

## Altarnun Annual Parish Meeting 2025

**DRAFT Minutes** of the Annual **Altarnun Parish Meeting** held at Altarnun Village Hall, Wednesday 14th May 2025 for which parishioners gathered at 7.30pm.

**Attendance:** Cllr Craig Dowler, Cllr Debra Branch, Cllr Chris Bloomfield, Cllr Matthew Halls, Cllr Steve Masters, Cllr Jason Kendall, Cllr Glynn Pooley, seven parishioners and the Altarnun parish clerk.

- The Altarnun Annual Parish Council report was delivered. Is published at [altarnunparish.co.uk](http://altarnunparish.co.uk).

- The Altarnun Ward Councillors report was delivered. Is published at [altarnunparish.co.uk](http://altarnunparish.co.uk).

- Reports from parish clubs & organisations were delivered on behalf of : Altarnun Knit & Natter, Altarnun Chatterbox, Altarnun Craft & Produce Market, Altarnun Community Lunches, Penpont Players, Altarnun Short Mat Bowls Group, Altarnun Twinning Assn, Altarnun Walkers, Altarnun Local History Society, Tre Pol Pen- Altarnun Parish News, Altarnun Village Show, Fun on the Green, Altarnun Fun Fortnight, Altarnun Christmas Lights, Altarnun Church Hall, Nonnas Crafters & Altarnun Village Hall. All are published at [altarnunparish.co.uk](http://altarnunparish.co.uk).

- Date of next year's Annual Parish Meeting was announced and is expected to be Wed 6<sup>th</sup> May 2026.

**The meeting closed at 8.27pm.**

## Altarnun Parish Council "RO AN HAL"

**DRAFT Minutes** of the **Annual Meeting of Altarnun Parish Council (APC)** held at Altarnun Village Hall, Wednesday 14th May 2025 which commenced 5 minutes after the conclusion of the Annual Parish Meeting.

**APC members present** Cllr Dowler (Chair), Cllr Bloomfield, Cllr Branch, Cllr Pannell (joined meeting in progress), Cllr Pooley, Cllr Masters, Cllr Kendall & Cllr Halls. **Also present:** Mr R Turner – Parish Clerk & one member of the public.

**66/25 Election of Chair.** After an invitation for members to stand for election only Cllr Dowler accepted and in open voting, received 6 votes and elected chair for 12 months and signed the Chairmans Declaration of Acceptance of Office dated 14.5.2025.

**67/25 Delivery of councillors Declarations of Acceptance of Office and agreeing action for any absent councillor.**

The clerk confirmed that all members present & Cllr Vickery had signed their Declaration of Acceptance of Office 2025-2029, in the presence of the clerk, prior to the start of this meeting. Cllr Pannell, if attending this meeting, would sign his prior to being allowed to enter the meeting.

The clerk advised that two seats on APC remain vacant after the Town & Parish Council election held 1.5.2025 and these will be filled by co-option under instructions to be received from Cornwall Council Electoral Services.

**68/25 Election of vice chair and councillor administration roles.**

After an invitation for members to stand for election only Cllr Bloomfield accepted and in open voting, received 6 votes and elected vice chair for 12 months. Cllr Branch was appointed finance verification officer and Community Area Partnership representative.

**69/25 Members apologies for absence.** Apologies received from Cornwall Cllr Parsons & Cllr Vickery.

**70/25 Members Declaration of Interest and requests for dispensations.**

Cllrs Hall & Branch had declared a pecuniary interest in agenda item 84/25 as being resident in Penpont View as disclosed in their Register of Interests. No requests for dispensations were received.

**71/25 Members of the public and Ward Councillor's invitation to address the meeting.** No address was made.

**72/25 To approve the minutes of the APC Council meeting held on 2<sup>nd</sup> April 2025**

It was proposed by Cllr Branch, seconded by Cllr Masters, then **resolved** that the minutes of the APC meeting held on 2<sup>nd</sup> April 2025 were correctly recorded and that they be signed by the Chair. Cllr Dowler signed the minutes.

**73/25 Matters arising from minutes of APC Annual Council meeting 2<sup>nd</sup> April 2025 and not included in this agenda.**

There were no matters arising.

**74/25 Finance Matters.**

**RFO Report:**

-Funds received 7.4.2025 £9750 Cornwall Council re Precept 2025A

-Funds received 22.4.2025 £210 cemetery fees

-Funds received 30.4.2025 £17.87 reserve bank account interest April 2025.

