

## BREAGE PARISH COUNCIL

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

E-mail: [breageparishcouncil@btconnect.com](mailto:breageparishcouncil@btconnect.com)

Website: [www.breagepc.org.uk](http://www.breagepc.org.uk)



### ORDINARY PARISH COUNCIL MEETING TO BE HELD AT 7.00 P.M. IN THE PARISH ROOMS, BREAGE ON TUESDAY 5 APRIL 2022

Although Plan B Covid measures have been lifted by the Government, Breage Parish Council has determined that Councillors will continue to carry out lateral flow tests and adhere to social distancing. It is requested that members of the public intending to attend the meetings of the Parish Council complete a Covid 19 lateral flow test within 48 hours of the meeting, advise the Clerk that they will be attending, wear a face mask and adhere to social distancing. Thank you.

To: Breage Parish Councillors: You are hereby summoned to attend this meeting.

To: Members of the Public: You are hereby invited to attend this meeting.

You may contact the Parish Clerk on 01326 574781/07767165077 or email [breageparishcouncil@btconnect.com](mailto: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 1 MARCH 2022

5. PUBLIC PARTICIPATION To include Cornwall Councillor's report – previously circulated to Councillors

##### 6. FINANCE

a) To resolve to approve Clerk's recommendation for Insurance cover to be shown on Clerk's report

b) To resolve to approve payments up to 31 March 2022

No	Code	Date	Payment	Supplier	Net	VAT	Total
348	Telephone/Mobile/Broadband	01/03/2022	dd	BT	20.90	4.18	25.08
349	Playground & Leisure Equipment	25/02/2022	bank	Derek Real	275.00		275.00
350	Salaries	28/02/2022	bank	Administration	1,657.92		1,657.92
351	Salaries	28/02/2022	bank	Administration	59.20		59.20
352	Salaries	28/02/2022	bank	HM Revenue & Customs	335.40		335.40
353	National Insurance Employer	28/02/2022	bank	HM Revenue & Customs	190.55		190.55
354	Salaries	28/02/2022	dd	NEST	125.29		125.29
355	Pension Employer	28/02/2022	dd	NEST	46.98		46.98
356	Cemetery costs	08/03/2022	dd	Yu Energy	13.75	0.69	14.44
357	Ashton Field costs	23/03/2022	bank	Southwest Playground Safety Inspections	25.00	5.00	30.00
358	Playground & Leisure Equipment	07/03/2022	bank	Southwest Playground Safety Inspections	75.00	15.00	90.00
359	Contracts Grass & Hedge Cutting	07/03/2022	bank	R Sanders	215.00	43.00	258.00
360	Cemetery costs	07/03/2022		R Sanders	125.00	25.00	150.00
361	Lengthsman work completed	07/03/2022	bank	R Sanders	225.00	45.00	270.00
362	Telephone/Mobile/Broadband	15/03/2022	dd	BT	168.90	33.78	202.68
363	Notice boards/Benches/Signs/Fences/Phone Kiosks	02/03/2022	dc	VBiz Limited	2.41	0.48	2.89
364	Office consumables and goods	31/03/2022	bank	Complete Business Solutions Ltd	278.04	55.61	333.65
365	Electricity Parish Rooms	21/03/2022	dd	British Gas	197.23	39.44	236.67
366	Lengthsman work completed	11/03/2022	bank	R Sanders	425.00	85.00	510.00
367	Office consumables and goods	17/03/2022	dc	Amazon	4.99	1.00	5.99
368	Notice boards/Benches/Signs/Fences/Pho	17/03/2022	dc	OfficeFurnitureOnline.co.uk	547.00	109.40	656.40

	ne Kiosks						
369	Grants s137	18/03/2022	bank	Ashton Village Lights	50.00		50.00
370	Telephone/Mobile/Broadband	29/03/2022	dd	BT	20.60	4.12	24.72
371	Travel Expenses	25/03/2022	bank	Administration	9.00		9.00
372	Salaries	28/03/2022	bank	Administration	1,571.95		1,571.95
373	Salaries	28/03/2022	bank	Administration	59.00		59.00
374	Salaries	28/03/2022	bank	HM Revenue & Customs	312.60		312.60
375	National Insurance Employer	28/03/2022	bank	HM Revenue & Customs	174.59		174.59
376	Covid-19 expenses	29/03/2022	dc	Lloyds Pharmacy	30.97	6.19	37.16
377	Lengthsman work completed	31/03/2022	bank	R Sanders	2,000.00	400.00	2,400.00
378	Ashton Field grass cutting	30/03/2022	bank	R Sanders	105.00	21.00	126.00
379	Contracts Grass & Hedge Cutting	30/03/2022	bank	R Sanders	215.00	43.00	258.00
380	Contracts - Footpaths	30/03/2022	bank	R Sanders	84.00	16.80	100.80
381	Cemetery costs	30/03/2022	bank	R Sanders	260.00	52.00	312.00
382	Telephone/Mobile/Broadband	15/03/2022	dd	BT	already entered see 362		
383	Office consumables and goods	28/03/2022	dc	Amazon	3.29	0.66	3.95
384	Lengthsman work completed	31/03/2022	bank	Already entered see 377			
385	Enhanced LMP	31/03/2022	bank	R Sanders	5,150.00	1,030.00	6,180.00
386	Ashton Field costs	31/03/2022	bank	Southwest Playground Safety Inspections	25.00	5.00	30.00
387	Playground & Leisure Equipment	31/03/2022	bank	Southwest Playground Safety Inspections	75.00	15.00	90.00
388	Salaries Pension Clerk	31/03/2022	dd	Nest	118.57		118.57
389	Pension Employer	31/03/2022	dd	Nest	44.46		44.46
Totals					15,322.59	2,056.35	17,378.94

