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Parish Rooms  
 Breage  
 Helston  
 TR13 9PD

**MINUTES ANNUAL PARISH COUNCIL MEETING HELD IN THE PARISH ROOMS BREAGE  
 AFTER THE ANNUAL PARISH MEETING ON TUESDAY 3 MAY 2016**

Present: Cllr Mrs R Wyvern Batt (Chairman)  
 Cllr T Ackland  
 Cllr H Bradford  
 Cllr Mrs T Board  
 Cllr S Caddick  
 Cllr T Coleman  
 Cllr Mrs P Darby  
 \*Cllr P Greenough  
 Cllr G Higginson  
 Cllr Ms C Rashleigh

Mrs C Macleod (Clerk)  
 10 Members of the Public

The Chairman welcomed everyone to the meeting and wished them a Good Evening, telling them that the meeting would be recorded.

**1. FIRE EVACUATION PROCEDURE**

The Clerk read this out.

**2. APOLOGIES FOR ABSENCE**

a) To receive apologies for absence

Apologies for absence were received from Cllr La Borde who was on holiday; Cllr Best who was in the Scillies for the Gig racing. And Cllr Keeling who was not well enough to attend.

**3. ELECTION OF CHAIRMAN FOR THE YEAR 2015/2016**

**Cllr Wyvern Batt, agreeing to stand was proposed by TA, seconded by TB and elected as Chairman of Breage Parish Council 2015/2016 by 9 votes for and 1 against.**

**4. TO RECEIVE CHAIRMAN'S DECLARATION OF OFFICE**

Cllr Wyvern Batt thanked the Councillors, completed and signed her declaration her declaration of office. This was countersigned by the Clerk.

**5. ELECTION OF VICE-CHAIRMAN FOR THE YEAR 2015/2016**

**Cllr Greenough was nominated by GH but this was not seconded.**

\*PG verbally resigned and left the room.

**Cllr Rashleigh, agreeing to stand was proposed by HB, seconded by TB and elected as Vice-Chairman of Breage Parish Council 2015/2016 by 9 votes for and 1 against.**

The Chairman invited CR to sit at the top table which she did. The Clerk explained that she would need to control the projector and recorder.

**6. TO RECEIVE NOMINATIONS OF COUNCILLORS TO BE PART OF PARISH COUNCIL WORKING GROUPS/TEAMS AND/OR OUTSIDE ORGANISATIONS 2015/2016**

The Clerk asked if one resolution could be made once all names of volunteers had been listed. This was proposed by RWB, seconded by TA and unanimously resolved.

Accounts Team: 3 Members.

**It was stated that both the Chairman and Vice-Chairman will also be Members of this Team and that they may attend any of the Group/Team meeting.**

At this point CR stated that she did not wish to be on the Accounts Team. She verbally resigned as Vice-Chairman and returned to a seat among the other Councillors.

**It was proposed by TC, seconded by TA and unanimously resolved that the position of Vice-chairman be discussed at the next meeting.**

**KLB had previously confirmed with the Clerk her agreement to stand. SC wished to stand down. GH agreed to stand and AB was named.**

Affordable Housing: 3 Members

**TC and CR agreed to stand and AB was named.**

Breage Playing Field Committee Representative: 1 Member

**CR agreed to stand.**

Carleen Village Hall Committee Representative: 1 Member

**PD agreed to stand.**

Cemetery: 1 Member

**AB was named.**

Footpaths: 2 Members

**TC and PD agreed to stand**

Health and Safety/Risk Assessment/ Fire: 1 Member, 1 Deputy:

**TA and HB agreed to stand.**

Parish Employment Working Group: Chairman and 1 Member:

**RWB and HB agreed to stand.**

Praa Sands: 2 Members:

3 Members were named. **KLB had previously confirmed with the Clerk her agreement to stand. TB and TC agreed to stand.**

Streetlights: 2 Members

**TA and HB agreed to stand.**

Sub-committee Praa Sands Toilets: 3 Members

**KLB had previously confirmed with the Clerk her agreement to stand. TC and GH agreed to stand.**

**The above members, as listed, were nominated by TA, seconded by GH and unanimously elected.**

## 7. UPDATING OF COUNCILLORS' FINANCIAL AND OTHER INTERESTS

Councillors must check their original register of interests and sign form RI/1, indicating if there are any amendments thereon. Councillors may amend their current forms and sign the alteration or if they prefer, complete a new form. This should be done before the meeting, if possible, or immediately on arrival to ensure that voting during the meeting is legal.

No amendments were made.

## 8. DECLARATION OF INTERESTS

a) Cllr Mrs T Board's permanent declaration of interest in accordance with LGA 2000: My beneficial interest in Breage Parish Council owned land registered V.G.621 Praa Green, is that my adjoining property has gate access.

**b) To note declarations of interest in accordance with LGA 2000 - Members and officers to declare non-registerable interests or disclosable pecuniary interests (including details thereof) in respect of any items on this agenda and unless you have the benefit of a current and relevant dispensation in relation to these items you must:**

- (i) not participate, or participate further, in any discussions of these items at the meeting;
- (ii) not participate in any vote, or further vote, taken on these items at the meeting; and
- (iii) remove yourself from the meeting while any discussion or vote takes place on these items, to the extent that you are required to absent yourself in accordance with the Council's Standing Orders or other procedural rules.

**Where a Member has a non-registerable interest in an item that does not benefit from a valid dispensation and that interest only arises from the Member's participation in or Membership of a body whose objects or purposes are charitable, philanthropic or otherwise for the benefit of the community the Member may, (with the permission of the Chairman of the meeting or until such time as the Chairman directs the Member to stop) address the meeting to provide such information as they reasonably consider might inform the debate and decision to be made before complying with b)**

The Clerk declared a pecuniary interest in item 36 as it was to do with her appraisal, etc.

**c) To take consideration of written requests for dispensations**

There were none.

**d) Members to give consideration as to whether their Register of Interest forms are fully up to date**

No declarations were made.

