



Carn Brea Parish Council

Consel Plu Carn Bre

Contact the Clerk Andrew Moyle-Browning
Phone: 01209 313014 Email: clerk@carnbreatparishcouncil.gov.uk

DRAFT Meeting Minutes of the Full Council

Meeting Details:

Date: Thursday 18th June 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, E. Glanville, P. Holmes, J. Hunt, J. Pollock, T. Sutton, B. Watkins, G. White and A. Woodrow.

Also Present: Andrew Moyle-Browning (Clerk) and Sarah-Jane Noakes (Assistant Clerk).
Councillor S. Desmonde (Cornwall Council).

Agenda Items:

1. Chairman's welcome and safety procedures.

The Chairman welcomed those present, explained the safety procedures and informed the meeting was being recorded for the purpose of taking the minutes.

The Chairman highlighted that Councillors D. Cooper, E. Glanville and B. Watkins had been with the Council for 5 years.

2. To receive apologies for non-attendance.

Councillors J. Cowsill, J. Paton, J. Poxon, M. Rainbird and T. Salisbury.

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

Councillor S. Dale declared an interest in item 22.

4. To consider written requests for dispensations.

There were no written requests for dispensations.

5. To receive Cornwall Councillor reports.

Councillor S. Desmonde reported on the following:-

- Work to obtain a dropped kerb for a local resident was unsuccessful.
- Concerns raised regarding Tehidy Country Park, which included access difficulties for emergency services, bollards and fencing.
- Hospitals at home/virtual hospitals.
- Dentistry.

The Clerk advised that Cllr. C. Crawford had supplied a written report detailing meetings attended.

6. 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, and they raised a concern regarding the condition of the road surface at Moorfield Road.

The meeting was informed that there was a public notice advising that Moorfield Road and Balkin Way would be closed in August, however there are no details on work to be completed, but it is hoped that this will involve resurfacing.

Cllr. S. Desmonde and the member of the public left the meeting.

7. To receive and approve the minutes of the Full Council Meeting held on 21st May 2026.

Minutes of the Full Council meeting held on 21st May 2026 had been circulated in advance of the meeting.

Resolved that the minutes of the Full Council meeting held on the 21st of May 2026 are approved.

Proposed by Councillor B. Watkins and seconded by Councillor J. Hunt

8. To consider the minutes of the Full Council Meeting held on 21st May 2026 and receive any reports on matters referred.

21/05/15, Item 22:

The Clerk advised that the Council's backups are stored on servers located in the UK and that 11.2 in the Data Protection Policy will be amended as appropriate.

9. To receive a report and consider appropriate actions following concerns raised by local residents about speeding vehicles in Carn Brea Village making appropriate resolutions.

A report was circulated in advance of the meeting.

Council considered residents concerns about speeding in Carn Brea Village. Councillor Drew tabled a paper outlining previous enquiries, site visits and three options for addressing speeding concerns. It was noted that speed data and improved signage may be needed.

Resolved that the Clerk be granted delegated authority to contact Cornwall Highways to arrange a meeting regarding speeding concerns in Carn Brea Village to be attended by the Clerk, Councillors S Dale, R. Drew and D. Cooper along with Councillor Bruce Craze (CC) and report back to Full Council.

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

The meeting agreed that the Clerk will write to the residents who raised the matter to advise them of the Council's proposed action.

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

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

Financial Statements for the month of May 2026 had been circulated in advance of the meeting.

Cllr. T. Sutton reported that May's financial checks were completed with no discrepancies.

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

Proposed by Councillor T. Sutton and seconded by Councillor G. White.

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

The payment schedule for the month of June 2026 had been circulated in advance of the meeting.

Resolved that the payment schedule for the month of June 2026 is approved.

Proposed by Councillor A. Woodrow and seconded by Councillor G. White.

c) To nominate a member to check the invoices, cheques and RBS for the months of July and August 2026.

Resolved that Councillor D. Cooper check the invoices, cheques and RBS for the month of July and August 2026.

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

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

The bank reconciliations for the month of May 2026 had been circulated in advance of the meeting.

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

Proposed by Councillor N. Barden and seconded by Councillor J. Pollock.

e) To approve transfers of money within accounts.

Resolved that £ 35,000 is transferred from the Lloyds Commercial Instant Access Account to the Lloyds Business Account and that £ 32,000 is transferred from the Lloyds Business Account to the Unity Trust Current Account for June and July's payments.

