



DRAFT MINUTES VIRTUAL ZOOM PARISH COUNCIL MEETING TUESDAY 7 JULY 2020

Present: Cllr A E Woodhams (Chairman)

Cllr A J Best

Cllr Mrs J Burchell

Cllr S Caddick

Cllr Mrs C Carver

Cllr Mrs P Darby

Cllr C Macleod

Cllr C M Ralph

Cllr Mrs N Roberts

Cllr M Southam

Mrs C Macleod (Clerk/RFO)

The Chairman welcomed everyone.

1. DECLARATION OF INTERESTS IN ACCORDANCE WITH STANDING ORDERS

Each Member to ensure that their register of interests is up-to-date

No declarations.

2. APOLOGIES FOR ABSENCE

a) To receive and accept apologies for absence

HB, RWB and Cllr Keeling

3. CONFIRMATION MINUTES OF THE ORDINARY PARISH COUNCIL 2 JUNE 2020

Proposed, seconded and resolved CONFIRMED.

4. PUBLIC PARTICIPATION INCLUDING REPORT FROM CORNWALL COUNCILLOR

No public in attendance.

Cornwall Cllr's Report: One Cllr felt that the possibility of blocking off the unlawful parking area on common land at Lesceave during the pandemic was mean spirited.

The Chairman explained that the space is not an approved parking space and is trespass on Common Land.

A fire engine had been unable to travel through the Hendra Lane area at Praa Sands because of the number of parked vehicles.

5. FINANCE

a) To resolve to approve July payments

no.	Name	cheque	Service/item	Net	VAT	Total
56	SLCC	bank	Annual Subscription	£202.00		£202.00
57	R Sanders	bank	Gold paths and stiles requiring 1 cut/silver paths	£2,030.63	£406.13	£2,436.76
62	Amazon	dc	Latex Gloves	£3.49	£0.70	£4.19
63	British Gas Business	dd	PSands Toilets electricity 2 May - 1 Jun 2020	£24.18	£1.20	£25.38
64	Trelawney Fire & Security Ltd	bank	Annual support and service fire alarm	£90.00	£18.00	£108.00
65	BT	dd	Telephone and e-mails Jun	£101.59	£20.32	£121.91
66	e-on	none	Streetlights electricity May 2020 deducted from credit balance	£52.12	£2.61	£54.73
67	BT	dd	Mobile	£20.00	£4.00	£24.00
68	Amazon	dc	Face masks/protection	£39.47	£4.00	£43.47
69	123-Reg Ltd	dd	Domain renewal	£11.99	£2.40	£14.39
70	123-Reg Ltd	dd	Annual renewal	£59.88	£11.98	£71.86
71	British Gas Business	dd	Parish Rooms electricity 2 May - 1 Jun 2020	£73.97	£3.69	£77.66
72	Amazon	dc	Hand wipes	£20.99		£20.99
73	Southwest Playground Safety Inspections	bank	Inspections Breage/Ashton/Carleen/Praa Sands	£100.00	£20.00	£120.00
			Warning tape	£25.00	£5.00	£30.00
74	Cornwall Council	dc	PSands Toilets rates July	£125.00	£25.00	£150.00
75	R Sanders	bank	Contract grass cutting/weed killing	£880.00	£176.00	£1,056.00
			sub totals	£3,854.31	£676.03	£4,530.34

58	Mrs C L Macleod	bank	Salary June	£1,493.59	£1,493.59
59	HMR & C		PAYE	£288.60	£288.60
			Employer's NI	£160.45	£160.45
		bank		£449.05	£449.05
60	NEST		Pension June Clerk	£112.69	£112.69
			Pension June Employer	£42.26	£42.26
		dd		£154.95	£154.95
61	Mrs S Orpin	bank	Cleaner salary June	£49.80	£49.80
			totals	£6,001.70	£6,677.73

CC was thanked for checking the payments at short notice. There was a typing error at 66 – a difference of 03p. This and the totals have been corrected above. **It was proposed, seconded and resolved that the payments shown be APPROVED for payment.**

b) To acknowledge Receipts

Interest Savings account: £28.56; Interest Ashton Amenity Area: £0.01

Acknowledged.

c) To receive bank balances

As at 29 June 2020: Current Account: £11,233.15; Business Savings Account: £74,337.93; Ashton Amenity Area Account: £39.79

6. FOOTPATHS

a) Report from Cllr Darby

14 Ashton – PD is trying to find out what has happened to the diversion/modification order but the path is O.K at the moment.