## 9. CONFIRMATION OF MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD ON 5 APRIL 2016

The Chairman led Members through each page of the minutes asking for accuracy corrections. **It was proposed by TA, seconded by SC and resolved with one abstention that the minutes of the Ordinary Parish Council Meeting on 5 April 2016 be signed, with 1 amendment, as a true and correct record.**

The amendment was: Page 30/16, 11b) Footpaths, delete 'path 20' and insert 'path 16'.

## 10. POLICE REPORT

**a) To receive and discuss any police report received and other police matters**

None had been received.

## 11. PUBLIC PARTICIPATION

- a) Each member of the public is entitled to speak once only in respect of business itemised on the agenda or in respect of something they wish to bring to the Parish Council's attention for inclusion on a future agenda and may speak for a period of time which is at the Chairman's discretion
- b) A question asked by a member of the public during this public participation session shall not require a response or debate
- c) The Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for oral response or to the Clerk for a written or oral response
- d) A record of the public participation session shall be included on a separate page in the minutes of the meeting

Public Participation was held here from 7.04 to 7.16 p.m.

## 12. REPORT FROM CORNWALL COUNCILLOR

As Cllr Keeling was not present the Clerk read out his report:

'Full council on the 26th saw a lively debate on the issue of the government's plan to force academies on schools. The word "forced" was the real basis of the debate and not the prospect of our schools becoming academies; and with all of the Lizard now Multi Academy Trusts and the rest of the Helston-Lizard area following suit voluntarily it means that the government and not the local authority will be responsible for running our schools. Nevertheless, the council will still retain the responsibility for school admission and ensuring the needs of vulnerable pupils are met, support for children with SEN, corporate parenting, a champion for all parents and families and coordinating admissions and admission appeals. I have been helping out when I could, with by elections in North Cornwall and it seems that a couple more will be on the cards for July in the Newquay and North Cornwall area. As the official Leader of the Opposition at County Hall, I meet regularly with the new CEO Kate Kennally and also the leader of the council John Pollard to discuss whether the council is achieving decent and meaningful outcomes for all our residents and how these can be measured to enable services to be delivered better. Listening to what people say is a good start!

'More importantly, I have been trying to sort out a number of matters within the division passed on to me by my partners (Parish Councils) and local people. Enforcement matters are a never ending source of irritation to our communities and without pointing fingers at anyone they are being looked at by our officers and report back to me in due course. I have met with Carolyn Drayson of Troon Row about the condition of what is a byway which serves as an entrance to the row of properties in Troon Row. I recall the tarmac surface being installed as a one-off to the entrance where the byway meets the highway as a sustainable solution to alleviate the pressure on the junction at that point. The rest of the byway is considered to be at a standard commensurate with a byway and repair work would be like-for-like surfacing materials on the unbound surfaces. I would like to meet with Carolyn and her neighbours this month at my surgery to discuss a course of action, which is similar to the problem I encountered in Hendra Close, Ashton.

'The problem of Water Lane in Trescowe was brought up again and I am seeking a solution to the severe flooding along the lane with Mr. Duncan Smith who lives in Trescowe and runs a Community Interest Company, called the Pegasus Award. The offer is help from youth volunteers and I am working in partnership with Hamish Gordon and Mr. Duncan to get the work underway using hand tools only to dig out the silt and create banks that divert the water back into the main channel. I have offered some financial support for tools etc. to Mr. Duncan and his team. I met with the Godolphin Association earlier this month on the issue of the potential sale of the Methodist church, presently a venue for two youth groups and other activities such as "WOW". This would be a sad loss and fund raising as begun in earnest to raise the money to buy the building, and I have granted £500 to kick start the process. I am in contact with Andrew (Scooby) Plenty to try and help, where possible, with his project to find and create a bespoke venue for youngsters to play music. You will recall that the playing of heavy metal music in Scooby's garage in Praa Sands provoked a local, national and international stir when the group the "Foo Fighters" got involved; but hopefully peace and harmony as now been restored in our favourite seaside location. Of course I was in contact with the neighbours as well to try and balance out the matter.

'Whilst I am reporting Praa Sands, Cormac Structures are looking at bringing forward a future-proofed design for the steps leading onto the beach. Building out onto the beach is not an option due to spring tide levels. A small topographical survey is being undertaken to obtain accurate measurements on the existing steps to determine whether re-profiling them would be a realistic option. I am presently awaiting a design and price.'

## 13. PLANNING

**a) TO CONSIDER PLANNING APPLICATIONS RECEIVED FROM CORNWALL COUNCIL**

**PA16/02258 - Mr Lee Bell – Greenbury, Greenbury Lane, Rosudgeon, PENZANCE, Cornwall**

First floor extension to provide additional domestic facilities including shower room

**It was proposed by TC, seconded by TB and unanimously resolved that the application be supported.**

**PA16/02996 - Mr P Rogers - Pengelly Farms Ltd., Pengelly Barton, Pengelly Cross, Breage, HELSTON, Cornwall TR13 9RG**

Non-material amendment to main digester and digestate store tank layout and repositioning of separator in respect of decision notice PA14/06519

Comments had to be in by 2 May 2016

To resolve to confirm that 9 Councillors voted to support the application. 2 Councillors did not respond, and RWB had a disclosable pecuniary interest in that the applicant is her step-son

It was proposed by TC, seconded by TB and unanimously resolved by voting councillors to confirm that 9 Councillors voted to support the application.

PA16/01002 - Miss Christine Jilbert - Castle Gate (re-Granary), Pengersick Lane, Praa Sands, PENZANCE

Listed building consent to replace existing boiler with new electric boiler and associated works. Removal of external bunded oil tank

It was proposed by TC, seconded by TB and unanimously resolved that the application be supported.

PA16/02726 - Miss Christine Jilbert - Castle Gate, Pengersick Farm, Pengersick Lane, Praa Sands, PENZANCE

Listed building consent application for pointing exterior walls

It was proposed by TB, seconded by SC and unanimously resolved that the application be supported Breage Parish Council but it was asked that the following from an expert Trustee of Pengersick Castle be applied:

The works to re-point the gatehouse are welcomed as the existing pointing has considerably weathered. Re-pointing this wall will be a little challenging and consideration must be given to the finish because the wall originally would have had a flush pointing/thin plaster system applied which would have covered some of the stones completely, or partially and then a lime wash applied to provide a homogenous finish. Re-pointing is probably less contentious and will produce a wall finish that does not require maintenance. The use of hydraulic lime over portal cement is approved, although there is much debate whether hydraulic limes become too hard for works to masonry walls. The use of an appropriately graded coarse sharp sand mixed with a soft sand, grit for wide joints and lime dust produces softer mortar. If the brown dust has high clay content this should be avoided. The clays can affect the bond between the lime and sand thereby reducing strength. Hydraulic limes require clean sands free from clays and colour matching requires alternative materials.

