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Parish Rooms
Breage
Helston
TR13 9PD

**DRAFT MINUTES OF THE PARISH COUNCIL MEETING TO SET THE PRECEPT FOR 2010/2011 HELD IN
THE PARISH ROOMS BREAGE AT 7.00 pm ON TUESDAY 27 OCTOBER 2009**

Present: Cllr J Keeling (Chairman)
Cllr Mrs P Darby
Cllr P Greenough
Cllr Mrs A Greenstreet
Cllr G Higginson
Cllr Ms C Rashleigh
Cllr Mrs R Wyvern Batt

2 Members of the Public
Mrs C Macleod (Clerk)

The Chairman welcomed everyone to the meeting.

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Nicholls and Best who were both in London, Cllr Ackland who had another meeting to attend and Cllr Phillips who had a medical appointment

2. DECLARATION OF INTERESTS

To note declarations of interest in accordance with LGA 2000 - Members and officers to declare personal and prejudicial interests (including details thereof)

a) in respect of any items on this agenda

The Chairman asked the Clerk to make his usual declaration for item 6, Planning, that states, 'As a reserve member of the Planning West Committee I will not make a final decision on any planning matter until I have heard all the evidence and arguments'. The Clerk declared personal and prejudicial interest in item 11, Clerk's Salary.

b) in respect of gifts of a value of more than £25

There were none.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman announced that he had represented the Council at the Mayoral Civic Parade and Service at St Bartholomew's Church, Porthleven. The service was followed by tea and pasties.

4. PUBLIC PARTICIPATION

The meeting was closed for Public Participation at 7.02 p.m. No-one wished to partake and the meeting was re-opened at 7.03 p.m.

5. ELECTED COUNCILLOR

In the absence of Cllr Best this item was deferred to the next meeting.

6. PLANNING

a) TO CONSIDER PLANNING APPLICATIONS RECEIVED FROM CORNWALL COUNCIL

PA09/01249/F – Mr & Mrs C Upton – Chy An Mor, 13 Trewartha Road, Praa Sands, PENZANCE, Cornwall TR20 9ST

Erection of extension to dwelling

There being no problems with this application, **it was proposed by Cllr Keeling, seconded by Cllr Higginson and unanimously resolved to support the application.**

PA09/01344/F – Mr C Kelly – Headlands, Shute Hill, Breage, Helston, Cornwall TR13 9PD

Erection of recreational chalet in garden

It was proposed by Cllr Keeling, seconded by Cllr Higginson and unanimously resolved to support this application, stating that Council would not like to see it being used for residential purposes or as a holiday let.

TO CONSIDER ADDITIONAL PLANNING APPLICATIONS RECEIVED AFTER PUBLICATION OF THE AGENDA UP TO 12 NOON ON FRIDAY 23 OCTOBER 2009

PA09/01367/F – Mr & Mrs Edwards – Driftwood, Pengersick Lane, Praa Sands, PENZANCE, Cornwall TR20 9SL

Erection of dormer extension and conversion of loft into living accommodation

It was proposed by Cllr Keeling, seconded by Cllr Higginson and unanimously resolved that this application be supported.

7. FINANCE

a) Payments

no.	Name	cheque		Net	VAT	Total
71	PCC of Breage RTS (Garden Services) Ltd	102678	S137 grant+backpay Clock maintenance	£100.00		£100.00
72		102680	Invoice 12 Paths 43&33	£120.82	£18.12	£138.94
73	R W Beard	102681	Lay-by A394 2 cuts B&G greens/Cemetery/Amenity Seat at Praa Sands	£40.00		£40.00
74	EDF Energy	dd	Electricity Streetlights	£598.08	£89.71	£687.79
75	BT	dd	Telephone	£67.21	£10.08	£77.29
76	Martin Luck	102682	Ink + Stationery	£71.12	£10.67	£81.79
77	Gigabyte Computers	102683	Ink	£13.90	£2.09	£15.99
78	Brother UK Ltd	102679	Repair to printer	£80.00	£12.00	£92.00
				£1,451.13	£142.67	£1,593.80
	Mrs C L Macleod	102684	Clerk'sSalaryOctober+backpay to 1/4/09			
	PO Ltd HMRC	102685	PAYE	£183.80		£183.80
	PO Ltd HMRC	102685	Employer's NI	£125.73		£125.73
				£309.53		£309.53

£1,760.66 £142.67 £1,903.33

As Cllr Nicholls had been unable to check the payments the Chairman confirmed that he had checked them. The Clerk apologised and asked that amendments to the PAYE and National Insurance figures be noted: PAYE £183.80, NI £125.73, a total of £309.53, making final totals £1,760.66, £142.67 and £1,903.33. These were noted.