16 Ashton - Tregonning Hill - query about bulls in fields. Aged up to 10 months bulls are permitted to be in fields.

35 Tregonning - Godolphin - reports of a blocked stile. CC writing to landowner.

40 Praa Sands - complaint that it is overgrown but it is due for its second cut any time now.

46 Trew-Breage - damage to boardwalk and missing posts. Awaiting posts from Colin Bayes then BPC's Contractor will repair.

71 Ashton - major digging works in progress in the fields which has been reported to County.

Enhanced LMP. There is money available for improvement of footpaths, gates and stiles, replacing way markers and repairing boardwalks.

BPC has sent in an expression of interest and is awaiting The Contractor and PD to provide a scheme of work. The materials will be costed by Cormac. Councillors were asked to let PD know of improvements that are needed, any paths that need to be joined up and where way markers are missing.

It was reported that following the footpath down towards the Nursery from Ashton Amenity Area people are having difficulty with the stile. PD has this in hand and the Lengthsman will put in a hand rail.

It was reported that the SWCP from Rinsey to Hendra is very narrow and a trip hazard. It has just been cut but the Cllr felt it is not up to standard.

7. HIGHWAYS

The Expression of Interest (EIO) traffic control now has had two of the BPC expressions signed off by Cornwall Council and commissioned to Cormac for delivery in place: Pellor Road/Shute Hill – HGV signs and Breage Baker's Row waiting restriction – that has been complete. The other EIOs will be on the CNP agenda for September and will be voted on, along with others submitted by other Councils, to see which ones go forward. The yellow lines at Praa Sands need to be chased up with the Highways Manager – no longer Mike Peters, now Rupert Spencer. There was parking all the way through yesterday.

Breage Church Parochial Church Council has asked for BPC's support with its request to have the Gabions on the Churchyard wall, Shute Hill removed and this section of wall repaired as reinstated as this is in a Conservation Area.

8. CEMETERY AND CLOSED GRAVEYARDS

a) Update

War Memorial Closed Graveyard: Canon David Miller and Archdeacon Paul have sent in the documentation enabling BPC to proceed with the wall work at that Graveyard and in the Parish Council Cemetery. The Contractor will be instructed this week.

9. PLAYGROUND & EXERCISE EQUIPMENT

a) The use of the Playground Equipment at Ashton Amenity Area and Breage Field and the Exercise Equipment at Praa Sands and Carleen may continue from 4 July 2020. A Risk Assessment will be in place, completed by the Clerk. The tapes and old notices will have been removed and new notices put up. The Risk Assessment will be circulated to Councillors prior to the re-opening and agreement from Councillors obtained for the re-opening.

A bollard has been knocked down and damaged at the disabled entrance at the exercise area Praa Sands. The Handyman has removed it and made good the hole.

Thanks to the Clerk and CM for removing the old tape and signs and putting up the new signs at Praa Sands, Carleen, Breage and Ashton. The Clerk had carried out a Risk Assessment and this has been circulated to the Committees. The grass had been cut and the equipment inspected and greased where needed. The notices on the play equipment stress the parental/carer responsibility. Ashton equipment had been cleaned on Friday and Breage's cleaned and tidied and the gates, etc. sanitised by the Breage Field Committee on Sunday. The Committee has put a reminder on its Facebook page about hand sanitising.

10. PARISH ROOMS

a) The Parish Rooms are closed until further notice due to the Covid-19 pandemic

(1) All council business that cannot be conducted by either e-mail, telephone or electronic means will be deferred until further notice

(2) The office will be manned from 0900 -1700 daily with the exception of Tuesday

(3) There will be no access to the Parish Office or Meeting Room until further notice

(4) The normal functions of the council will proceed via electronic means and members of the public and parishioners will be able to contact the Clerk by telephone, e-mail or letter, communication via the Breage Parish Council web site will be available

(5) Should you have any questions or concerns during the current crisis please contact the Clerk who will endeavour to resolve any issue or signpost you to the appropriate contact

(6) Every effort will be made to maintain the best level of service possible during these difficult times and any change to this statement will be made via the Breage Parish Council web site

No changes to the above.