A carefully considered approach will be required to the re-pointing. Gallets or pinnings (small stones inserted in the wall in large joints, either pointed around or pointed over to reduce the amount and volume of lime in the joints) should be carefully removed and replaced in their original position. New ballets should be provided.

The joints should be raked out with a square back joint and all loose material washed out with a hose. Re-pointing should be placed with a small tool, pushed to the back of the joint which is filled to 1-2mm from the front edge of the stones. After initial setting the pointing is then beaten in with a churn brush to provide an open textured finish. Beating with a churn brush compacts the mortar in the joint and reduces/prevents shrinkage cracks that occur during the initial set. The brushed pointing finish or a decorative finish would not be supported as inappropriate.

It would be expected that conditions on the approval would require a full specification to be approved by the Conservation Officer and that a trial panel be undertaken on site for approval prior to the work commencing.

PA16/02944 - Miss S Hickson - Lilliput Cottage, Carnmeal, Breage, HELSTON

Construction of a single storey utility extension

It was proposed by TA, seconded by SC and unanimously resolved that the application be supported.

PA16/03095 - Mr And Mrs J And W Taylor - Cross Barn, Herland Road, Godolphin Cross, HELSTON TR13 9RD

Replacement entrance porch to dwelling

HB - A great set of drawings. It was proposed by HB, seconded by CR and unanimously resolved that the application be supported.

PA16/02987 - Mr D Bell - Gwynsow Cref, Trewithick Road, Breage, HELSTON TR13 9PZ

Construction of a garage

HB - Concern that a substantial garage is so close to Southview as turning and manoeuvrability would be difficult. Good design. It was proposed by HB, seconded by TB and resolved with one vote against that the application be supported but the above comments be included.

PA16/03109 - Mr M Finch - Bondi, Castle Drive, Praa Sands, PENZANCE

Alterations and extension to existing private detached dwellinghouse

TB gave the history of Bondi, a building that she had known for 52 years. She supported the application but without the top to cover the stairwell access.

Other Councillors agreed with this. It was proposed by TB, seconded by GH and unanimously resolved that the application be supported but only without the top to cover the stairwell access. It not being aesthetically correct and is very high, as high as another room.

PA16/03446 - Mr Roger Thorpe - Penhale Paddock, Main Road, Ashton, HELSTON TR13 9SD

Proposed new Agricultural Storage unit

TC - There are bits missing from the application. The static caravan and the mobile caravan are not shown. Always been agricultural. Applicant is buying hay with nowhere to store it. The caravans need to go. HB felt the application and design statement to be inadequate. As stated, there are 2 caravans, not one as shown in the design statement. There are also sundry timber and blockwork buildings that have not been shown, various vehicles and abandoned cars.

Design statement - 14. Existing use - not for a caravan- should be classified as vacant. 23. The site can be seen from the path and the bridleway, from Ashton Amenity Area and the football pitch. Q7c There is a mine working shaft that is fenced off - this should be identified. The buildings there are missing from the drawings. Quite a large building. Many local people have raised concerns. TB - It is similar to the agricultural building requested at Fernleigh, Germoe. The acreage does not merit a shed of this size. 13.75m x 7.65m x 5.2m. The building is too large for the size of the land. Following discussion, it was proposed by TB, seconded by GH and resolved with one vote against that the application be objected to on the grounds that the unit is too large for the site as the area of land does not merit the size of the agricultural storage unit. There are several wooden buildings already on the site and none of these are shown on the plans. There are also 2 caravans, not 1. Q7c on the sensitive statement has been answered no, but there is a wired off shaft in the corner where the entry is. Design and access statement: 1.& 2. The caravan has no permission to be there and there is no permission for residence. The Planning application: 14. Gives caravan as existing use but says the site is vacant.

PA16/03529 - Mr Christopher Garner - Tan Y Bryn, Prospect Row, Ashton, HELSTON

Loft conversion to bungalow to create two further bedrooms and additional bathroom with a dormer roof

HB - There are 9 of these bungalows. One already has a conversion to the rear. This bungalow is on the corner of Tregonning Close/Prospect Row. There would be no overlooking. No neighbours have complained. It was proposed by HB, seconded by TB and unanimously resolved that the application be supported.

**b) TO CONSIDER ADDITIONAL PLANNING APPLICATIONS RECEIVED AFTER PUBLICATION OF THE AGENDA UP TO 12 NOON ON FRIDAY 29 APRIL 2016**

There were none.

**c) TO RECEIVE NOTICE OF GRANTS OF CONDITIONAL PLANNING PERMISSION FROM CORNWALL COUNCIL**

**07.04.2016 PA16/01958 APPROVED**

**Applicant:** Mr And Mrs M Guinn

**Location:** Breakers Penwerris Rise Praa Sands Cornwall TR20 9TD

**Proposal:** Front extension to bungalow, decking and balcony style rooflights.

**07.04.2016 PA16/02036 APPROVED**

**Applicant:** Mr J Dawson

**Location:** Chytodden Bungalow Chytodden Terrace Carleen Breage TR13 9QT

**Proposal:** Enlargement of front right dormer window and installation of patio doors in former window opening

**18.04.2016 PA16/01658 APPROVED**

**Applicant:** Mr And Mrs P Greenough

**Location:** Land Adj To Bluebell Cottage Bluebell Cottage Godolphin Cross Helston Cornwall

**Proposal:** Outline planning permission with some matters reserved: Construction of two storey dwelling, access, septic tank.