-Bank as at close 30.4.2025 £29130.33 credit.

-Internal audit 2024/25 completed by Mrs Linda Coles 1.5.2025. No issues found.

-Following recent changes to National Insurance, advice received to pay clerk on a monthly cycle to mitigate cost increases..

**Accounts payable:**

-£150.48 Payline – payroll services 2024/25. Chq 1500

-£40.23 Amazon – Office supplies (cashbook and printer inks) Chq 1501

-£180 Mrs L Coles –Annual internal audit fee. Chq 1502

-£721.70 Clerks salary Apr-May 2025. Chq 1503

£14.94 Safeguard ICT – Annual fee for APC web site domain name. Chq 1504

-£40 AAV Services – Bolventor grass cut April 2025. Chq 1505

-£2090.70 Smart Brothers -Maintenance £312, plants £36, bunting £11.98, grass cuts £208, toilet cleans £216, first twice yearly footpath cut £850 & toilet consumables £264.72. Chq 1506

Cllr Dowler proposed to raise payment for these seven items, Cllr Kendall seconded, it was **resolved** to pay these accounts. Cllr Dowler signed the schedule of payments.

#### **75/25 To resolve to approve APC Annual Governance Statement 2024/2025**

Details circulated to APC members prior to this meeting and published with the agenda for this meeting. Cllr Branch proposed to approve the statement, Cllr Pooley seconded, and it was **resolved** to approve the statement. The Chair and clerk signed the statement.

#### **76/25 To resolve to approve APC Annual Accounting Statement 2024/2025**

Details circulated to APC members prior to this meeting and published with the agenda for this meeting. Cllr Halls proposed to approve the statement, Cllr Pooley seconded, and it was **resolved** to approve the statement. The Chair signed the statement that had been signed by the clerk prior to the meeting.

**77/25 To advise Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return for 2024/25 commencement and ending dates.** The clerk advised dates as being 3.6.2025 until 14.7.2025 and confirmed the notice will be published on the APC website by 30.5.2025.

#### **78/25 To record and agree the report of any conflict of Interest with BDO LLP (2024/2025 external auditors for APC).**

No members had reported a conflict of interest, and the clerk undertook to report accordingly.

#### **79/25 Review inventory of land and assets including buildings and office equipment including confirmation of arrangements for insurance cover in respect of all insured risks.**

The RFO confirmed that the current APC asset register had been circulated to all members prior to the meeting and included the title numbers of all land under the councils ownership that has been registered at HMLR or was in course of registration. Also that the insurance policy covering buildings and office equipment had also been circulated to APC members prior to the meeting. The policy confirms the insured risks are adequate, with the exception of Altarnun & Bolventor war memorials where no reinstatement value is quoted. The clerk undertook to obtain these values and advise the insurance company in time for renewal of the policy due 1.6.2025.

#### **80/25 Review of APC and staff subscriptions to other bodies, the council's complaints procedure, the council's procedures for handling requests made under the Freedom of Information Act 2000, the Data Protection Act 2018 and undertake a review of APC governance documents published on the councils web site, including APC Risk Management Policy and Risk Register. Review and adoption/re adoption of appropriate standing orders and financial regulations. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities. Review of representation on or work with external bodies and arrangements for reporting back.**

The clerk advised that after review, an annual subscription is paid for membership to Cornwall Assn of Local Councils. Annual payments are due for insured risks, audits, ICO registration, web site hosting and internet domain name fees. Also, relating to all other procedures and documents mentioned above, and as currently published on the council's web site, a review found them to be satisfactory, with the exception of the risk register which needs updating and is to be tabled at a future meeting for approval and adopting. The clerk also confirmed that no arrangements, charters or agency agreements exist with other local authorities and likewise any contributions to expenditure incurred by other local authorities. APC is represented on the Community Area Partnership as advised in minute 68/25.

Cllr Kendall proposed that following the review of the existing standing orders and financial regulations (v 6.24) as currently published be re-adopted for the next 12 months or until a revision is recommended by NALC/CALC. Cllr Pooley seconded and it was **resolved** to re-adopt the standing orders and financial regulations as they stand.

#### **81/25 Planning Applications: Statutory consultee comments were requested by the LPA for:**

**-Application PA25/02430 Proposal** Two storey extension to dwelling with balcony and external steps. **Location** Tremelyn Altarnun. **Applicant** Mr A Burford.

