Carn Brea Parish Council
Consel Plu Carn Bre
Contact the Clerk Andrew Moyle-Browning
Phone: 01209 313014 Email: clerk@carnbreaparishcouncil.gov.uk

Draft Meeting Minutes of the Full Council

Meeting Details:

- Date: Thursday 15 October 2026
- Time: 7:00 pm
- Location: Treloweth Community Hall, Moorfield Road, Pool, Redruth, Cornwall, TR15 3QB

Present:

Councillors R. Drew (Chairman), J. Cowsill, J. Hunt, J. Paton, M. Rainbird, B. Watkins, G. White and A. Woodrow.

Also Present:

Andrew Moyle-Browning (Clerk) and Sarah-Jane Noakes (Assistant Clerk).
Paul Hugill (Chairman of The Four Lanes Community Collective).

Agenda Items:

1. **Chairman's welcome and safety procedures.**

   The Chairman welcomed those present, outlined the safety procedures, confirmed that the meeting would be recorded and reported the resignation of Cllr. J. Pollock.

2. **To receive apologies for non-attendance.**

   Councillors N. Barden, D. Cooper, S. Dale, E. Glanville, J. Poxon, T. Salisbury and T Sutton. Councillors C. Crawford (CC) and S. Desmonde (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 dispensations.

5. **To receive Cornwall Councillor reports.**

   A written report from Councillor C. Crawford was distributed 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 Order).**

   There was one member of the public present.

It was agreed to consider agenda item 18 next. For clarity, the minutes are recorded in agenda order.

7. To receive and approve the minutes of the Full Council meeting held on 17 September 2026.

The minutes of the Full Council meeting held on the 17 September 2026 were circulated ahead of the meeting.

Resolved that the minutes of the Full Council meeting held on the 17 September 2026 are approved.

Proposed by Cllr. J. Hunt and seconded by Cllr. J. Cowsill.

8. To consider the minutes of the Full Council Meeting held on 17th September 2026 and receive any reports on matters referred.

There were no specific matters arising. Cllr. G. White reported that she had contact with Cllr. S. Desmonde (CC) about parking at Pumpfield Row and that a meeting with Cornwall Council was being sought.

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

a. To receive financial statements for the month of September 2026.

Financial statements for the month of September 2026 were circulated ahead of the meeting.

Cllr. G. White advised the meeting that she had completed the financial checks and found everything to be in order.

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

Proposed by Cllr. G. White and seconded by Cllr. M. Rainbird.

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

The payment schedule for the month of October 2026 was circulated ahead of the meeting.

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

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

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

Resolved that Cllr. R. Drew is nominated to check the invoices, cheques and RBS for the month of November 2026.

Proposed by Cllr. G. White and seconded by Cllr. J. Cowsill.

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

The bank reconciliations for the month of September 2026 were circulated ahead of the meeting.

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

Proposed by Cllr. G. White and seconded by Cllr. J. Paton.

e. To approve transfers of money within accounts.

Resolved that £30,000 is transferred from the Lloyds Commercial Instant Access Account to the Lloyds Business Account and that £28,000 is transferred from the Lloyds Business Account to the Unity Trust Current Account for October's payments.

Proposed by Cllr. G. White and seconded by Cllr. J. Cowsill.

f. To consider movements to and from Earmarked Reserves.

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

10. 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 24 September 2026.

The minutes of the Planning Committee meeting held on 24 of September 2026 were circulated ahead of the meeting.

Resolved that the Planning Committee meeting minutes of the 24 September 2026 are noted.

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

b. Extraordinary Staffing Committee meeting held 29 September 2026.

The minutes of the Staffing Committee meeting held on the 29 of September 2026 were circulated ahead of the meeting.

Resolved that the minutes of the Staffing Committee meeting held on 29 September 2026 are noted.

Proposed by Cllr. M. Rainbird and seconded by Cllr. G. White

c. Amenities & Projects Committee meeting held 1st October 2026

The minutes of the Amenities & Projects Committee meeting held 1 October 2026 were circulated ahead of the meeting.

The Chairman reported that one recommendation from the Amenities and Projects Committee will be considered by the Health and Safety and Finance Committee in November.

Resolved that the following recommendation from the Amenities and Projects Committee meeting held on 1 October 2026 is approved:

that an additional budget of up to £1600 be allocated for the 2026 Carol Concert with the additional funds to be taken from the Council's event budget. Delegation to the Clerk to finalise arrangements with associated costs for the event and provide a report on expenditure to Full Council.