**18.04.2016 PA16/01843 Granted (CAADs and LUs only)****Applicant:** Mr Matt Gordon**Location:** Praa Sands Hotel (former) Chy An Dour Road Praa Sands Penzance Cornwall**Proposal:** Certificate of lawfulness existing use: Confirmation of commencement of works in relation to planning permission PA13/01946 dated 30.04.2013**21.04.2016 PA16/01913 APPROVED****Applicant:** National Trust**Location:** Godolphin House Godolphin Estate Godolphin Cross Helston Cornwall**Proposal:** Proposed installation of welcome hut for temporary period of 5 years**d) TO CONFIRM PARISH COUNCIL'S DECISION****PA16/01901 – Mr & Mrs D Blowers – The Godolphin Arms, Godolphin Cross, HELSTON, Cornwall TR13 9QY**

Erection of two private domestic dwelling houses

**After last month's meeting the following was received from the Planning Officer:**

I write in connection to the above application to which Breage Parish Council objected on 06 April 2016 for the following reasons;

*Overdevelopment. The application is referring to 'a former public house' but as there has been no 'change of use' application it surely remains a public house.**The proposed development will create a lack of viability of the pub. The rights of way of 2 neighbours, whose soakaways flow under the car park, have not been considered, preventing necessary access for septic tank emptying, etc. The ownership of the driveway to Forth Vein has not been established.*

The proposed development would retain a proportion of the rear car park for use with the public house. In addition to this the area to the rear of the outbuilding and to the front of the public house would be retained to serve this property. It is not uncommon for development within public house car parks to occur and the public house continue to operate. For example the Cornish Arms at Frogpool has previously had development to a significant proportion of its car park and still operates. On balance, given the proportion of the existing car park the proposed dwellings would utilise it is considered that the application would not undermine the potential viability of the public house or preclude it from re-opening. It is considered that the proposed design is reflective of traditional building styles and would not represent an overdevelopment of the site.

Any right to maintain or empty any associated infrastructure within the application site that serves neighbouring properties would remain. Any planning permission granted would not remove this right. The applicant has served Certificate A indicating that they own the entire application site area and no evidence has been provided that conflicts with this. In any event the ownership of the site is a separate matter from the planning application which deals solely with the use of the land. It would not be a matter to refuse planning permission.

Having assessed the application against relevant planning considerations I would advise that the recommendation for this application would be for approval subject to conditions.

In accordance with the Protocol for Local Councils, you now have three options:

1. Agree with my recommendation.
2. Agree to disagree.
3. Maintain your objection to the proposal against my recommendation and request committee consideration by the planning committee (which I will then discuss with the Divisional Member who may or may not agree with your view).

Please tell me which option you wish to choose within 5 working days from the date of this communication. If option 3 is selected, please note that the Protocol explains the importance of a representative from your council attending and speaking at the planning committee meeting so the committee can fully understand your council's reasons for proposing a decision which is contrary to that of the case officer.

If I do not hear from you within 5 working days (29 April 2016), a delegated decision will be issued in accordance with my recommendation.

The Clerk contacted Councillors and 2 chose option 1. To agree with the Officer's recommendation and 8 chose option 3. To maintain Council's objection to the proposal against the officer's recommendation and to request committee consideration by the planning committee (which the officer will then discuss with the Divisional Member who may or may not agree with Council's view). The Officer was informed of this decision.

**To resolve to confirm that BPC voted by 8 votes to 2 to maintain Council's objection to the proposal against the officer's recommendation and to request committee consideration by the planning committee (which the officer will then discuss with the Divisional Member who may or may not agree with Council's view). The Officer was informed of this decision.****It was proposed by HB, seconded by TB and resolved with one abstention that it be resolved to confirm that BPC voted by 8 votes to 2 to maintain Council's objection to the proposal against the officer's recommendation and to request committee consideration by the planning committee.****e) RECEIPT OF PLANNING APPLICATIONS**

- i) Is the 3 weeks response time now a policy of Cornwall Council?
- ii) Should the date that CC receives the application be put clearly on the e-mail alongside the date we are required to respond?
- iii) Is this a consequence of Paperless Planning?

No discussion was held concerning these items.

**14. FINANCE****a) Budget 2015/2016**

- i) **To resolve to permit the virement of the £1,500 unused balance in Clerk's absence box to Salaries -£1,533.17 due to increases that came into being during the year Financial regs. 4.2 the virement of the £1,500 unused balance in Clerk's absence box to Salaries -£1,533.17 due to increases that came into being during the year Financial regs. 4.2 be permitted.**
- ii) **To resolve to permit the virement of the unused balance of £1,040.54 from the Cemetery box to Parish Rooms Maintenance/Repairs/Renewals/Electrics --£1,049.47 due primarily to new printer and computer Financial regs. 4.2**
- iii) **It was proposed by TA, seconded by GH and unanimously resolved that the virement of the unused balance of £1,040.54 from the Cemetery box to Parish Rooms Maintenance/Repairs/Renewals/Electrics --£1,049.47 due primarily to new printer and computer Financial regs. 4.2 be permitted.**

**b) To review Financial Regulations and make any necessary resolution**

No changes were requested.

**c) To review Financial Risk Assessment and make any necessary resolution**

- i) Note A (v) Streetlighting repairs/Cemetery maintenance and work done by Handyman should be checked (This is not, at present, checked) **It was proposed by TA, seconded by SC that Streetlighting repairs/Cemetery maintenance and work done by Handyman should be checked as stated in the Financial Risk Assessment.**

**d) To review Asset Register and make any necessary resolution****It was proposed by HB, seconded by SC and unanimously resolved that the Asset Register be approved.****e) To receive Internal Auditor's Report 2015/2016****It was proposed by TA, seconded by SC and unanimously resolved to acknowledge receipt of the Internal Auditor's Report 2015/2016.****f) To hold a review into the effectiveness of the Internal Audit and make any necessary resolution**

The Role of the Internal Auditor as given by CALC should be noted:

They should be Independent and have no connection with the Council or Members

They should check Systems and Controls/Financial decision making/Lawfulness of decisions/VAT/PAYE/Management of Risk/Effectiveness of internal systems of control

**It was agreed that Mr Gallie had done a first class job. It was proposed by TC, seconded by HB and unanimously resolved that the Internal Audit had been carried out most effectively.**