After discussion and clarifying the planning documents, Cllr Masters proposed & Cllr Dowler seconded to approve the following consultee comment to CC Planning & Sustainable Development Office, which was unanimously **resolved**: *Altarnun Parish Council has no objections to the proposals as submitted*

**-Application PA25/01662 Proposal** Minor internal alterations to property and installation of secondary glazing to existing historic windows. Infill of existing swimming pool and installation of new greenhouse over and adjustment to entrance drive into property. **Location** Carne Manor Altarnun **Applicant** Mr & Mrs Moore

After discussion and clarifying the planning documents, Cllr Bloomfield proposed & Cllr Dowler seconded to approve the following consultee comment to CC Planning & Sustainable Development Office, which was unanimously **resolved**: *Altarnun Parish Council has no objections to the proposals as submitted*

**Cllr Pannell signed his Declaration of Acceptance of Office 2025-2029 outside of the meeting room in the presence of the clerk, then entered the meeting room and joined the meeting.**

**-Application PA25/01663 Proposal** Listed building consent for minor internal alterations to property and installation of secondary glazing to existing historic windows. Infill of existing swimming pool and installation of new greenhouse over and adjustment to entrance drive into property. **Location** Carne Manor Altarnun **Applicant** Mr & Mrs Moore  
After discussion and clarifying the planning documents, Cllr Masters proposed & Cllr Bloomfields seconded to approve the following consultee comment to CC Planning & Sustainable Development Office, which was unanimously **resolved**: *Altarnun Parish Council supports this application*

**82/25 Planning Decisions: PA25/01579 & PA25/01215** were reported as approved by the LPA.

*For further details about any planning decision, note the application reference number and go to the Cornwall Council website <http://planning.cornwall.gov.uk/online-applications/>*

**83/25 Pre-Application Planning Cases:** Reported for information only: PA25/00317PREAPP & PA25/00232 PREAPP

*For further details about any pre application planning case, note the application reference number and go to the Cornwall Council website <http://planning.cornwall.gov.uk/online-applications/>*

**Cllrs Branch and Halls left the meeting room.**

**84/25 Penpont View, including ongoing matters and devolution of grass cutting and approval of management agreement with a required safeguarding policy, noted therein.**

Members discussed a management agreement received from Cornwall Council, which was published with the agenda for this meeting, to maintain by cutting the large open space at Penpont View together with the small grassed area to the left hand entrance of the estate. Cllr Dowler proposed that APC enter into the agreement, with a start date of 4.7.2025, by signing and returning a copy of the agreement to Cornwall Council, noting that a Safeguarding policy needs to be in place. Cllr Masters seconded the proposal, and it was **resolved** that the clerk should sign and return the agreement to Cornwall Council and advise that a Safeguarding Policy will be adopted at the next full parish council meeting and then published on the APC web site. After a follow up discussion, Cllr Kendall proposed that quotes from contractors for these works be invited and submitted to APC by 20.6.2025 and will be requested by way of advertising on the APC web site and notice boards, in the Tre Pol Pen (parish magazine) & and on the Altarnun Village Facebook page.

The clerk undertook to keep the Community Link Officer advised with a request that Cormac maintain their cutting schedule until the start date of the management agreement.

**Cllrs Branch and Halls returned to the meeting room and rejoined the meeting.**

**85/25 Cemetery. To include annual cemetery safety inspection & review of fees.**

Cllr Dowler confirmed the annual maintenance and safety inspection had been completed which raised no concerns or issues and confirmed that all risks had been mitigated. A signed report was handed to the clerk.

After discussion, Cllr Kendall proposed that all current cemetery fees be increased by 5% with effect from 1.6.2025. Cllr Halls seconded the proposal which was **resolved**. The clerk undertook to publish the increases accordingly.

**86/25 Correspondence – for information only.**

-Cornwall Council – road closure 2.6.2025-11.7.2025 Bowithick to Trebray.

-Payline – advice received to pay clerk on a monthly basis in future, to lessen incidence for National Insurance following recent increase and lowering of threshold.

-Various NALC, CALC & Cornwall Council briefings.

**87/25 Advise venue, time & date of the next council meeting, expected to be at Altarnun Village Hall, Wednesday 4th June 2025 at 7.30pm. Also, next annual council meeting expected to be Wednesday 6<sup>th</sup> May 2026 to be held at Altarnun Village Hall.**

**Cllr Dowler confirmed these arrangements, and closed the 2025 Annual Council Meeting at 9.50 pm.**