



**DRAFT MINUTES ORDINARY PARISH COUNCIL MEETING HELD AT 7.00 P.M. IN THE PARISH ROOMS BREAGE
ON TUESDAY 4 FEBRUARY 2020**

Present: Cllr A E Woodhams (Chairman)

Cllr A J Best

Cllr H Bradford

Cllr Mrs J Burchell

Cllr Mrs C Carver

Cllr Mrs P Darby

Cllr C Macleod

Cllr C Ralph

Cllr Mrs R M R Wyvern Batt

4 Members of the Public

Mrs C Macleod (Clerk/RFO)

The Chairman wished all a Good Evening.

1. FIRE EVACUATION PROCEDURE

This and GDPR explained.

2. APOLOGIES FOR ABSENCE

a) To receive and accept apologies for absence

None received at the meeting. SC sent to the Chairman next day.

3. TO CONSIDER CO-OPTION OF A NEW MEMBER OF THE PARISH COUNCIL

A vacancy exists - advertised with a closing date of 31 January 2020

a) Any applications will have been seen by Members

2 applications had been received from Mrs Nicola Roberts and Richard McKie. Mr McKie could not attend the meeting and therefore could not be considered.

b) Applicants will be given the opportunity to add any further details or to ask any questions

Mrs Roberts confirmed that she had been a Member of Helston Town Council for 8 years but is now living in Ashton and would not be eligible for election at Helston next year. Helston Clerk has confirmed that there is no conflict of interest on Mrs Robert's application for co-option at Breage. Mrs Roberts has attended Planning courses.

c) Members will be invited to ask questions

Mrs Roberts was asked if she would be interested in joining the NDP SG (Neighbourhood Development Plan Steering Group) Committee. She has no experience but would be interested.

d) If there is only one applicant Members may choose to resolve to co-opt

Mrs Roberts was asked to temporarily leave the meeting and discussion took place.

It was proposed, seconded and unanimously resolved that Mrs Nicola Roberts be co-opted to Breage Parish Council.

e) Ballot voting will take place if there is more than one candidate.

Not necessary.

f) After the co-option the new Member will be invited to sit at the table. A Declaration of Acceptance of Office will be read out and signed by the co-opted Member and the Clerk will sign as witness

Cllr Roberts completed, read aloud and signed her declaration of Acceptance of Office. The Clerk signed.

g) The Clerk will provide the new Member with relevant paperwork, etc. after the close of the meeting

4. DECLARATIONS OF INTERESTS IN ACCORDANCE WITH STANDING ORDERS

None declared.

5. CONFIRMATION OF MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD ON 14 JANUARY 2020

Proposed, seconded and resolved CONFIRMED.

6. PUBLIC PARTICIPATION INCLUDING REPORT FROM CORNWALL COUNCILOR

Public participation held here from 7.12 to 7.36 p.m.

7.16 p.m. CM left the meeting - unwell.

7. FINANCE

a) To accept the Scribe reconciliations October and November – checked by the Finance & General Purposes Chairman Checked and recommended for acceptance. Proposed, seconded and resolved **ACCEPTED**.

b) To resolve that Finance Regulations 6.6 Resolution for use of a variable DD for payments to British Gas for electricity supply to Parish Rooms be approved

Proposed, seconded and resolved **ACCEPTED**.

c) To resolve to agree to release to the Neighbourhood Development Plan (NDP) Steering Group (SG) £1000 of the agreed BPC NDP admin budget for 2019/20 to support community consultation and engagement on the Consultation Draft of the NDP

Proposed, seconded and resolved **AGREED**.

