

BREAGE PARISH COUNCIL

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ANNUAL PARISH COUNCIL MEETING TO BE HELD IN THE PARISH ROOMS BREAGE **ON TUESDAY 11 MAY 2021 AT 7.00 P.M.**

To: Breage Parish Councillors:

You are hereby summoned to attend this meeting. **Please wear a face mask and adhere to social distancing. Thank you.**

To: Members of the Public and Press:

You are invited to attend to speak in public participation. **Please advise the Clerk that you will be attending, wear a face mask and adhere to social distancing. Thank you.**

X Carol Macleod

Carol Macleod

Clerk/RFO to Breage Parish Council

AGENDA

1.FIRE EVACUATION PROCEDURE

2.APOLOGIES FOR ABSENCE

a)To receive and accept apologies for absence

3.MEMBERS ELECTED UNCONTESTED

The 6 Members having been elected uncontested for 2021/2025 are:

Howard Bradford; Caroline Carver; Chris Ralph; Diana Thomas; Tony Woodhams and Rose Wyvern Batt

4.ELECTION OF CHAIRMAN FOR THE YEAR 2021/2022

5.TO RECEIVE CHAIRMAN'S DECLARATION OF OFFICE

6.ELECTION OF VICE-CHAIRMAN FOR THE YEAR 2021/2022

7.TO RECEIVE MEMBERS DECLARATIONS OF ACCEPTANCE OF OFFICE

Declarations that have been received by and read out to the Clerk and countersigned by the Clerk will be confirmed.

8. CO-OPTION NOTICE

a) To resolve to authorise the Clerk to advertise co-option vacancies for Breage Parish Councillors

9.DECLARATION OF INTERESTS

a)To note declarations of interest

b)To take consideration of written requests for dispensations

c)Each Member must complete a new declarations of interests form for the 2021/25 session and submit it to the Clerk within 28 days of the election, by 3 June 2021

10.PARISH COUNCIL WORKING GROUPS/TEAMS/COMMITTEES AND/OR OUTSIDE ORGANISATIONS

a)Members to be nominated

b)Names to be listed and resolved in one resolution

i) The Neighbourhood Plan Steering Group - All Councillors are able to attend meetings but as members of the public as this has to be a Community led plan

Originally 3 Members

ii) Finance and General Purposes Committee

Standing orders 17, 18, 19, apply.

Chairman + 4 Cllrs cannot be bank signatories plus 2 deputies if possible

iii) Bank Signatories

4 Cllrs

iv) Representatives Playing Fields and Village Halls

Ashton Amenity Area - 2 Cllrs

Breage Village Hall – 1 Cllr

Breage Field – 1 Cllr

Carleen Village Hall & Exercise Field– 1 Cllr

v) Staff working group personnel

Standing order 20 applies

3 Cllrs

vi) Footpaths and Open Spaces

2 Cllrs

vii) Cemeteries

1 Cllr

viii) H&Safety/Risk Assessment

2 Cllrs and Clerk

ix) Lengthsman Scheme

1 Cllr

xi) Helston & S Kerrier Community Network

1 Cllr Rep and 1 Deputy

xii) Affordable Housing

5 Cllrs

11.CONFIRMATION OF MINUTES OF THE ORDINARY PARISH COUNCIL MEETING held on 4 May 2021

12.PUBLIC PARTICIPATION

To include Cornwall Councillor's report

13.FINANCE

a)To review Financial Regulations and make any necessary resolution

b)To review Financial Risk Assessment and make any necessary resolution

c)To review Asset Register and make any necessary resolution

d)To resolve to accept the Internal Auditor's report and to accept complete satisfaction with the effectiveness of the Internal Audit

e)To resolve to action the approval of section 1, sound system of internal control and section 2, the end-of-year figures submitted by the RFO for external audit, and to agree to the signing

f)To note that the dates for publication for the 2020/2021 Annual Return will be Monday 7 June 2021 and the dates of the period for the exercise of public rights is 14 June 2021 to 23 July 2021

