- b) Police Report

Cllr. M. Rainbird reported there was no update at this time.

c) Finance Member

Cllr. T. Sutton confirmed all entries for the month of May are correct.

d) Clerk

The Clerk reported on the following:

- A new strimmer attachment was approved for the Grounds Person at a cost of £78.33 (ex VAT)
- Attended the Large Councils meeting and SLCC Clerks meeting held in Launceston on 23rd April 26.
- Attended several webinars with topics including making documents accessible and AI for Community Engagement.

e) To receive any written reports on any meetings attended

No written reports were received.

f) To receive verbal reports on any representation made on behalf of Carn Brea Parish Council

Cllr. D. Cooper reported attending NALC Planning Training and an online webinar regarding Together for Nature, 1 year of delivering Cornwall and the Isles of Scilly Nature Recovery Strategy.

22. To receive and review the Data Protection Policy and make appropriate resolutions.

The Data Protection Policy was circulated ahead of the meeting.

A query was received regarding the use of Teams in relation to 11.2.

Resolved that the data protection policy is approved subject to the Clerk seeking clarification on 11.2 regarding the EEA and where the Teams data is stored.

Proposed by Cllr. S. Dale and seconded by Cllr. T. Salisbury

23. To receive the Annual Health & Safety Workplace Inspection Report and action plan and make appropriate resolutions.

The Annual Workplace Inspection dated 7th May 2025 was circulated ahead of the meeting, which included an action plan.

Resolved that the Annual Health & Safety Workplace Inspection Report and Action Plan is noted. The Clerk to provide updates on the action plan to the Health & Safety and Finance Committee.

Proposed by Cllr. J. Hunt and seconded by Cllr. T. Sutton.

24. To receive a report and quotation to provide seasonal security patrols at Wheal Fortune Park and make appropriate resolutions.

A report from the Clerk detailing the proposal and costings for seasonal security patrols at Wheal Fortune Park were circulated ahead of the meeting.

Resolved that Carn Brea Parish Council approves the proposal and quotation from Will Secure to provide seasonal patrols at the proposed times at Wheal Fortune Park, for the period from 6th June 2026 to 27th September 2026 inclusive, including any bank holidays. A budget of £600.00 (excluding VAT) is approved and will be paid from the Open Spaces Legal and Professional Fees budget 2026-2027. The Clerk will provide regular updates to Full Council on the success of the patrols.

Proposed by Cllr. J. Cowsill and seconded by Cllr. D. Cooper

- 25. To receive a report on the Neighbourhood Priority Statement (NPS) and consider the necessity for Carn Brea Parish Council to create an NPS and make appropriate resolutions.**

A report from Cornwall Council was circulated ahead of the meeting.

Resolved that delegation is given to the Clerk to contact the consultant for the Neighbourhood Development Plan to ask for a professional assessment on the necessity for Carn Brea Parish Council to complete a Neighbourhood Priority Statement to include estimated consultancy cost. A budget of £400.00 is approved as an initial consultancy fee.

Proposed by Cllr. R. Drew and seconded by Cllr. T. Salisbury.

- 26. To receive and approve the draft Carn Brea Parish Council Annual Report and consider options for the distribution of the Annual Report and make appropriate resolutions on expenditure within budget.**

A report was circulated ahead of the meeting. The meeting gave thanks to the Clerk and Assistant Clerk for the creation of the Annual Report.

Resolved that the Annual Report is approved.

Proposed by Cllr. R. Drew and seconded by Cllr. J. Hunt

Resolved that the Carn Brea Parish Council's Annual Report / Newsletter 2026 is distributed using Royal Mail Door 2 Door service in line with budget.

Proposed by Cllr. J. Cowsill and seconded by Cllr. D. Cooper

The meeting agreed that the Annual Report will state that it is also available electronically on the Council's website.

- 27. To receive correspondence and consider a motion regarding a no confidence vote in South West Water making appropriate resolutions.**

The meeting considered how many of its residents had complained about South West Water and several views were expressed which included, effects on the parish due to overspill into the Red River, clean water being supplied to the parish and whether the Council should get involved in gesture politics.

The following proposal was made by Cllr. P. Holmes and seconded by Cllr. J. Pollock:-

- 1. This Council notes with grave concern the systemic failure of South West Water to manage the sewage system in Cornwall. Despite record bills and government intervention, raw sewage continues to impact our environment and public health. Therefore, this Council resolves:**
- 2. To formally declare a Vote of No Confidence in South West Water.**
- 3. To sign the collective letter to the Secretary of State demanding the removal of South West Water's management through a Special Administration Order.**

A vote was taken and the proposal was lost.

Resolved: that Carn Brea Parish Council do not wish to declare a vote of no confidence in South West Water and does not support the campaign by Dwr Glan.

Proposed by Cllr. S. Dale and seconded by Cllr. R. Drew.

- 28. To receive and consider the annual renewal of SAGE Payroll Software and Support Services making appropriate resolutions.**

The Clerk reported that there has been a 20 % increase due to the increase in costs to provide support and software.

Resolved that the renewal for the SAGE software and support is approved for 2026-2027 at £510.00 (excluding VAT).

Proposed by Cllr. B. Watkins seconded by Cllr. M. Rainbird

- 29. To receive a report and consider a request to provide a budget to fund the provision of Butterfly Kits for local junior schools and other groups making appropriate resolutions.**

The meeting agreed to defer the item until the next meeting.

- 30. 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, the press and public be excluded due to the confidential nature of the business to be discussed.

Proposed by Cllr. R. Drew and seconded by Cllr. S. Dale

- 31. To receive and approve the Confidential Minutes of the Full Council Meeting held on 16th April 2026.**

Resolved that the confidential minutes of the Full Council meeting held on 16th April 2026 are approved.

Proposed by Cllr. M. Rainbird and seconded by Cllr. B. Watkins

Meeting closed at 9:00 pm