d) To resolve to approve February payments

no.	Name	cheque	Service/item	Net	VAT	Total
203	British Gas	dd	PS Toilets 1-31 August 2019 invoice not previously received but debited 25 Sept estimated	£8.68	£0.43	£9.11
204	British Gas	dd	PS Toilets 1-31 October 2019 invoice not previously received but debited 25 Nov estimated	£8.68	£0.43	£9.11
205	British Gas	dd	PS Toilets 1 Nov - 1 Dec 2019 invoice not previously received but debited 20 December now SMART readings	£367.99	£73.59	£441.58
206	British Gas	dd	PS Toilets 2 December 2019 - 1 January 2020 SMART	£25.63	£1.28	£26.91
Since August bills going to another address another County. B Gas contacted many times. 16 Jan assured that bills will come to BPC.						
211	British Gas	dd	Parish Rooms electricity 2 November- 1 January	£250.46	£50.09	£300.55
212	BT	dd	Mobile Contract grass cutting cemetery/Breage Field as much as possible/ Greens	£20.00	£4.00	£24.00
213	R Sanders	104315	sub-totals	£901.44	£173.82	£1,075.26
207	Mrs C L Macleod	BACS	Salary Jan	£1,673.43		£1,673.43
208	HMR & C		PAYE	£333.20		£333.20
			Employer's NI	£195.91		£195.91
		104314		£529.11		£529.11
209	NEST		Pension Jan Clerk	£132.21		£132.21
			Pension Jan Employer	£49.58		£49.58
		dd		£181.79		£181.79
214	Mrs C L Macleod		Travel 28.5 miles @ 45p parking	£12.82		£12.82
		104316		£0.60		£0.60
				£13.42		£13.42
215	Mrs C L Macleod	104317	Petty cash	£19.06	£2.33	£21.39
210	Mrs S Orpin	BANK	Cleaner salary Jan	£49.80		£49.80
			Totals	£3,368.05	£176.15	£3,544.20

Checked by CC. 210 total should read £49.80 and totals amended. Shown as amended above.

Proposed, seconded and resolved payments as listed APPROVED for payment.

e) To acknowledge Receipts

Cemetery fees: £210; Donation box: £15.87; Insurance payment Clerk's sickness absence: £235.20

Acknowledged.

f) To receive bank balances

As at 30 January 2020: Current A/c £9,300.73; Business Savings: £72,790.92; Ashton Amenity Area: £39.77; Petty cash including reimbursement £150.00

Received.

8. FOOTPATHS

a) Report from Cllr Darby

63 - Kissing gate has been supplied not yet in place.

46 – A pet pig was reported on the footpath. The owner was traced and the pig removed.

b) Byway 47 to be scarified and re-tarmaced on 19 February. During the hours of 07.30 to 16.30 the byway will be completely closed. Outside of these hours access to properties permitted. The basketball car park and the side of Hendra Lane into Praa Sands also to be tarmaced. MS to put bollards at the car park to prevent parking.

c) To resolve to accept the LMP and SWCP grant offers from Cornwall Council (previously circulated to Councillors)

Proposed, seconded and resolved **ACCEPTED**.

9. HIGHWAYS

a) 20 is plenty

EOI (Expression of interest) submitted. Whole of Parish is too large scale at present. Cormac to monitor village roads in Breage. If average is less than 24 m.p.h. the 20 is plenty can be automatically instigated. If successful other village roads in the Parish will be investigated.

10. CEMETERY AND CLOSED GRAVEYARDS

a) Update

i) Sethnoe Way and the War Memorial closed graveyards have been tidily cut. Ivy in Sethnoe Way graveyard is causing tiles to fall from Breage House garage roof. This has been reported to Breage House and Cormac. Also reported that tree is causing the wall at the end of the Sethnoe Way graveyard nearest to Coulthard Drive to split open.

ii) The Churchwardens have thoroughly checked re. unbaptised infants in the wall of the War Memorial Cemetery and there are no Breage or Diocese records of anyone being interred in the wall.

iii) Expressions of Interest to move and rebuild the wall to surround the Breage Parish Council Cemetery land to secure the boundary will be obtained. There is a budget for this 2020/2021 and burial fees are ring fenced. A proper storage shed will also be built to hold Cemetery boards, etc. plus Praa Sands fencing.

iv) Cemetery fees are being investigated by the Clerk. She is awaiting 2020 fees to be published before recommending any increases in BPC fees.

v) It is felt that the Cremated Remains Area needs improvement.

b) Memorial stone approve for the late Joan Irene Jeffery and husband Albert: Row 17 Grave 324.

11. PRAA SANDS

a) TOILETS

i) Update

The Chairman detailed the chronology of the Toilets.

Discussion took place. Concern was expressed that a Community Interest Company (CIC) had never been put in place in spite of the original community and business response and funding offers. It would be possible to let the toilets out to a third party once a lease is signed. However the Clerk or another employee would have to take responsibility if there is no third-party interest.

ii) **To consider, discuss and resolve to sign the Full Lease for Praa Sands Toilets**

The Chairman explained that regarding the points raised by BPC last month, the first 5 year period could not be reduced because of the capital expenditure that has been used but there had been agreement from the CC solicitor as follows:

1. The first break option exercisable five years from the start of the lease, and thereafter a break option every two years.