Proposed by Councillor P. Holmes and seconded by Councillor G. White.

f) To consider movements to and from Earmarked Reserves.

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

11. To consider correspondence received.

26/017: **From:** Juliet Jenkins **Subject:** Letter of thanks

26/018: **From:** Pat Coombe **Subject:** Thank you card

Resolved that correspondence 26/017 and 26/018 are noted.

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

12. 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) Planning Committee Meeting held on 28th May 2026.

Minutes of the Planning Committee meeting held on 28th May 2026 had been circulated in advance of the meeting with the Terms of Reference.

Resolved to approve the recommendation that the Planning Committee Terms of Reference are approved as amended.

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

Resolved that the minutes of the Planning Committee held on 28th May 2026 are noted.

Proposed by Councillor S. Dale and seconded by Councillor D. Cooper.

b) Staffing Committee Meeting held on 4th June 2026

Minutes of the Staffing Committee meeting held on 4th June 2026 had been circulated in advance of the meeting.

Resolved that the minutes of the Staffing Committee Meeting held on 4th June 2026 are noted.

Proposed by Councillor E. Glanville and seconded by Councillor J. Pollock.

c) Amenities & Projects Committee Meeting held on 11th June 2026.

Minutes of the Amenities & Projects Committee meeting held on 11th June 2026 had been circulated in advance of the meeting.

Resolved to approve the recommendation that Carn Brea Parish Council (CBPC) approve the quotation from Cormac of £551.40 excluding VAT to remove the CBPC Boundary Sign from outside Pencoys Sunday School and relocate it with associated new post installation works to Bolenowe Cross.

Proposed by Councillor P. Holmes and seconded by Councillor J. Pollock.

Resolved that the minutes of the Amenities and Projects Committee meeting held on 11th June 2026 are noted.

Proposed by Councillor R. Drew and seconded by Councillor D. Cooper.

13. To receive reports

a) Chairman of the Council

A written report from the Chairman detailing meetings and events attended had been circulated in advance of the meeting.

b) Police Report

There was no Police Report received.

c) Finance Member

Councillor T. Sutton reported that the financial checks for the month of May were completed and all information was correct.

d) Clerk

The Clerk reported on the following:-

- Payment of £300 excluding VAT for the inspection and maintenance of the flag pole and Treloweth Community Hall.
- Payment of £195 excluding VAT for the service of the Council Trailer.
- Meetings attended.
- Correspondence received regarding speeding along Agar Road and a response sent to the resident.
- No issues to report since the introduction of ad hoc visits by the Council's Security Contractor.
- Reminder of the CALC Annual Conference.
- Update regarding Councillors Registers of Interests.

e) To receive any written reports on any meetings attended

There were no reports received.

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

Cllr. D. Cooper reported having attended defibrillator training and the Mining Villages Regeneration Group meeting.

14. To receive and review the Subject Access Statement with proposed amendments and make appropriate resolutions.

The updated Subject Access Statement, together with a tracked changes version, had been circulated in advance of the meeting.

Members were informed that the policy had been revised to incorporate accessibility considerations.

It was requested that full email addresses and hyperlinks be included to ensure that readers of hard copies have access to the necessary information.

The meeting was advised, however, that the policy would primarily be accessed online and that training guidance recommends using descriptive link text rather than displaying full URLs.

The meeting agreed that the Clerk explore solutions to how it can ensure paper copies have the relevant full details of links and emails.

Resolved that the subject access statement as amended is approved.

Proposed by Councillor B. Watkins and seconded by Councillor J. Pollock.

15. To receive and review the Safeguarding Statement and make appropriate resolutions.

The safeguarding statement had been circulated in advance of the meeting .

Resolved that the safeguarding statement is approved with the addition of contact details for the MARU.

Proposed by Councillor N. Barden and seconded by Councillor D. Cooper.

16. To consider a recommendation from the Clerk for the renewal of the Council's Gas contract and make appropriate resolutions.

A report advising the Council that the Council's gas contract for Treloweth Community Hall is due for renewal on 1st August 2026 and a recommendation from the Clerk had been circulated in advance of the meeting.

Resolved that delegation be given to the Clerk to make arrangements for the renewal of the Council's gas contract for a period of up to 2 years in line with Financial Regulations and report back to Full Council.