g)To resolve to approve May payments

Ver	Code	Date	Minute	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
8	Salaries	01/04/2021	8	dd	Salaries	NEST	Z	165.41	0.00	165.41
9	Pension Employer	01/04/2021	9	dd	Pension Employer	NEST	Z	62.03	0.00	62.03
10	Salaries	30/04/2021	10	bank	Salaries	Administration	Z	1,637.45	0.00	1,637.45
11	Salaries	30/04/2021	11	bank	Salaries	Administration	Z	55.00	0.00	55.00
12	Salaries	30/04/2021	12		Salaries	HM Revenue & Customs	Z	330.20	0.00	330.20
13	National Insurance Employer	30/04/2021	13		Employer's NI	Administration	Z	187.61	0.00	187.61
14	Salaries	05/05/2021	14	dd	Salaries	NEST	Z	128.84	0.00	128.84
15	Pension Employer	05/05/2021	15		Pension Employer	NEST	Z	48.31	0.00	48.31
16	Ashton Snooker Club Zionist	08/04/2021	16	bank	Admin	SSE Southern Electricity	L	24.88	1.24	26.12
17	Ashton Field costs	12/04/2021	17	bank	Play equipment inspection	Southwest Playground Safety	S	137.50	27.50	165.00
18	Playground & Leisure Equipn	12/04/2021	18	bank	Play equipment inspection	Southwest Playground Safety	S	137.50	27.50	165.00
19	Lengthsman work completed	12/04/2021	19	bank	Lengthsman	R Sanders	S	288.00	57.60	345.60
20	Ashton Field grass cutting	12/04/2021	20	bank	Grass Cutting & weed killing	R Sanders	S	95.00	19.00	114.00
21	Contracts Grass & Hedge Cut	12/04/2021	21	bank	Grass Cutting & weed killing	R Sanders	S	509.00	101.80	610.80
22	Cemetery costs	12/04/2021	22	bank	Cemetery GRASS CUTTING	R Sanders	S	50.00	10.00	60.00
23	Playground & Leisure Equipn	12/04/2021	23	bank	Amenity Areas	R Sanders	S	491.00	98.20	589.20
24	Covid-19 expenses	14/04/2021	24	dc	Computer IT	Zoom Video Communications	S	11.99	2.40	14.39
25	Office consumables and goo	15/04/2021	25	dc	Office supplies	Amazon	S	14.98	3.00	17.98
26	Streetlights electricity	16/04/2021	26	dd	Streetlights electricity	E-on	L	2.88	0.14	3.02
27	Subscriptions	15/04/2021	27	dc	Admin	Adobe	S	17.62	3.52	21.14
28	Telephone/Mobile/Broadband	19/04/2021	28	dd	Telephone and Internet	BT	S	140.89	28.18	169.07
29	Electricity Parish Rooms	23/04/2021	29	dd	Electricity Parish Rooms	British Gas	S	168.04	33.60	201.64
30	Telephone/Mobile/Broadband	29/04/2021	30	dd	Telephone and Internet	BT	S	20.60	4.12	24.72
31	Cemetery maintenance Capit	12/05/2021	31	bank	Cemetery repairs	R Sanders	S	4,640.00	928.00	5,568.00
32	Contracts Grass & Hedge Cut	12/05/2021	32	bank	Grass Cutting & weed killing	R Sanders	S	326.00	65.20	391.20
33	Contracts Grass & Hedge Cut	12/05/2021	33	bank	Grass Cutting & weed killing	R Sanders	S	225.00	45.00	270.00
34	Cemetery costs	12/05/2021	34	bank	Cemetery GRASS CUTTING	R Sanders	S	615.00	123.00	738.00
35	Ashton Field grass cutting	12/05/2021	35	bank	Grass Cutting & weed killing	R Sanders	S	105.00	21.00	126.00
36	Playground & Leisure Equipn	12/05/2021	36	bank	Play equipment inspection	Southwest Playground Safety	S	163.00	32.60	195.60
37	Ashton Field costs	12/05/2021	37	bank	Play equipment inspection	Southwest Playground Safety	S	25.00	5.00	30.00
38	Grants	12/05/2021	38	bank	LGA 1976 MP Act s19 Grant	Administration	Z	500.00	0.00	500.00
39	Grants	12/05/2021	39	bank	LGA 1972 s145 Grant	Administration	Z	500.00	0.00	500.00
40	Grants	12/05/2021	40	bank	LGA 1976 MP Act s19 Grant	Administration	Z	500.00	0.00	500.00
41	Grants	12/05/2021	41	bank	LGA 1976 MP Act s19 Grant	Administration	Z	500.00	0.00	500.00
42	Grants	12/05/2021	42	bank	LGA 1976 MP Act s19 Grant	Administration	Z	500.00	0.00	500.00
43	Grants s137	12/05/2021	43	bank	s137 Grant	Administration	Z	100.00	0.00	100.00
44	Grants	12/05/2021	44	bank	LGA 1976 MP Act s19 Grant	Administration	Z	500.00	0.00	500.00
45	Audit Charges	12/05/2021	45	bank	Internal Audit	D G L Gallie	Z	221.60	0.00	221.60
Total								14,145.33	1,637.60	15,782.93

(i)Items 8 – 37 and 45 are normal payments

(ii)Item 39 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 39

(iii)Items 38, 40-42 and 44 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 payments: items 38, 40-42 and 44

(iv)Item 43 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 payment: item 43

h)To resolve to continue with bank payments as has been carried out during Covid restrictions or to revert to cheque payments

i)To resolve to approve BACS/CHAPS payments as and when necessary – to be confirmed by a Member of the Accounts Team and checked on the bank statements

j)To acknowledge Receipts

CIL: £1,898.44; Precept: £42,500; Council Tax Support grant: £780.36

k)Clerk to provide Bank balances

As at 29 April 2021: Current A/c: £10,660.73; Savings A/c: £125,399.53; Ashton Amenity Area A/c: £39.80; Petty cash: £150.00

14.ANNUAL REPORT

a)To approve Annual Report for circulation

15. CLERK REQUESTED UPDATES

a) Hole on Praa Green

b) Scribe

16.DATE AND TIME OF NEXT MEETINGS

a) To resolve that the Planning meetings start again as Parish Rooms' meetings.

PLANNING MEETING WEDNESDAY 26 MAY 2021; ORDINARY PARISH COUNCIL MEETING TUESDAY 1 JUNE 2021. MEETINGS UNLESS OTHERWISE STATED TO BE HELD IN THE PARISH ROOMS, BREAGE AT 7.00 P.M. Members of the Public please let the Clerk know that you will be attending, wear a face mask and adhere to social distancing. Thank you

17.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