It was proposed by Cllr Higginson, seconded by Cllr Greenough and unanimously resolved that the payments as listed above be approved for payment.

b) TO DISCUSS AND SET THE PARISH COUNCIL PRECEPT FOR THE FINANCIAL YEAR 1 APRIL 2010 TO 31 MARCH 2011

Councillors had received notes and a copy of the recommended Precept/Budget issued by the Accounts Team after their meeting on 21 October 2009.

Increasing the Precept to £45,000, (a £7,000 increase on the previous year), left little money for spending other than on the normal Council running costs, general repairs & maintenance within the Parish, grass cutting and Streetlighting costs. The Chairman explained that only £3,100 had been allocated for grants, £500 for each local group that had applied and £100 for the British Legion. He explained that the groups would be guided towards other funding sources from where further grants may be requested. The Chairman had agreed to forego his expenses this year and next. It was thought prudent not to allocate towards capital expenditure next year and to reduce other payments. The Chairman added that a great deal of work has been carried out over the last few years.

Bank interest has dropped dramatically this year and grants that were to have been sourced have not come to fruition. Consequently the carried forward figure for 2010/2011 is expected to be as little as £2,950, £2,340 of which is Praa Sands allocation.

The Clerk was asked about the cost of the election. She had received the invoice and the charge is £2,647.63 plus VAT. This was more than the £1,900 estimate by Cornwall Council as travelling time, the hire of premises and the postage for postal votes had been unknown quantities at that time.

The Chairman said that he would assist in looking for grant funding for items such as a new carpet and loft insulation for the Parish Rooms.

How money has been received and spent so far this year can be seen from the set of figures below:

	2008/2009	2009/2010	2009/2010	2010/2011
RECEIPTS	Actuals	Budget	Actuals	Plan
Precept	£32,000.00	£38,000.00	£38,000.00	£45,000.00
Breage Cemetery	£1,148.00	£1,000.00	£691.00	£800.00
Cemetery Gift	£2,000.00			
General Admin	£28.40	£30.00	£56.45	£40.00

Grants	£12,787.54	£7,000.00		89/09
Grant Allotments			£4,000.00	
Transfer to Breage Allotment Growers			-£4,000.00	
VAT Recovered	£3,722.42	£3,000.00	£2,624.21	£3,000.00
Cancelled Cheques	£20.00			
Footpaths repayment from CCC	£3,113.01	£3,500.00	£1,708.52	£3,500.00
Bank Interest	£340.27	£800.00	£4.89	£10.00
Insurance Claim	£535.14			
TOTAL INCOME	£55,694.78	£53,330.00	£43,085.07	£52,350.00
PAYMENTS	Actuals	Budget	Actuals	Budget
Administration				
Salaries	£11,086.24	£13,800.00	£8,486.85	£15,500.00
Expenses	£46.00	£300.00		£100.00
Travel	£159.13	£300.00	£107.11	£200.00
Employer's National Insurance	£723.23	£1,030.00	£659.82	£1,250.00
Chairman's Expenses	£70.00	£100.00		
Caretaker Honorarium	£275.00	£360.00	£150.00	£360.00
Councillor and/or Clerk Training	£289.00	£1,200.00	£229.50	£500.00
Councillor Travelling Expenses	£216.32	£500.00		£100.00
Bank charges		£120.00		£50.00
Audit Commission/Internal Audit	£435.00	£600.00	£560.00	£600.00
Insurance	£940.82	£1,200.00	£911.46	£1,200.00
Stationery/Postage/Sundry office expenses	£1,060.17	£1,200.00	£773.58	£1,200.00
Subscriptions (CALC, Open Spaces etc)	£702.55	£800.00	£702.70	£800.00
Advertising & Website	£625.60	£800.00	£193.80	£300.00
Election Expenses Provision		£500.00		£2,000.00
Legal Expenses	£520.00	£1,500.00		£500.00
Parish Rooms				
Electricity	£865.68	£1,000.00	£323.62	£900.00
Telephone	£230.13	£500.00	£193.95	£300.00
Water	£42.16	£100.00	£23.08	£60.00
Maintenance/Repairs/Renewals	£3,729.66	£3,200.00	£1,130.47	£1,500.00
Rates	£286.44	£350.00	£300.70	£350.00
General Maintenance, Repairs, Cleaning				
Notice Boards/Benches/Signposts/Fences	£531.13	£1,000.00	£516.18	£1,000.00
Handyman Miscellaneous Expenses	£78.00	£1,000.00		£1,000.00
Bus shelters	£2,907.04	£500.00	£306.41	£500.00
Cemetery	£1,374.28	£500.00	£79.47	£500.00
Open Spaces		£2,000.00	£7,482.00	£1,000.00
Street Lighting				
Routine Maintenance	£1,832.12	£2,500.00	£906.06	£2,000.00
Non-routine Maintenance	£3,065.05	£4,000.00	£4,470.28	£4,000.00
Electricity	£2,597.51	£4,500.00	£1,793.43	£3,000.00
Other Expenditure				
Contracts Grass/	£3,830.00	£4,000.00	£3,000.00	£4,000.00
Footpaths	£3,113.01	£4,200.00	£3,078.38	£3,500.00
Amenity Area	£86.00		£72.00	
Donations/section 137				
Grants s137	£5,200.00	£6,800.00	£5,450.00	£3,000.00
Other grants/donations			£1,100.00	£100.00
Capital Expenditure		£4,770.00		
Disability discrimination		£200.00		£200.00