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

Resolved that the minutes of the Amenities & Projects Committee meeting held on 1 October 2026 are noted.

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

11. To receive reports

a. Chairman of the Council

A Written report from the Chairman detailing meetings and events attended was circulated ahead of the meeting.

Due to the Chairman and Vice Chairman of the Council being unable to attend Illogan Parish Council's Remembrance Day Service, Cllr. R. Drew asked for a volunteer to attend the service to represent Carn Brea Parish Council. It was agreed that Cllr. J. Hunt attend the service.

b. Police Report

A police report was circulated ahead of the meeting.

A discussion took place regarding how to access the historical data, the ability to access information about certain areas and more detail of the nature of crimes.

The meeting agreed that the office look into supplying a more detailed report for the next Full Council meeting.

c. Finance Member

Cllr. G. White confirmed she had completed the financial checks and that the finances were in order.

d. Clerk

Chairman and RFO Expenditure Approvals:

- Minor Works Contract purchase for the Moorfield Road improvements Project £100.
- Fire Risk Assessment £397.
- Clear Vehicle Insurance £522.16
- Replacement play park caps £130

Correspondence and Meetings Attended:

- Correspondence regarding Church Road speeding.
- Carn Brea Lane speeding.
- Cornwall Council Local Resilience Conference.
- Clerks meeting of the Mining Villages Regeneration Group.
- Notices of Vacancies for Four Lanes and East Hill.
- Call-out fees for alarms at Treloweth Community Hall and Wheal Fortune Park.
- Security patrols at Wheal Fortune Park acting as deterrent with no major issues during summer months.
- Additions of proposed additional areas as part of the Public Space Protection Order (Alcohol) consultation.

The Clerk gave thanks to Cllr. G. White who agreed to be the Council's representative on the Community Resilience Working Party.

The meeting agreed that the speeding matter and request for a speed indicator sign on Carn Brea Lane, be considered by the Amenities and Projects Committee.

e. To receive any written reports on any meetings attended

There were no written reports received.

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

There were no verbal reports received.

12. To nominate a member to be a signatory on the Council's Lloyds Bank Account and make appropriate resolutions.

Resolved that Cllr. G. White be added as a signatory for the Council's Lloyds bank accounts.

Proposed by Cllr. A. Woodrow and seconded by Cllr. J. Cowsill.

13. To receive a proposal from Mei Loci for ongoing services to support the Moorfield Road Improvements Project works and make appropriate resolutions.

A written proposal from Mei Loci was circulated ahead of the meeting.

Resolved that Carn Brea Parish Council accept the proposal from Mei Loci for ongoing services to support the Moorfield Road Improvements Project for Phase 1 through construction to provide support through Stage 5 – Construction up to a total of £1,800 and approve Stage 5 – Principle Designer services which will be charged at 1% of the construction budget for Phase 1 with expenditure to be taken from the contingency budget.

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

14. To receive and review the Data Retention Policy with proposed amendments and make appropriate resolutions.

The data retention policy with proposed amendments was circulated ahead of the meeting.

Resolved that the Data Retention Policy is approved as amended.

Proposed by Cllr. J. Paton and seconded by Cllr. A. Woodrow.

15. To receive an update on the Treloweth Community Hall works and tender process and make arrangements for the receipt, evaluation and shortlisting of submitted tenders.

A report from the Clerk regarding the Treloweth Community Hall works and tender process was circulated ahead of the meeting.

The Chairman called for nominations for two Councillors to be appointed to assist the Clerk and the architect with evaluating and shortlisting tenders.

Cllr. J. Paton and Cllr. B. Watkins were nominated.

Resolved that Cllr. J. Paton and Cllr. B. Watkins be appointed along with the Clerk and the Architect to receive, evaluate and shortlist tenders for the Treloweth Community Hall works. The Clerk to liaise and agree the date and time for the opening of the tenders in line with the Tender Process.

Proposed by Cllr. J. Cowsill and seconded by Cllr. A. Woodrow.

16. To consider appropriate arrangements for a memorial to Cllr Paul Holmes and make appropriate resolutions.

The meeting was advised that the family of Paul Holmes had asked if the Council had considered the possibility of a memorial for him.

The meeting agreed that proposals for a memorial to Paul Holmes be submitted to the Clerk by 6 November 2026 for consideration by Full Council in November.