11. PRAA SANDS

a) TOILETS

i) The Toilets remain closed. An additional Risk Assessment covering Covid-19 will be carried out by the Clerk and circulated to Councillors. The Chairman explained that the Risk Assessment Councillors who had received training should have completed a Risk Assessment but this had not been forthcoming and the Clerk had completed it, to be reviewed in 14 days. It transpired that the design and layout of the facility does not permit social distancing; there is no provision outside for sensible queuing that would allow spacing. It was therefore determined that it is not possible for Breage Parish Council to open and run the facility and remain compliant with the current public health requirements and the Covid 19 recommendations. If matters do not improve the TAW will need to be discussed next month. Regarding the Corserv Ltd invoices for cleaning of the toilets that has not been carried out the Clerk has responded by e-mail. The matter is now with Cornwall Councillor Julian Rand (St Keverne) as the issue was raised at the Helston and S Kerrier Community Network Meeting on 30 June and the Parish Council's position explained. Cllr Rand is a trustee/director of Corserv. He will raise the issue at board level and report back to Breage Parish Council. The Clerk is not permitted to make payment until further direction is available and then only by approval of the BPC Finance and General Purposes Chairman.

It was asked if the road sign to the car parks and Toilets could have the toilets line covered over. The Clerk will contact Highways as it is a CC sign.

b) BENCH ON GREEN

i) Another request for a memorial bench has been received – siting not yet decided. Will be on the raised area to the left of the Green. It will be a granite bench **To resolve to give permission for the siting of a new memorial bench, Praa Green**

Resolution not needed as the previous one covers this bench space.

c) FLY TIPPING

i) Update
Under Enforcement. As BPC has zero tolerance there may have to be a resolution to prosecute if the tipping does not cease.

d) PRAA SANDS HOLIDAY PARK

i) Will officially reopen on the 4 July 2020.

NHS is able to use the 60 degree wash machines and NHS workers may stay there.

12. RISK ASSESSMENT

a) This has been completed and circulated to Councillors **To resolve to approve the 2020 Risk Assessment for publication**

Discussed. No vote taken.

13. HELSTON AND S KERRIER CNP

3 Councillors attended a Zoom meeting held on 30 June 2020. Notes have been circulated to Councillors

The September meeting will be a single item meeting to discuss and vote on Highways Schemes that have been submitted.

14. PROPOSED NEW MODEL CODE OF CONDUCT

a) Comments may be made on the draft Model Code of Conduct. Cllrs have been asked to come to this meeting with comments.

2 Councillors had completed answers – tick boxing. It was felt to be worth doing. The Chairman explained that a 6 month disqualification for an infringement may possibly be introduced in the future.

15. LENGTHSMAN

a) The Lengthsman Enabling Agreement 2020/2021 has been signed and returned to Cornwall Council Highways and the sub contract has been prepared for signature by The Chairman, The Clerk and the Contractor

The Lengthsman's work is up to speed.

16. POLICE ADVOCATE

a) To discuss The Councillors' Advocate Scheme and **To resolve to nominate a candidate as Breage Parish Council's Advocate**

Discussion. No-one had volunteered so no resolution. Very important, will take quite a bit of time but worthwhile. Domestic violence, traffic, general policing, PCSOs and drugs will be covered. Cllrs to let the Clerk know if they wish to volunteer. There will be a need to travel but expenses can be claimed.

17. REPORT FROM CLERK

The Office is extremely busy at present. Risk Assessments have been vital and have taken much time. E-mails are abundant at present. Some Councillors are still not sending in their e-mails re. Planning. The Parish Numbers of Registered Electors is 2,616. The replacement notice board at the Parish Rooms is now in place. I will take 10 days annual leave on 10, 12, 13, 14, 17, 19, 20, 21, 24 and 26 August, returning on 27 August. The September meetings will be on Wednesday 2 September Planning and Tuesday 8 September Main Meeting. Clerk will book the next Zoom meeting on Zoom Pro. A Cllr felt that Teams has the edge but others did not agree.

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

Carleen Village Hall No meetings yet.

Written report not necessary from the BPC CNP representative as notes have already been circulated.

EOIs are important for the next meeting. Rep. to make sure of details to vote on. Confirmation of Pellor Road no parking space (already in place) and Pellor Road/Shute Hill HGV signs has been received.

19. DATE AND TIME OF NEXT MEETINGS

ORDINARY PARISH COUNCIL PLANNING AND LAND USE MATTERS MEETING WEDNESDAY 29 JULY 2020 – NOT A PHYSICAL MEETING;
THE ORDINARY PARISH COUNCIL MEETING TUESDAY 4 AUGUST 2020 – ZOOM MEETING AT 7.00 P.M. Should Members of the Public wish to take part in public participation they should provide the Clerk with their e-mail address and a request to speak, by 4.00 p.m. on Friday 31 July, 2020.

20. EXCLUSION OF PRESS AND PUBLIC Not necessary. **The meeting closed at 8.10 p.m.**

