

BREAGE PARISH COUNCIL

Mrs Carol Macleod Clerk/RFO to the Council Parish Rooms Breage HELSTON TR13 9PD Tel: 01326 574781/07767165077

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ORDINARY PARISH COUNCIL MEETING TO BE HELD AT 7.00 P.M. IN THE PARISH ROOMS, BREAGE ON TUESDAY 14 SEPTEMBER 2021

To: Breage Parish Councillors

You are hereby summoned to attend this meeting.

Due to Covid restrictions please advise the Clerk that you will be attending and have carried out a negative lateral flow test, wear a face mask and adhere to social distancing for your safety and to help to maintain Covid security. Thank you.

To: Members of the Public

You are hereby invited to attend this meeting.

Breage Parish Council would be grateful if members of the public intending to attend the meetings of the Parish Council would complete a Covid 19 lateral flow test 48 hours prior to the meeting. Please advise the Clerk that you will be attending, wear a face mask and adhere to social distancing for your safety and to help to maintain Covid security. Thank you.

You may contact the Parish Clerk on 01326 574781/07767165077 or email breageparishcouncil@btconnect.com

X Carol Macleod

Carol Macleod
Clerk/RFO to Breage Parish Council

AGENDA

1. FIRE EVACUATION PROCEDURE

2. DECLARATION OF INTERESTS IN ACCORDANCE WITH STANDING ORDERS

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

3. APOLOGIES FOR ABSENCE

a) To receive and accept apologies for absence

4. CONFIRMATION OF THE MINUTES OF THE PARISH COUNCIL MEETING ON 3 AUGUST 2021

5. PUBLIC PARTICIPATION

To include Cornwall Councillor's report – previously circulated to Councillors

6. FINANCE

a) The External Audit closure letter has been received. On the basis of the review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in their opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

b) To resolve to approve September payments

No	Date	Payment	Description	Supplier	Net	VAT	Total
133	30/07/2021	bank	Cemetery repairs	D A Giles Ltd	1,083.34	216.67	1,300.01
134	30/07/2021	bank	Cemetery repairs	D A Giles Ltd	9,510.40	1,902.08	11,412.48
135	30/07/2021	dc	Office Goods	Amazon	6.34	1.28	7.62
136	30/07/2021	dc	Cemetery repairs	Tom Heaney Education LTD	0.00	0.00	0.00
137	30/07/2021	dc	Cemetery repairs	Amazon	11.07	2.22	13.29
138	04/08/2021	138	Parish Rooms maintenance	Stephen Babbage	15.00	0.00	15.00
139	04/08/2021	bank	Repairs and Maintenance Street furniture	Stephen Babbage	75.00	0.00	75.00
140	04/08/2021	bank	Cemetery repairs	Stephen Babbage	15.00	0.00	15.00
141	04/08/2021	bank	Grass Cutting & weed killing	R Sanders	390.00	78.00	468.00
142	04/08/2021	bank	Grass Cutting & weed killing	R Sanders	105.00	21.00	126.00
143	04/08/2021	bank	Cemetery GRASS CUTTING	R Sanders	250.00	50.00	300.00
144	04/08/2021	bank	Lengthsman	R Sanders	225.00	45.00	270.00
145	04/08/2021	bank	Zionist Chapel Ashton	R Sanders	40.00	8.00	48.00
146	02/08/2021	dc	Cemetery repairs	Amazon	5.89	1.18	7.07
147	02/08/2021	bank	Cemetery repairs	Derek Real	1,200.00	0.00	1,200.00
148	01/06/2021	dc	Office supplies	YNR Instruments Ltd	9.99	2.00	11.99
149	09/07/2021	dc	Admin	Royal Mail	3.00	0.00	3.00

150	11/08/2021	bank	Subscription Open Spaces	Open Spaces Society	45.00	0.00	45.00
151	30/07/2021	dc	Office Goods	Amazon	6.34	1.28	7.62
152	03/08/2021	dc	Cemetery GOODS	Amazon	5.89	1.18	7.07
153	06/08/2021	dc	Office supplies	Amazon	3.75	0.75	4.50
154	09/08/2021	dc	Computer IT	Amazon	76.66	15.33	91.99
155	09/08/2021	dd	Loan	PWLB	2,736.07	0.00	2,736.07
156	16/08/2021	dd	Streetlights electricity	E-on	52.12	2.61	54.73
157	20/08/2021	dd	Electricity Parish Rooms	British Gas	45.47	2.27	47.74
158	16/08/2021	dd	Telephone and Internet	BT	136.40	27.28	163.68
159	27/08/2021	bank	Salaries	Administration	1,645.03	0.00	1,645.03
160	27/08/2021	bank	Salaries	Administration	55.00	0.00	55.00
161	27/08/2021	bank	Salaries	HM Revenue & Customs	332.60	0.00	332.60
162	27/08/2021	bank	Employer's NI	HM Revenue & Customs	189.11	0.00	189.11
163	13/09/2021	dd	Salaries	NEST	129.71	0.00	129.71
164	13/09/2021	dd	Pension Employer	NEST	48.64	0.00	48.64
165	03/09/2021	bank	Cemetery repairs	A E Woodhams	90.01	0.00	90.01
166	15/09/2021	bank	External Audit	PKF Littlejohn LLP	400.00	80.00	480.00
167	15/09/2021	bank	Play equipment inspection	Southwest Playground Safety Inspections	75.00	15.00	90.00
168	15/09/2021	bank	Play equipment inspection	Southwest Playground Safety Inspections	25.00	5.00	30.00
169	15/09/2021	bank	Grass Cutting & weed killing	R Sanders	210.00	42.00	252.00
170	15/09/2021	bank	Cemetery GRASS CUTTING	R Sanders	275.00	55.00	330.00
171	15/09/2021	bank	Grass Cutting & weed killing	R Sanders	400.00	80.00	480.00
172	15/09/2021	bank	Lengthsman	R Sanders	30.00	6.00	36.00
173	01/09/2021	dd	Telephone and Internet	BT	20.90	4.18	25.08
174	15/09/2021	dd	Telephone and Internet	BT	136.40	27.28	163.68
175	15/09/2021	bank	Footpaths cutting	R Sanders	1,256.71	251.34	1,508.05
176	01/10/2021	dd	Parish Rooms Water	Source for Business	15.23	0.00	15.23
177	01/10/2021	dd	Cemetery Water	Source for Business	16.68	0.00	16.68
178	02/08/2021	dd	TV licence	TV Licensing	159.00	0.00	159.00
179	13/08/2021	dc	IT Computer	Zoom Ltd	11.99	2.40	14.39
					21,574.74	2,946.33	24,521.07