2. A letter of understanding to be provided by CC regarding the intentions of both parties regarding future closure. (This was if there were overwhelming numbers that the toilets are not able to cope with, like last season when queues ran from the toilets across the car park and down towards the beach.)

3. A letter or email from CC providing an undertaking with respect to what works will be done to the floor – this will state that the work will be carried out after the parish council completes the lease.

Councillors were acceptable to these offers. A date will be needed for the floor work. A final Propelair check would need to be carried out.

No update lease has yet been received. **Proposed, seconded and unanimously resolved that signing be deferred to the March meeting.**

iii) **To nominate Cllr Southam as Councillor for Praa Sands Toilets**

Proposed, seconded and unanimously resolved.

b) PARKING PARISH COUNCIL CAR PARK

i) **To consider, discuss and make any necessary resolution re. the provision of a parking charge machine**

The Chairman gave details. Parking would be permitted for 7 cars for 2 hours only, no return or overrun. The machine would be solar powered, coin operated, £1 for 2 hours, and run by a Management Company in Exeter. The car park would need extending a little at the other end because the new walk way has taken some of the parking space. A decision to be made at the March meeting.

c) COASTAL WATER BOTTLE REFILL STATION

i) **To discuss and consider to make a resolution to apply for a grant for installation**

It was thought that one could be installed where the shower units used to be at the toilets. Hopefully plastic bottles on the beach would be reduced. Grants of £2,000 are available.

It was proposed, seconded and unanimously resolved that the Chairman apply for a grant.

12. LENGTHSMAN

a) The Lengthsman Scheme is coming to the end of its first year. The Chairman to investigate whether a further year is possible.

b) The trees on Breage Green need to be reduced – quotes in closed session.

13. PLAYGROUND & EXERCISE EQUIPMENT

a) Update Breage Field – CMR reported that there had been positive response from young mums and dads to flyers that had been circulated and that there are now 14 Committee Members. All Officers' posts have been filled. There is a meeting tomorrow to look at fundraising. There may be an Easter Egg Hunt. The Chairman had collected litter on

b)

14. STANDING ORDERS

To resolve to add the following to BPC's Standing Order 14.7: Members who have not attended Code of Conduct Training within the first 6 months or regularly within the 4 year term of office will not be eligible to be on any Committees or Groups, etc.

15. RISK ASSESSMENT

a) **To resolve to nominate a Risk Assessment Councillor to work with Cllr Bradford (to replace Will Perrin)**

b) **To resolve that Risk Assessment Councillors attend Training**

16. REVIEW OF POLICIES & PROCEDURES

a) To resolve that review be undertaken by F&GP Committee

17. HELSTON AND S KERRIER CNP

a) Items for the meeting on 5 February 2020

18. CORNWALL COUNCIL COMMUNITY GOVERNANCE REVIEW UPDATE

a) To comment on draft recommendations for Breage Parish: It was proposed by Councillor M Brown, seconded by Councillor Cole and RESOLVED TO RECOMMEND TO COUNCIL that no change be made to the parish arrangements

19. POLICE LIAISON GROUP

To discuss and consider resolving to nominate a representative to attend the first meeting of the group

20. CORNWALL COUNCIL OFF STREET PARKING PLACES ORDER 2020

a) To submit comments for Cornwall Council

21. PARISH ROOMS

a) To resolve to approve the purchase and fitting of 2 aluminium outdoor notice boards. The wooden notice boards being allocated to Carleen and Ashton

22. CLERK'S REPORT

23. MEMBERS' REPORTS TO THE COUNCIL AND REPORTS FROM OUTSIDE BODIES

24. CORRESPONDENCE

Current List available from Clerk

25. MATTERS FOR INCLUSION AT FUTURE MEETINGS

26. DATES AND TIMES OF NEXT MEETINGS

ORDINARY PARISH COUNCIL MEETING PLANNING AND LAND USE MATTERS THURSDAY 27 FEBRUARY 2020; ORDINARY PARISH COUNCIL MEETING TUESDAY 3 MARCH 2020. MEETINGS IN THE PARISH ROOMS, BREAGE AT 7.00 P.M.

27. EXCLUSION OF PRESS AND PUBLIC

To resolve that Members of the Press and Public be excluded from the meeting on the grounds that agenda items that have been allocated here from the meeting may be discussed, due to the likely disclosure of exempt information as defined in Part 1, Schedule 12A of the Local Government Act 1972