

## Annual Meeting Minutes 16<sup>th</sup> June 2025 7:15PM

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- 1. Election of Chair for Parish Year 2025 /2026** - Bettina Holland elected as Chair – Proposed by Cllr Large, Seconded by Cllr Alridge.
- 2. Chairpersons' acceptance of office – to received signed form** –Form signed and received by Cllr Holland
- 3. Election of Vice Chair for Parish Year 2025 /2026** – Vice chair nomination Cllr Large, Proposed Cllr Holland, Seconded by Cllr Alridge.  
**Vice Chair acceptance of office – to receive signed form** – Form signed and received by Cllr Large.
- 4. Persons Present/Apologies** - To **NOTE** persons present and **RECEIVE** any apologies for absence. – Cllr Donnithorne unable to attend
- 5. Chair Welcome and acceptance of the standing order and code of conduct – Reviewed and accepted** – Acceptance of the standing over and the code of conduct - Proposed Cllr Holland and seconded by Cllr Alridge in line with the new Financial Year.
- 6. Declarations of Interest from Members/Dispensations**  
To **RECEIVE** any Declarations of Interest from Members. To **RESOLVE** to grant any requests for Dispensation in line with the New Councillor Code of Conduct 2022 if appropriate.

Cllr Alridge – Mills Hall Trustees

Cllr Large – Mills Hall Trustees

Cormac – new role as Commercial Director – Clerk to resend declaration for completion


Cllr Holland – Climate Action Group

Clerk – I.C.E & Carharrack Social Club

### 7. Public Participation

To **RECEIVE** comments from members of the public. This provides an opportunity for members of the public to comment on items on the agenda as per Standing Orders or otherwise considered at the Chairman's discretion. Maximum time allowed will total 10 minutes/2 mins per person.

No public present

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8. **Cornwall Councillors Report** Update on current issues from C.C. Connor Donnithorne – report shared at the meeting and Community Chest to be advertised in the next Parish Magazine for local funding options.
9. **Parish Council Meeting Minutes** for the meetings held on Monday 12<sup>th</sup> May 2025 & 14<sup>th</sup> April 2025  
To **RESOLVE** that the above Minutes of the Meetings of Carharrack Parish Council having been previously circulated, be taken as read, approved, and signed.
- Meeting minutes approved and signed to confirm a true record of the meeting held on the 14<sup>th</sup> April 2025 – All Cllrs in agreement
  - Meeting minutes approved and signed to confirm a true record of the meeting held on the 12<sup>th</sup> May 2025 – All Cllrs in agreement

To **NOTE** any matters arising from the Minutes. – to be discussed later within this agenda.

#### 10. Finance-

- Authorisation of April, May & June payments as detailed on Appendix 2 **DISCUSS & AGREE** – Reviewed and signed. Approved by all Cllrs.
- **Confirm adoption of NALC model Financial Regulations 2024** – Agreed and approved for this current financial year for 2025/2026.
- **Quarter 2 report of expenditure above £500.00** – Agreed, signed and approved.
- **CIL** – Update from Cllr Holland – **DISCUSSED** to be put back on next meeting agenda. Cllr Holland to draft a letter with survey and share with the rest of the Cllrs, prior to EOM meeting to be confirmed as pt18 of this agenda.
- **RATIFICATION** of payments:  
Mills Hall Trust Grant £500.00 – Approved before re-election by Cllr Harry and seconded Cllr Holland  
Control Print £641.00 INV30083 – Approved – Proposed Cllr Large, seconded Cllr Alridge  
Gallagher Insurance £743.11 – Approved - Proposed Cllr Holland, seconded Cllr Alridge  
Aalgaard Renshaw £276.00 Internal Audit – Approved – Proposed Cllr Alridge, seconded Cllr Holland.

#### 11. AGAR

- The Annual Internal Audit report is received and noted – **DISCUSS** – Fair and no great concern. An Annual Parish Meeting will be held in 2026 as well as AGM in June 2026.
- The Annual Governance Statement – **DISCUSS and Approve** – Completed and signed by Cllr Holland
- The Accounting Statements – **DISCUSS and Approve** – Chair to sign statement – Completed and signed by Cllr Holland
- Certificate of Exemption – **DISCUSS and Approve** – Signed by RFO & Cllr Holland
- The commencement date for exercise of public rights – **DISCUSS and AGREE** – Announcement 30<sup>th</sup> June 2025 starts 1<sup>st</sup> July 2025 until 11<sup>th</sup> August 2025. This will be displayed on the notice board and website.
- Conflict of Interest statement for BDO – **DISCUSS and AGREE** No conflict – completed and signed by Cllr Holland

12. **Annual Insurance Renewal – DISCUSS Renewal & RATIFY** – Payment approved for Insurance as confirmed in P10 of this agenda. Agreed continuation with Gallagher Proposed by Cllr Holland and seconded by Cllr Large.

13. **Land on Pennance Road asset, Tree Works, Felling and Japanese Knot Weed – DISCUSS & AGREE** – Trees are going to be felled along the electrical lines but no date for commencement at the time of this meeting.

- **Birch Utilities Quote** – Received to remove 10 dead ash trees and enormous sycamore tree and to leave wood on site £6,500.00
- The council have received 2 quotes to undertake a tree survey to confirm the works required. Agreed to proceed with Objective Tree Consultancy at £270.00 and then quotations to be sought for the work required

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once the survey has been completed. Proposed Cllr Holland, seconded Cllr Large. Cllr Holland to contact consultant to instruct to proceed.

- Burnt out truck has been reported to Council Highways. The vehicle responsibility sits with the owner and Cornwall Council.
- 20mph signs have now been made visible.

To be reviewed again at next Parish Council Meeting.

**14. Allotments** – Cllr Alridge to report

- 4 plots of going concern with non-attendance. To be reviewed again at next Parish Council meeting.
- Cllr Alridge is looking to form a small committee of allotment holders to assist.

**15. Pound Field Update-** Cllr Holland to report – to **DISCUSS**

- Flag Iris has been offered so will be collected and sited at the Pound Field.
- Plaque for the bug hotel to be made from the St Day & Carharrack children's artwork – Clerk & Cllr Holland to organise.
- Conservation sign also to be designed with 'Please keep dogs on leads'.
- Concerns raised in relation to dog faeces increase on Squire Lane – Parish Council to target and raise awareness.

**16. Summer Family Activities Update** – **DISCUSS** – Clerk updated with proposed events so far, dates to be confirmed at EOM as per p18.

**17. Scarecrow Competition** – Update on event **DISCUSS and AGREE** – Theme 'Pirates and Mermaids' and date of judging to be held on 16<sup>th</sup> August 2025. Clerk to design poster and bring to EOM.

**18. EOM Proposal Date 7<sup>th</sup> July 2025** – Agreed 7pm Annexe Mills Hall

**19. Litter at Carn Marth – Lanner Parish Council Email**

- Cllr Holland attended before this meeting. There is a coded padlock in situ now and all Cllrs confirmed that we are happy to work in conjunction with Lanner Parish Council. Cllr Holland will continue to monitor. Clerk will look to contact Kitts Cottage Owner and advise of issue alongside Lanner Clerk.

**20. Agenda Items - To NOTE** any items for the next Parish Council Meeting

- CAP meeting - Cllr Holland to attend.
- Paperwork received from Andrew Harry for consideration to be co-opted on to the Parish Council. Cllrs requested Clerk to contact electoral team to gain advice on next steps.

Meeting closed 9:20pm

BHLS  
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