				90/09
Contingencies		£500.00		£500.00
TOTAL EXPENDITURE	£46,917.27	£65,930.00	£43,000.85	£52,070.00
VAT	£3,531.15		£2,799.06	
	£50,448.42		£45,799.91	
FINANCIAL STATEMENT 26 October 2009				
Balance brought forward			£22,849.24	
Add income to date			£43,085.07	
Deduct expenditure to date			-£45,799.91	
			£20,134.40	
expected receipts			£1,900.00	
expected payments			-£19,082.63	
			£2,951.77	

After discussion it was proposed by Cllr Keeling, seconded by Cllr Rashleigh and unanimously resolved that Breage Parish Council Precept for 2010/2011 be set at £45,000 on a total expenditure of £52,070, with the difference of £280 being met from Parish balances.

8. TO RECEIVE ADVANCE NOTICE OF ITEMS FOR NEXT AGENDA

There were no items

9. DATE AND TIME OF NEXT MEETING - Tuesday 3 November 2009 at 7.00 p.m.

The Chairman thanked members of the public for their attendance.

10. EXCLUSION OF PRESS AND PUBLIC

It was proposed by Cllr Keeling, seconded by Cllr Higginson and unanimously resolved that members of the Press and Public be excluded from the meeting on the grounds that the agenda items below be discussed, due to the likely disclosure of exempt information as defined in Part 1, schedule 12A of the Local Government Act 1972

11. CLERK'S SALARY

- a) To authorise salary increase in accordance with revised scales National Salary Award for Local Council Clerks
- b) To consider increase in casual user car allowance
- c) To increase Annual Leave allowance in addition to public and bank holidays from 20 to 21 days a year (part-time pro rata)

It was proposed by Cllr Keeling, seconded by Cllr Higginson and unanimously resolved that the Clerk's salary be increased in accordance with revised scales National Salary Award for Local Council Clerks:

From 1 April 2009 to 30 April 2009 £8.661 to £8.747 per hour and from 1 May 2009 £9.161 to £9.253 per hour, that casual user car allowance remain at 53p per mile and that annual leave allowance be raised from 20 to 21 days, (pro rata), in addition to public and bank holidays.

The Chairman will write to inform the Clerk of these decisions

12. CORRESPONDENCE RECEIVED BY CLERK

The Clerk had received an application for co-option to Breage Parish Council after the closing date. This letter had been left at her home by the applicant. She had received advice from CALC in that if the Council considered this late application it could lead to alternative criticism as there may be others who missed the deadline. As the Council is obliged to co-opt as quickly as possible CALC had advised that the Council continue with the co-option process at its next meeting.

It was proposed by Cllr Keeling, seconded by Cllr Higginson and unanimously resolved that the Clerk reply to the applicant saying that their application would be welcomed in due course should another vacancy occur but that their present application was submitted too late and unfortunately could not be considered for the reason advised by CALC.

It was added that the Clerk should request that future correspondence please be delivered to the Parish Rooms and not to the Clerk's home address.

There being no further business, the meeting closed at 7.37 p.m.