- g) To complete and to resolve to acknowledge completion of and to give approval for submission of Section 1 Annual Governance Statement 2015/16, items 1-9 to the External Auditor - Chairman and Clerk to sign  
It was proposed by TA, seconded by CR and unanimously resolved that approval be given for submission of Section 1 Annual Governance Statement 2015/16, items 1-9 to the External Auditor. The Chairman and the Clerk signed section 1.
- h) To resolve to give approval for submission of Section 2 accounting Statements to the External Auditor – Chairman to sign  
It was proposed by TC, seconded by TB and unanimously resolved that approval be given for submission of Section 2 accounting Statements to the External Auditor. The Chairman signed section 2.
- i) To note that the dates for publication for the 2015/2016 Annual Return will be 3 June 2016 to 14 July 2016  
This was noted.
- j) To resolve to approve May payments  
The Clerk explained that PG had checked the payments and that his signature was on the paperwork.
- (i) Items 4-16 and 23-26 27 are normal payments  
It was proposed by SC, seconded by TA and unanimously resolved that the normal payments 4-16 and 23-26 27 be approved for payment.
- (ii) Item 17 must be resolved thus: In pursuance of the power conferred by Local Government Act 1972 Section 145 and being of the opinion that the expenditure satisfies the requirements of this section the Council approves the following payments: item 17
- (iii) It was proposed by SC, seconded by TB and unanimously resolved that in pursuance of the power conferred by Local Government Act 1972 Section 145 and being of the opinion that the expenditure satisfies the requirements of this section the Council approves the following payments: item 17.
- (iv) Items 18 must be resolved thus: In pursuance of the power conferred by Local Government Act Miscellaneous Provisions 1972 Section 19 and being of the opinion that the expenditure satisfies the requirements of this section the Council approves the following payment: item 18  
It was proposed by TA, seconded by SC and unanimously resolved that in pursuance of the power conferred by Local Government Act Miscellaneous Provisions 1972 Section 19 and being of the opinion that the expenditure satisfies the requirements of this section the Council approves the following payment: item 18.
- (v) Items 19-22 must be resolved thus: In pursuance of the power conferred by Section 137 of the Local Government Act 1972 and being of the opinion that the expenditure satisfies the requirements of this section and is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure, the Council approves the following payments: items 19-22  
IT was proposed by TC, seconded by SC and unanimously resolved that in pursuance of the power conferred by Section 137 of the Local Government Act 1972 and being of the opinion that the expenditure satisfies the requirements of this section and is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure, the Council approves the following payments: items 19-22

no.	Name	cheque	Service/item	Net	VAT	Total
4	Stephen Babbage	103658	Handyman's duties	<b>£527.87</b>		<b>£527.87</b>
9	CALC	103662	Annual Membership subscription	<b>£711.61</b>	<b>£91.84</b>	<b>£803.45</b>
10	BT	dd	Telephone	<b>£21.81</b>	<b>£4.36</b>	<b>£26.17</b>
11	Martin Luck Group Ltd	103663	inks/Stationery	<b>£128.34</b>	<b>£25.67</b>	<b>£154.01</b>
12	Open Spaces Society	103664	Annual subscription	<b>£45.00</b>		<b>£45.00</b>
13	Playsafety Limited	103665	Play equipment inspection	<b>£192.50</b>	<b>£38.50</b>	<b>£231.00</b>
14	BT	dd	Mobile	<b>£17.50</b>	<b>£3.50</b>	<b>£21.00</b>
15	SW Water	103666	Water Praa Sands Toilets	<b>£2.32</b>		<b>£2.32</b>
16	DGL Gallie	103667	Internal Audit 2015-2016	<b>£150.00</b>		<b>£150.00</b>
17	Breage and District Silver Band	103668	Section 145 The Local Government Act 1972 Towards running costs	<b>£800.00</b>		<b>£800.00</b>
18	PSDCC		Section 19 The Local Government (Miscellaneous Provisions) Act 1976			
		103669	Towards roofing	<b>£500.00</b>		<b>£500.00</b>
19	Victim Support Cornwall		Section 137 The Local Government Act 1972 Towards help in Court for victims, family and friends from Breage Parish	<b>£50.00</b>		<b>£50.00</b>
		103670				
20	Cornwall Air Ambulance		Section 137 The Local Government Act 1972 Towards assistance for Parishioners in need	<b>£250.00</b>		<b>£250.00</b>
		103671				
21	CAB Penzance		Section 137 The Local Government Act 1972 Towards assistance for Breage Parishioners who need help	<b>£50.00</b>		<b>£50.00</b>
		103672				
22	CRUSE Bereavement Care		Section 137 The Local Government Act 1972 To help in supporting bereaved Breage Parishioners	<b>£50.00</b>		<b>£50.00</b>
		103673				
23	R Sanders	103674	2 cuts Cemetery/B&G greens/2 cuts Field	<b>£330.00</b>	<b>£66.00</b>	<b>£396.00</b>
24	R Sanders	103675	SWCP first cut	<b>£552.95</b>	<b>£110.59</b>	<b>£663.54</b>
				<b>£4379.90</b>	<b>£340.46</b>	<b>£4720.36</b>
5	Mrs C L Macleod	103659	Salary April			
6	Post Office Ltd		PAYE	£298.80		£298.80
	HMR & C		Employer's NI	£166.93		£166.93
		103660		<b>£465.73</b>		<b>£465.73</b>