c) To acknowledge Receipts

Amazon: £5.99 refund unavailable goods

d) To receive bank balances

As at 27 August 2021: Current: £7,735.54; Savings: £91,291.31; Ashton Amenity Area: £39.80; Petty cash: £150.

7.FOOTPATHS

i) Report

ii) Enhanced LMP

8.HIGHWAYS

i) Ashton Parishioner concerns re. speeding A394

ii) Road Closure intention Location: Trescowe Common Timing: 22nd September 2021 (09:30 to 15:30 hours)

9.CEMETERY AND CLOSED GRAVEYARDS

i) Update TW

ii) Public Art CMR

iii) Cemetery Fees Update due

10. PLAYGROUND & EXERCISE AREAS

i) A Risk Assessment re. Covid-19 is in place that is reviewed every 14 days. Safety inspection of equipment carried out and report provided each month.

ii) Following the relaxation of Covid regulations signs at the areas have been amended.

11. PARISH ROOMS

i) The Parish Rooms have been open since 11 May 2021

ii) A Covid Risk Assessment for the Parish Rooms has been carried out. Until further notice Councillors will complete a lateral flow test two days before each meeting and report the results to the Health and Safety Councillor and Clerk. Masks will be worn by Councillors and Public

iii) A Covid-19 Risk Assessment for the Office is reviewed every 14 days.

iv) Clerk will continue to work from the office in accordance with Lone Worker Procedure as directed. The Clerk, as Lone Worker will text Mr Macleod on the hour each hour she is at work. He will return the text as soon as is possible.

vi) Website - update

vii) Training

Report on Risk Assessment Training - CC

12. POLICE

i) Report CC

13. HELSTON AND S KERRIER CNP

- i) 22 September 2021 next CNP Meeting
- ii) Matters for BPC Rep. CMR to take forward

14. LENGTHSMAN

- i) Update

15. PRAA GREEN

- i) Update on hole in the Green
- Not covered by insurance

16. ASHTON VILLAGE HUB

- i) Update NR

17. CORNISH TIN

- i) Update

18. RISK ASSESSMENT

- i) Full Risk Assessment 2021 has been circulated
- ii) To receive comments

iii) To resolve that the Risk Assessment 2021 with any amendments be approved and that inclusion on the website should be carried out

19. APPRENTICESHIP

- i) Update CC

20. TREVURVAS POND

- i) Update DT & MS

21. REMEMBRANCE DAY ARRANGEMENTS

- i) Sunday 14 November at Breage and Godolphin

To resolve that wreaths be ordered by the Clerk and that the Chairman will lay the Breage wreath and the Vice-Chairman the Godolphin one

22. CHANGING PLACES TOILETS

- i) Invitation to submit Changing Places Toilets proposals for potential inclusion in funding bid to Government. The Government has invited principal local authorities, including Cornwall Council, to bid for capital funding for their areas to install Changing Places Toilets (CPTs) in existing publicly accessible buildings across the country. A CPT is a larger, accessible toilet for disabled people and their carers whose needs are not met by standard accessible toilets. Cornwall is likely to receive enough funding for up to three new CPT's. Timescales are short: the bid deadline is before the end of September 2021.

Cllr Keeling has been asked to make enquiries for the Parish

23. QUEENS' PLATINUM JUBILEE

- i) To discuss Parish Council Arrangements

24. STREETLIGHTS

- i) Review
- ii) To make any necessary resolution

25. GODOLPHIN BUS STOP

To resolve to support Cornwall Council's proposal to move the Godolphin bus stop from the area outside the former Godolphin Arms pub to the area off the road next to Godolphin Green

26. REPORT FROM CLERK

Circulated

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

28. DATES AND TIMES OF NEXT MEETINGS

ORDINARY PARISH COUNCIL PLANNING AND LAND USE MATTERS MEETING WEDNESDAY 29 SEPTEMBER; ORDINARY PARISH COUNCIL MEETING TUESDAY 5 OCTOBER; FINANCE AND GENERAL PURPOSES COMMITTEE THURSDAY 28 OCTOBER 2021.

MEETINGS AT 7.00 P.M. IN THE PARISH ROOMS, BREAGE. Breage Parish Council would be grateful if members of the public intending to attend the meetings of the Parish Council would complete a Covid 19 lateral flow test 48 hours prior to the meeting. Please advise the Clerk that you will be attending, wear a face mask and adhere to social distancing for your safety and to help to maintain Covid security. Thank you.

29. 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