Proposed by Councillor B. Watkins and seconded by Councillor T. Sutton.

17. To receive the minutes from the Treloweth Community Hall Works Working Party and the latest Architect Drawings and consider the recommendations and proposed specification amendments making appropriate resolutions.

The Assistant Clerk left the meeting and returned during discussion.

The minutes from the Treloweth Community Hall Works Working Party, along with the latest architect's drawings, had been circulated in advance of the meeting.

The Clerk advised that updated drawings, received from the Architect prior to the tender stage, had been reviewed by the Treloweth Community Hall Working Party. As the Working Party's original delegated authority did not extend to making changes to the internal layout, its recommendations have been referred to Full Council for consideration.

Resolved to approve the following recommendations from the Treloweth Community Hall Working Party:

- **That the reception desk and access to the offices be made more secure with a floor to ceiling auto locking fire door with push button release and a glass security screen located above the reception desk.**
- **That the meeting room identified on the plan be updated to a Clerks Office and meeting room.**
- **That internal shutters are not included in the new build specification.**
- **That the specification for the kitchen area be updated to include the provision of plumbing and waste to accommodate a dishwasher and washing machine with doors provided to be used if no appliance fitted and that CBPC will purchase any associated white goods separately and will not form part of the tender.**

Proposed by Councillor B. Watkins seconded by Councillor A. Woodrow.

Resolved that the minutes of the Treloweth Community Hall Works Working Group held on 27th May 2026 are noted and that Carn Brea Parish Council approve the updated Architect drawings and scope of works for the Treloweth Community Hall works and proceed with the tender process.

Proposed by Councillor S. Dale and seconded by Councillor D. Cooper.

18. To receive a proposal and quotation from the Architect to provide additional support services for the Treloweth Hall Works project including the tender process and through the construction phase to completion making appropriate resolutions.

A fee proposal for architectural services had been circulated in advance of the meeting.

The Clerk was asked whether he was satisfied with the provisions relating to late payment. The Clerk confirmed that the architect had indicated verbally that payment terms could be accommodated to allow for Full Council approval, if required.

The meeting agreed that the Clerk obtain written confirmation from the Architect that payment outside of the 7 days would be permitted to allow Full Council approval if necessary.

Resolved that CBPC approve the proposal and quotation from Austin Architecture to provide additional contract administration services to include assisting with the tender process, a review of the site during construction and pre and post construction inspection at a cost of £2,700 (no VAT) and approve the cost of any additional requested inspections at £75.00 per hour with a budget of £750.00. Delegation to the Clerk in liaising with the Chair and Vice-Chair to agree the necessity for any additional visits. Delegation to the Clerk to sign the agreement on behalf of the Council and make arrangements for the tender process.

Proposed by Councillor P. Holmes and seconded by Councillor B. Watkins

19. To receive a report and consider appropriate action regarding the dumping of waste soil within the Parish making appropriate resolutions.

A report detailing the background, photographs and correspondence from a local resident had been circulated in advance of the meeting.

The meeting considered action that it could take.

Resolved that delegated authority is granted to the Clerk to raise the matter of waste soil dumping within Carn Brea Parish with Cornwall Council's Planning enforcement, environmental services and with Cornwall Councillor Bruce Craze. That the Clerk to write to the local resident to ascertain if they have had any correspondence from the agencies they have contacted and to report back to Full Council in due course.

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

The meeting agreed that the Clerk highlight areas of particular concern regarding dumping of waste soil when contacting outside agencies.

20. To receive and consider a report from the consultant at Plan Support Services regarding the necessity of CBPC to produce a Neighbourhood Priority Statement and make appropriate resolutions.

A report from the consultant at Plan Support Services had been circulated in advance of the meeting.

The meeting considered the necessity for producing a Neighbourhood Priority Statement and support that could be sought from local councils who had already put together a statement along with obtaining support from a consultant.

Resolved that in principle, Carn Brea Parish Council prepare a Neighbourhood Priority Statement (NPS). Delegation to the Clerk to register the intention with Cornwall Council Planning and Housing and enquire with the consultant from Plan Support on his fee for supporting Carn Brea Parish Council to complete a NPS.

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

21. To receive the Public Space Protection Order (PSPO) consultations for Dog Controls and consider a response to each of the 4 PSPO making appropriate resolutions.