		Pension April Clerk	£55.99	£55.99
		Pension April Employer	£41.99	£41.99
8	NEST	dd	<b>£97.98</b>	<b>£97.98</b>
25	Mrs C L Macleod	Travel 52.5 mls @53p	£27.83	£27.83
		parking	£3.00	£3.00
		103676	<b>£30.83</b>	<b>£30.83</b>
7	Mrs S Orpin	103661 Cleaner salary April	<b>£14.40</b>	<b>£14.40</b>
			<b>£4988.84</b>	<b>£340.46</b>
				<b>£5329.30</b>

a) **To resolve to authorise bank signatories for the coming year**

The Clerk asked that a fourth signatory be approved as last year both TC and HB were away at the same time and there was no way to get the cheques signed. She said that she had requested this last year but it had been turned down. **It was proposed by GH, seconded by TC and unanimously resolved that the current signatories: CR, HB and TC be authorised as signatories 2016/2017 and that TA be added to the list of signatories as soon as possible.**

b) **To resolve to approve BACS/CHAPS payments as and when necessary – to be confirmed by 2 Members of the Accounts Team**

c) **It was proposed by TA, seconded by HB and unanimously resolved that BACS/CHAPS payments as and when necessary – to be confirmed by 2 Members of the Accounts Team be approved.**

d) To acknowledge Receipts

£38,661.26: Precept £25,500 plus £11,750 Praa Sands Toilets; Council Tax Support grant: £1,411.26;

VAT reimbursement 2015/16: £4,103.01; Cemetery fees: £132 for 2015/16; Admin: £9 for 2015/16; Ashton Comm. Ass. Legal fees: £95.34 for 2015/16; Cemetery fees: £440

These were acknowledged.

e) Clerk to provide Bank balances

Current account reconciled: £3,651.52; Tracker account: £73,805.39; Petty cash: £150.00; Total: £77,606.91

## 15. FOOTPATHS

a) 65

PD reported that JK had reported a tree down on this Bridleway. Hamish Gordon has removed the tree and clumps of ivy but reported back that some of the slats on the bridge on the Bridleway have rotted out. He has therefore closed the Bridleway to horses until funding for repairs becomes available. He considers the bridge to be safe for walkers and cyclists. Repairs could take from May to November.

b) 20

Re. stile opposite Rosemaber Farm, Breage. The field is higher than the lane causing a mud slide. Hamish Gordon has looked at this and stated that it is in a very long list of projects sitting with CC and as such, he doubts that anything will be happening for a while to improve the stile.

## 16. CEMETERY

Interment Selina Jayne Pilgrim 18 April 2016, Section 1 Row 20, Grave 364

## 17. HIGHWAYS

a) Water Lane, Trescowe

An offer was made, by TfL Training and a CIC called The Pegasus Award, to help reroute the water flow using low-tech equipment. This has been passed on to Cllr Keeling The area in question is private road, therefore permission from Highways is not needed. TfL training has been advised to contact the owners as their permission is needed

b) Porthleven Masked Ball 2016 -JPS Event Consultancy Ltd have requested to close the following road(s) to carry out works to their apparatus

Road Traffic Regulation Act 1984 S.14: Temporary Prohibition of Traffic - Timing: 20th May 2016 to 22nd May 2016 (24 hours weekends included) Respond with any feedback within fourteen days

## 18. STREETLIGHTING

There was nothing to report.

## 19. SAFETY CHECKS

a) **To review safety checks to the play area, Breage Playing Field and make any necessary resolution**

Checks are completed by RoSPA in April and by the Handyman three-monthly after that.

b) **To review safety checks Street furniture and make any necessary resolution**

This is done 6 monthly by the Handyman.

Members were satisfied with the above checks and no resolutions were made.

## 20. STANDING ORDERS

To review Standing Orders and make any necessary resolutions

**It was proposed by SC, seconded by TA and unanimously resolved that no amendments to the Standing Orders were deemed necessary.**

## 21. ANNUAL REPORT

a) **To approve Annual Report for circulation**

**It was proposed by RWB, seconded by SC and unanimously resolved that the Annual Report be approved for circulation**

## 22. PRAA SANDS

a) TOILETS

i) Report from the Working Group

TC reported that there had been a few matters that have had to be seen to: the erection of the notices and a leak that required 3 washers. He had carried out these tasks. The showers have had the water flow direction re-directed.

After the toilet working group's meeting on 28 April 2016, the annual report, sub-committee proposals and budget considerations have been received:

Annual Report for Praa Sands Public Conveniences 2016 - March-April 2016

1. The keys to the Praa Sands toilets were officially handed over to BPC the last week of March 2016

2. All agreed defects to the toilets and building were repaired by CC before handover. New showers were installed and a new concrete floor laid to direct water away from the building.

3. Before handover the holding tank was emptied, the toilets cleaned and the meters were read.

4. The signs were changed to BPC.

5. A press release was made and a photographer present at handover.
6. BPC were publicised taking on the toilets in the Cornishman, West Briton and on Radio Cornwall.
7. Minor repairs have been made in the first month - cistern/handle - at no cost
8. The toilet working group has had two meetings in the first month to make proposals to become a sub-committee of BPC.
9. The charity is currently on hold until the sub-committee formalised.

**ii) Sub-Committee Proposals**

1. Meet once a month the week before BPC monthly meeting
2. Meet with BPC 4 times a year.
3. Consists of a chair, secretary, responsible financial officer + 3 members
4. Responsible for assisting BPC clerk to write and receive tenders
5. Have designated budget for one year
6. Have delegated authorisation to spend up to £250 on one single invoice for maintenance and repairs.

**To discuss the above and make any necessary resolutions**

**iii) Budget information required for sub-committee**

1. Opening meter readings  
Meter reading taken on the date of handover was 5661.
2. Jones' agreement for tank emptying. Who authorised him to do what and at what cost?
3. Invoices for first month's cleaning/tank emptying etc.  
There have been no invoices received.
4. Any info regarding tender process - what we have to include/exclude in a tender and how it must be advertised.

**To discuss and make any necessary resolutions**

- iv) Electrical Report received
- v) SW Water has acknowledged BPC as a customer
- vi) Showers – some concerns have arisen – see (i)
- vii) RWB asked about the sand build up that she had mentioned at the last meeting. This has been dealt with today.

**b) PRAA GREEN**

**(i) To resolve to have the large holes on the Green, near the two granite benches and near the house Sandpiper, filled**

**It was proposed by TB, seconded by TC and unanimously resolved that the holes be filled. The Clerk asked who should do this as the Handyman has not been given permission to drive onto the Green. TB will speak to Mr Coward.**

**(ii) Complaints received re. Green**

The Clerk had received an e-mail from CC from a Praa Sands resident complaining about things on the Green. She had been in touch with the gentleman whom it appears had mistaken Mr Coward's area for the Green and was complaining about the erecting of a fence and the person's manner toward him. He was also very concerned about dog faeces on the Green and the Clerk had explained that no further bins will be provided or emptied by CC. He had been unable to park in the Parish Council car park as vans doing turf work at the bungalow next to the old Hotel had been parked there. The Clerk had tried to trace the Company but there were several with the same name.