It was also agreed that the Clerk contact Illogan Parish Council.

17. To receive an update on outstanding Definitive Map Modification Orders within the Parish.

A report on outstanding Definitive Map Modification Orders within the Parish was circulated ahead of the meeting.

Resolved that the outstanding Definitive Map Modification Order report is noted.

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

18. To consider a grant request from the Four Lanes Community Collective and make appropriate resolutions.

The Chairman of the Four Lanes Community Collective addressed the meeting to explain the reasons for the grant application.

Resolved that a grant of £1,040 is awarded to the Four Lanes Community Collective for the purpose of providing Christmas lights for Four Lanes village.

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

Paul Hugill left the meeting.

19. To receive and consider the proposed property names for the new affordable housing development in Barncoose and make appropriate resolutions

The meeting considered Coastline Housing's request for comments on the proposed property names for the affordable housing development adjacent to 1 Crembling Well.

Resolved that Carn Brea Parish Council approve the following proposed street name, and number for the new affordable housing development adjacent to Crembling Well and request that the name plates be bilingual ie. English and Cornish:

Pendeen Row for the five town houses and Pendeen Court for the five flats.

Proposed by Cllr. J. Cowsill and seconded by Cllr. A. Woodrow

20. To receive an update on the request for additional footpaths to be added to the 2027 Local Maintenance Partnership (LMP) Schedule and make appropriate resolutions.

The Clerk's report set out Cornwall Council's response to the enquiry requested at the previous Full Council meeting.

Resolved that Carn Brea Parish Council approve the addition of footpaths 205/35/1 and 205/12/2 to the Local Maintenance Partnership.

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

21. To fill a vacancy on the following committees:

a. Planning Committee

There were no nominations for committee members to be appointed to the Planning Committee.

b. Amenities & Projects Committee

There was one nomination for a committee member for the Amenities and Projects Committee.

Resolved that Cllr. J. Hunt be appointed to the Amenities and Projects Committee

Proposed by Cllr. J. Paton and seconded by Cllr. G. White.

22. To receive and consider the Moorfield Road Improvements Project Tender documentation and Evaluation recommendations and make appropriate resolutions to appoint a contractor for the works and on expenditure.

The Clerk gave a report on the tender process conducted. The meeting was supplied with a report on recommendation along with tender documents received and the matrix used to score tenders.

The Clerk advised the meeting that if they felt they hadn't had enough time to consider the recommendation fully, the agenda item could be deferred to November's Full Council meeting.

Resolved that following the tender process, Carn Brea Parish Council: awards the contract for the Moorfield Road Improvement Project to D A Giles for Phases 1 and 2 of the Moorfield Road Open Space Improvement Project (Phase 2 subject to suitable funding) and approve expenditure for Phase 1 at a cost of £123,201.00 to be funded from the following Earmarked Reserves: EMR 323 – Moorfield Road Open Space £58,624.71, EMR 347 – CIL Receipts £50,256.67 with the remainder of the expenditure to be funded from the following budgets: Moorfield Road Open Space budget £11,907.37 and the Open Spaces Capital Expenditure budget £2,412.25. In addition, expenditure of £9,350.00 for the additional Phase 1 works to complete the temporary car park is approved and is to be funded from EMR 326 – the Treloweth Community Hall Capital Works Budget. CBPC request that the commencement date for the works be re-scheduled to January 2027 and delegation to the Clerk, in liaising with the Chairman and Vice-Chairman to issue the JCT Small Works Contract and agree a start date for the works. Delegation to the Clerk to make arrangements to provide appropriate notices and communication on the Council's website, social media and on the open space to keep members of the public informed.

Proposed by Cllr. B. Watkins and seconded by Cllr. A. Woodrow.

23. 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 Cllr. R. Drew and seconded by Cllr. M. Rainbird.

24. To receive the confidential resolutions and consider the recommendations of the Extraordinary Staffing Committee held on 29th September 2026 and make appropriate resolutions.

The confidential resolutions and recommendations of the Extraordinary Staffing Committee meeting held on 29 September 2026 were tabled. The Committee's recommendation was approved.

25. To receive and note correspondence relating to planning and enforcement within the Parish.

The meeting considered the correspondence relating to planning and enforcement within the parish.

Resolved that Carn Brea Parish Council note the correspondence relating to planning and enforcement within the Parish.

Proposed by Cllr. J. Paton and seconded by Cllr. G. White.

Meeting closed at:

8:57 pm.