c) To acknowledge Receipts up to 31 March 2022

No	Code	Date	Payment	Supplier	Net	VAT	Total
30	Misc. Income photocopying	28/02/2022	bank	Howard Bradford	1.40		1.40
31	Queen's Platinum Jubilee Donations	03/03/2022	bank	C Barker	100.00		100.00
32	Footpaths LMP grant	07/03/2022	bank	Cornwall Council	4,112.41		4,112.41
33	South West Coastal Path grant	07/03/2022	bank	Cornwall Council	2,178.41		2,178.41
34	Bank Interest	07/03/2022	bank	Barclays	2.61		2.61
35	Cemetery fees interments	28/03/2022	bank	F E Strike	600.00		600.00
Totals					6,994.83		6,994.83

d) To resolve to approve April payments to include insurance payment

No	Code	Date	Payment	Description	Supplier	Net	VAT	Total
1	Cemetery costs	01/04/2022	dd	Cemetery Water	Source for Business	15.37		15.37
2	Water Parish Rooms	01/04/2022	dd	Parish Rooms Water	Source for Business	15.37		15.37
3	Cemetery costs	01/05/2022	dd	Rates Cemetery	Cornwall Council	67.18		67.18
4	Subscriptions	13/04/2022	dd	Admin	Adobe	17.62	3.52	21.14
Totals						115.54	3.52	119.06

e) No receipts received

f) To receive bank balances

## 7.FOOTPATHS

i) Report PD

ii) Enhanced LMP

## 8.HIGHWAYS

i) Update 20 is plenty CC

ii) Gabions Breage Church

iii) Pengersick Lane TRO yellow lines

iv) Greenways sign

v) Update Breage Parking TW

## 9.CEMETERY AND CLOSED GRAVEYARDS

i) Update TW

ii) Graveside funeral for Arthur Pascoe was held on 8 March, grave 371; funeral for Peter Sampson is to be held on 22 April, grave CR43

## 10. PLAYGROUND & EXERCISE AREAS

i) A Risk Assessment re. Covid-19 is in place that is reviewed every 14 days.

ii) Safety inspections of equipment are carried out and reports provided each month

**iii) To resolve to approve addendum to Breage Field Land Useage Agreement**

**11. PARISH ROOMS**

- i) A Covid Risk Assessment for the Parish Rooms has been carried out and is reviewed every 14 days. Until further notice Councillors and attending Members of the Public 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
- ii) A Covid-19 Risk Assessment for the Office is reviewed every 14 days.
- iii) The 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.

**12. POLICE**

- i) Update CC

**13. HELSTON AND S KERRIER CNP**

- i) Report on the meeting 23 March 2022 CMR – previously circulated to Councillors
- ii) **To resolve to vote on the CNP Ranking Table Highways EOIs**

**14. LENGTHSMAN**

- i) Update AB

**15. ASHTON VILLAGE HUB**

- i) Update NR

**16. APPRENTICESHIP**

- i) Update CC

**17. TREVURVAS POND**

- i) Update DT & MS

**18. QUEEN'S PLATINUM JUBILEE**

- i) Update TW

**19. GODOLPHIN CROSS COMMUNITY ASSOCIATION**

- i) Reach out project – Rona Laity's report

**20. CORNISH TIN**

- i) Update TW

**20. CLERK'S REPORT**

Previously circulated to Councillors

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

**22. DATES AND TIMES OF NEXT MEETINGS: ORDINARY PARISH COUNCIL PLANNING AND LAND USE MATTERS MEETING**

**WEDNESDAY 27 APRIL 2022; ANNUAL PARISH MEETING TUESDAY 10 MAY 2022 AT 6.30 P.M. DIRECTLY FOLLOWED BY ANNUAL PARISH COUNCIL MEETING. It is requested that members of the public intending to attend the meetings of the Parish Council complete a Covid 19 lateral flow test within 48 hours of the meeting, advise the Clerk that they will be attending, wear a face mask and adhere to social distancing. Thank you.**

**23. 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**