**23. CARLEEN**

**a) To consider Parishioner's request for some form of Play Equipment beside the Village Hall**

This land belongs to Carleen Village Hall. TA, Chairman of Carleen Village Hall explained that this matter had been discussed at the last Village Hall Committee Meeting and the Committee had said no to play equipment as the Health and Safety checks and insurance would be prohibitive.

**24. HELSTON & SOUTH KERRIER COMMUNITY NETWORK PANEL**

- a) To receive Cllr Caddick's report on the meeting of 2 March 2016  
Draft notes have been received  
SC spoke about road repairs and what had been said by Andy Jones, Cormac. There is insufficient money for maintenance so roads will be patched to repair. A question had been raised about non-provision of maintenance for unclassified roads. The amount of new building is putting pressure on the roads. Devolution payments were raised. JK has suggested money for Praa Sands toilets. The next meeting is 1 June.
- b) Local Devolution Fund Helston and the Lizard Community Network Area  
Proposals by 7 September 2016  
No proposals were made.

**25. REQUEST FOR LETTER OF SUPPORT DAMIEN CAREME – MAYOR OF DUNKIRK**

In his efforts regarding a new refugee site at Dunkirk

GH advised that the Rotary Club has made contact and asked the Mayor to come and give a talk. The Clerk advised that KLB had shown interest for both herself and friends. GH asked that she contact him and he would obtain a guest invitation for her for the meeting.

**26. GYPSY AND TRAVELLING COMMUNITIES SITE ALLOCATIONS**

Cornwall Council wants to understand interested parties' views before preparing the Gypsy and Travelling Communities Site Allocations DPD. CC will subsequently consult on the draft DPD prior to its submission to the Secretary of State.

All comments should be returned to the Council by **5pm on Monday 6<sup>th</sup> June 2016**

No comments were made.

**27. MEMBERS' REPORTS TO THE COUNCIL AND REPORTS FROM OUTSIDE BODIES**

Breage Playing Field – RoSPA report:

- i) Basketball Post: STILL no notice on– DO NOT CLIMB ON THE FRAMEWORK OR NETS  
DO NOT HANG ON THE RING  
DO NOT WEAR RINGS OR JEWELLERY AS THESE CAN GET CAUGHT AND CAUSE INJURY
- ii) Multiplay Junior: Rotting
- iii) Multiplay Toddler: Rotting
- iv) Rocker – Beams: Corrosion – repair
- v) Rocker – Chicken: Corrosion – repair
- vi) Rocker Seasaw Sealions – mobile: Corrosion – repair / Surfacing grass: Worn ground areas – make good
- vii) Slide Tower/Castle: Timber not in good condition – Monitor supports ground level
- viii) Swing mixed – 2 bay Junior 2 Toddler seat: Chain connectors notched – Replace chain connectors

CR was asked to ensure that i) was complied with and the other matters seen to.

TB – Planings heap still on Praa Green land.

TC had met with the inspector at Ashton. Apparently the Company that made the Ashton equipment and equipment for half of Cornwall's play areas at a 500% mark up was now bankrupt. HB mentioned a Parishioner who had offered to repair the equipment and asked TC to phone him.

The bus shelter at Ashton is very green. Thanks to Carleen for helping with the Quiz night to support his family in the London Marathon. All had done well and raised £12,000.

Carleen Village Hall

PD – Soup and pudding lunch on 20 May; Flea Market on 4 June. No Flea Market on Saturday because of Flora Day.

**28. REPORT FROM CLERK**

- a) There have been a couple of press articles these last two weeks where Councillors have been named as Breage Parish Councillors when what they are involved in or have said has not been authorised by the PC. The Clerk asked that if Councillors choose to speak to the press they do not use their Cllr status but to do it as an individual. If the matter subsequently arises at a Council meeting you should declare an interest if they have already made a decision or can be seen as having made a decision..
- b) The Auditor recommended a package to help the Clerk with the Accounts that may ease her time. It's called Scribe 2000. He has invited the Clerk over to Hayle to see what it involves. He says that it puts all the entered figures in the correct places, reconciles with the bank accounts and produces reports whenever required. It was proposed by TC, seconded by GH that the Clerk attends the offered meeting at Hayle to see what this package involves and if it would be any help to her.
- c) KLB has requested that specific telephone numbers for Praa Sands Toilets' emergencies be added to the answer phone message in the PC office. She has also raised other matters that the Clerk will put on the next agenda.
- d) Ashton Field - The Clerk explained that PG and she had looked further into the Corporate Trusteeship and had found information regarding another Parish Council that has done this. It appears that Breage Parish Council could become a corporate Trustee of the Ashton Amenity Field and have a Charity number for the field. There would be no named Councillors. Separate meetings would have to be held for any Field items but these meetings could be held after a Parish Council meeting with a separate agenda. The finances need to be able to be shown for the Charity Commissioners. If the Parish Council became a Corporate Trustee The Charity Commissioners should then be happy to make a simple transfer from the current Trustees to the Parish Council. The Clerk said that she would send information through to Councillors and put the matter on the next agenda.
- e) Breage VAS socket is on the waiting list. It costs approx. £420 to move the sign each time.
- f) It was reported that there are now 2 caravans in Higher Road and that there has been another police incident. It has been reported to CC.
- g) The turntable in Main Road, Ashton was again reported as not being used at all. So this too has been reported to CC
- h) The Clerk received a complaint re. Ashton Snooker Hall light that has not been replaced with a lantern. This happened over a year ago and you did try for a lantern at the time. The person said that if it had been published there could have been money coming forward to help with the cost. I explained that it had been on the minutes on the notice boards and explained that Ashton notice board is on the Snooker Hall.
- i) Troon Row – JK has answered this.
- J) Ashton Motel – The paperwork re. pre-app is now on the main table.
- k) Cornwall Countryside Access Forum is looking for members.
- l) Rosemaber – the caravans are already being investigated by Enforcement.
- m) Potholes at Greenways have been reported but CC is insistent that this is a footpath!
- n) CALC – Transparency Code funding 2016/17
- o) The Clerk asked what should happen to the old computer, key board, screen and mouse. TC said that he would take it on his tip run. It was noted that the hard drive should be removed.