The Public Space Protection Order renewals had been circulated in advance of the meeting and the meeting considered its response to the consultation.

Resolved that Carn Brea Parish Council are content for the proposed renewal of the Dogs on Leads, Dog Fouling, Dog Prohibited and Dogs on Leads by Direction Public Spaces Protection Orders but would request the addition of Wheal Fortune Park (playpark only) for the Dogs Exclusion Order. Delegation to the Clerk to complete the form and submit the comments.

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

Cllr. S. Dale left the meeting.

22. To receive an update on the provision of a Vice-Chairmans allowance.

The Clerk advised the meeting that the only provision in law, for an allowance is for the Chairman of the Council. However the Council could agreed an allowance to all Council members.

The meeting was advised that it has a Councillor Expenses policy to claim back any expenses incurred while acting on behalf of the Council.

The meeting agreed to note the Clerks report.

Cllr. S. Dale returned to the meeting.

23. To receive a report and consider the provision of Butterfly Kits for local junior schools and other groups making appropriate resolutions including expenditure.

The meeting was advised that no report had been received from Cllr. J. Paton.

The meeting agreed to defer the consideration or the provision of Butterfly Kits to an appropriate meeting in the future.

24. To receive an update and correspondence regarding Footpath WCA770 and on outstanding Definitive Map Modification Orders (DMMO) and consider next steps making appropriate resolutions.

Correspondence, submission letters, submission details and a copy of made order dated 23rd October 2025, maps and outstanding DMMO information had been circulated in advance of the meeting.

The meeting considered the correspondence received and considered what its next steps could be.

Resolved that Carn Brea Parish Council note the Clerks report on WCA770 and agree to support the applicant in respect of the hearing before the planning inspectorate.

Proposed by Councillor T. Sutton and seconded by Councillor G. White.

That Carn Brea Parish Council supports the applicant for the following outstanding Definitive Map Modification Order applications WCA 900, WCA 662, WCA 874, WCA 875 and WCA 860 with delegation to the Clerk to liaise with the applicant and make arrangements for the printing and display of the relevant notices at each end of the paths.

Proposed by Councillor S. Dale and seconded by Councillor D. Cooper.

- 25. To receive a report on safety concerns for cyclists in Tregajorran on the Great Flat Lode and consider formulating a letter to Cornwall Council to request appropriate signage making appropriate resolutions.**

The Clerk left the meeting and returned during discussion.

The meeting was informed that the Great Flat Lode cycle path exits onto an s bend at Tregajorran, leading to several near misses with cyclists has occurred. A request for appropriate signage was considered.

The meeting was also informed that Carn Brea Parish Council had previously made a request for similar signate to be installed at the Carn Brea Village end of the Great Flat Lode, but it had not been installed.

The meeting agreed that the agenda item is deferred to the next Amenities and Projects Committee meeting and to include the review of road safety in Carn Brea Village exiting the Great Flat Lode at the eastern end.

- 26. To fill vacancies on the following**

Planning Committee – 1 Vacancy

Councillor J. Cowsill was properly proposed and seconded.

Councillor J. Hunt was properly proposed and seconded.

A vote was taken.

Resolved that Councillor J. Cowsill be appointed to the Planning Committee.

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

g) Staffing Committee – 1 Vacancy

There were no nominations received.

h) Health & Safety and Finance Committee – 4 Vacancies

There were no nominations received.

- 27. 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 are excluded due to the confidential nature of the business to be discussed.

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

The Assistant Clerk left the meeting.

28. To receive the resolutions and consider the recommendations of the Staffing Committee meeting held on 4th June 2026 making appropriate resolutions.

A list of resolutions and recommendations were tabled at the meeting.

Resolved that the recommendations of the Staffing Committee meeting held on 4th June 2026 are approved.

Proposed by Councillor E. Glanville and seconded by Councillor B. Watkins.

29. To receive and consider a notification from Cornwall Council regarding a land asset disposal intention and make appropriate resolutions.

The Assistant Clerk returned to the meeting.

The meeting considered a notification from Cornwall Council regarding a land asset disposal intention.

Resolved that Carn Brea Parish Council have no interest in the land disposal UPRN 16845.

Proposed by Councillor D. Cooper and seconded by Councillor A. Woodrow

Time meeting closed:

9:11 pm