**29. CORRESPONDENCE**

Rsn – Rural Opportunities Bulletin

CALC – Training

CC – Communities and Devolution – Newsletter April 2016

Rsn – weekly news 11 April 2016

CC – Communities and Devolution – Update on Public Toilets

PCDT – Youth Work

MEP – Press Release

CALC – April newsletter

Rsn – weekly news 18 April 2016

CC – Neighbourhood Planning Workshops

CAONB – Annual Conference, 7 May 2016

Rsn – Rural Housing Spotlight

CC – Communities and Devolution Libraries and One-stop Shops

CRCC – Helston carers' Forum 12 May 2016

Rsn – weekly news 25 April 2016

Rsn – Rural Vulnerability Fuel Poverty April 2016

CPS – April bulletin

**To note any correspondence received since the agenda was published**

Cornwall Film Festival – May newsletter

PCDT – April Bulletin

**30. MATTERS FOR INCLUSION AT FUTURE MEETINGS**

Ashton Field; Bus shelter Praa Sands; Praa Sands Beach steps

**31. DATE AND TIME OF NEXT MEETING - Tuesday 7 June 2016 at 7.00 p.m.****32. EXCLUSION OF PRESS AND PUBLIC**

To resolve 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

It was proposed by RWB, seconded by SC and unanimously resolved that 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

**33. HANDYMAN'S REVIEW AND HOURLY RATE UPDATE****a) To review past year**

This was reviewed and it was agreed that the Handyman has produced excellent work at any time it has been requested. A letter of thanks to be sent.

**b) To consider hourly rate update and make any necessary resolution**

The hourly rate was increased by £1 per hour.

**34. CLEANER'S REVIEW AND SALARY UPDATE****a) To review probationary period**

Excellent work, does more than has been requested.

**b) To resolve to award and sign annual contract from 1 February 2016 to 31 January 2017**

This was signed, to be forwarded.

**c) To review hourly rate and make any necessary resolution**

Hourly rate increased by £2.80 per hour.

**35. BUS SHELTER CLEANING REVIEW AND FEE UPDATE**

- a) **To review past year**  
Ashton bus shelter was not being cleaned but did not appear to be on the Cleaner's list.
- b) **To review fee and make any necessary resolution**  
Invoices to be monthly. Fee raised by £5 per shelter per year.

**36. CLERK**

- a) **To discuss Clerk's appraisal and make any necessary resolution**  
Appraisal had been carried out but no form was completed.
- b) **To discuss Clerk's contract and resolve to make any necessary amendments**  
Nothing was amended though amendments are needed.
- c) **To discuss Clerk's Spinal Point and Annual pay increase and make any necessary resolution**  
This deferred to next meeting.

**There being no further business, the meeting closed at 9.44 p.m.**

## BREAGE PARISH COUNCIL

### MINUTES OF PUBLIC PARTICIPATION HELD DURING THE ANNUAL PARISH COUNCIL MEETING HELD IN THE PARISH ROOMS BREAGE ON TUESDAY 3 MAY 2016 AFTER THE ANNUAL PARISH MEETING

At 7.04 p.m. the Chairman invited members of the public to put forward any concerns they had, or issues they wished to make known to the Parish Council, in regard to any items on the agenda.

Parishioners who had attended the last meeting had hoped to speak about Troon Row to Cllr Keeling. The Clerk explained that Cllr Keeling had asked in his report to meet with them again. She would e-mail his report through.

The Chairman of the Pengersick Castle Trust spoke about Planning application PA16/01002 at Castle Gate, saying that this was the original gate house to the castle. The application is for pointing. A trustee who is expert in these matters has given a written statement which the Chairman read out:

*'The works to re-point the gatehouse are welcomed as the existing pointing has considerably weathered. Re-pointing this wall will be a little challenging and consideration must be given to the finish because the wall originally would have had a flush pointing/thin plaster system applied which would have covered some of the stones completely, or partially and then a lime wash applied to provide a homogenous finish. Re-pointing is probably less contentious and will produce a wall finish that does not require maintenance. The use of hydraulic lime over portal cement is approved, although there is much debate whether hydraulic limes become too hard for works to masonry walls. The use of an appropriately graded coarse sharp sand mixed with a soft sand, grit for wide joints and lime dust produces softer mortar. If the brown dust has a high clay content this should be avoided. The clays can affect the bond between the lime and sand thereby reducing strength. Hydraulic limes require clean sands free from clays and colour matching requires alternative materials.*

*'A carefully considered approach will be required to the re-pointing. Gallets or pinnings (small stones inserted in the wall in large joints, either pointed around or pointed over to reduce the amount and volume of lime in the joints) should be carefully removed and replaced in their original position. New ballets should be provided.*

*'The joints should be raked out with a square back joint and all loose material washed out with a hose. Re-pointing should be placed with a small tool, pushed to the back of the joint which is filled to 1-2mm from the front edge of the stones. After initial setting the pointing is then beaten in with a churn brush to provide an open textured finish. Beating with a churn brush compacts the mortar in the joint and reduces/prevents shrinkage cracks that occur during the initial set. The brushed pointing finish or a decorative finish would not be supported as inappropriate.*

*'It would be expected that conditions on the approval would require a full specification to be approved by the Conservation Officer and that a trial panel be undertaken on site for approval prior to the work commencing.'*

He was disappointed with the Heritage Statement as it is not residential It is a holiday let. It has not been lived in for a long time. There are still troubles with the mapping. The rest is fine.

A Praa Sands resident expressed concern regarding the Bondi application. He understood that it needs refurbishment but is not happy with the stairway up to the roof. He was not in favour of the flat roof and also found the large and curious layout to be ominous.

Public participation ended at 7.16 p.m.