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**DRAFT MINUTES ANNUAL PARISH COUNCIL MEETING HELD IN THE PARISH ROOMS BREAGE  
ON TUESDAY 10 MAY 2022 IMMEDIATELY FOLLOWING THE ANNUAL PARISH MEETING THAT ENDED AT 6.55 P.M.**

Attending Parish Councillors had each carried out a negative lateral flow test, worn Council supplied new face masks on entry and had used the bacterial hand gel. Seating places were spaced and all surfaces had been cleaned before the meeting. Anti-bacterially wiped covered agendas were provided. 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. Attending Members of the Public had been advised that the Council would be grateful if they would complete a Covid-19 lateral flow test within 48 hours of the meeting, advise the Clerk that they will be attending and had a negative lateral flow test result, wear a face mask and adhere to social distancing to help to maintain Covid security.

Present: Cllr A E Woodhams (Chairman)

Cllr C Ralph

Cllr N Roberts

Cllr M Southam

Cllr D Thomas

Cllr R Wyvern Batt

1 Member of the Public

Mrs C Macleod (Clerk/RFO)

### **1.FIRE EVACUATION PROCEDURE**

Procedure explained. The Chairman asked that all phones be off or silent. The meeting is recorded.

### **2.APOLOGIES FOR ABSENCE**

a) To receive and accept apologies for absence

Apologies received and accepted from HB/CC and AB. Cllr Keeling sent his apologies.

### **3.ELECTION OF CHAIRMAN FOR THE YEAR 2022/2023**

The Clerk had received one nomination proposing and seconding Cllr T Woodhams. There being no further nominations the proposal was unanimously resolved electing Cllr Woodhams Chairman 2022/2023.

### **4.TO RECEIVE CHAIRMAN'S DECLARATION OF OFFICE**

Completed and read out by the Chairman and countersigned by the Clerk.

### **5.ELECTION OF VICE-CHAIRMAN FOR THE YEAR 2022/2023**

The Clerk had received one nomination proposing and seconding Cllr Wyvern Batt. There being no further nominations the proposal was unanimously resolved electing Cllr Wyvern Batt Vice-Chairman 2022/23.

### **6. CO-OPTION NOTICE**

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

Proposed, seconded and resolved.

### **7.DECLARATION OF INTERESTS**

i) Members to ensure that their registers of interests are up-to-date

No declarations made.

### **8.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

The Councillors listed below were proposed, seconded and resolved for the duties shown.

The Chairman is an ex-officio Member of all committees.

#### **i) Finance and General Purposes Committee**

Standing orders 17, 18, 19, apply.

**5 Cllrs cannot be bank signatories - Chairman to be elected at F&GP meeting**

**CC/NR/DT/RWB**

#### **iii) Bank Signatories**

**4 Cllrs** A replacement is needed for Phil Darby

**AB/TW/HB/CMR** Cllr Antony Best was resolved as new signatory at Barclays and Philippa Darby and Carole Rashleigh names removed.

#### **iv) Representatives Playing Fields and Village Halls**

**Ashton Amenity Area - 2 Cllrs**

**HB/NR/CMR**

Breage Village Hall – 1 Cllr

RWB

Breage Field – 1 Cllr

CMR

Carleen Village Hall & Exercise Field– 1 Cllr

AB

Godolphin Cross Community Association – 1 Cllr

CMR not to be a Trustee

Praa Sands and District Community Centre – 1 Cllr BPC Custodial Trustees

DT

v) Staff working group personnel

Standing order 20 applies

3 Cllrs CC/RWB/NR/TW

vi) Footpaths and Open Spaces

2 Cllrs MS and PD an ex-Councillor accepted as a volunteer, sub-committee

vii) Cemeteries

1 Cllr TW

viii) H&Safety/Risk Assessment

2 Cllrs HB/CC

ix) Lengthsman Scheme

1 Cllr AB

xi) Helston & S Kerrier Community Network

1 Cllr Rep CMR and 1 Deputy DT

xii) Breage Neighbourhood Development Plan

Clerk

CMR for the Steering Group

As per last year:

xiii) Trevurvas Pond

DT/MS

xiv) Police Advocate

CC

**9.CONFIRMATION OF MINUTES OF THE ORDINARY PARISH COUNCIL MEETING held on 5 April 2022**

Proposed, seconded and resolved confirmed.

**10.PUBLIC PARTICIPATION**

To include Cornwall Councillor's report

Public participation held here from 7.21 to 7.22 p.m.

No public participation. Cllr Keeling's report had been received and circulated to Councillors. There were no questions.

**11.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**

F&amp;GP have recently reviewed a), b) and c)

**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**

The Chairman signed sections 1 and 2. The Clerk signed section 1.

**f) To note that the dates for publication for the 2021/2022 Annual Return will be Monday 6 June 2022 and the dates of the period for the exercise of public rights are 13 June 2022 to 22 July 2022****g) To resolve to approve that payments may be made by BACS/CHAPS – to be confirmed by a Member of the Accounts Team and checked on the bank statements****h) To resolve to award a £50 s137 grant to Godolphin WI towards a Jubilee party 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: £50 s137 grant to Godolphin WI towards a Jubilee party****a) to h) proposed, seconded and resolved by composite resolution.****i) To resolve to approve May payments**

No	Code	Date	Payment	Supplier	Net	VAT	Total
5	Office consumables and goods	11/04/2022	dd	Lifeline24	51.47		51.47
8	Cemetery costs	08/04/2022	dd	Yu Energy	15.18	0.76	15.94
9	Subscriptions	06/04/2022	bank	Open Spaces Society	45.00		45.00
10	Maint/Repairs/Renewals Parish Rooms	27/04/2022	bank	Pellows Waste Disposal Services Ltd	204.00		204.00
11	Telephone/Mobile/Broadband	16/04/2022	dd	BT	179.06	35.81	214.87
12	Cemetery maintenance Capital works	12/04/2022	bank	Derek Real	1,400.00		1,400.00
13	Audit Charges	27/04/2022	bank	Barbara Goraus	221.60		221.60
14	Salaries	28/04/2022	bank	Administration	1,638.34		1,638.34

32/22

15	Salaries	28/04/2022	bank	Administration	59.40		59.40
16	Salaries	28/04/2022	bank	HM Revenue & Customs	334.60		334.60
17	National Insurance Employer	28/04/2022	bank	HM Revenue & Customs	201.59		201.59
18	Playground & Leisure Equipment	11/05/2022	bank	Southwest Playground Safety Inspections	90.00	18.00	108.00
19	Ashton Field costs	11/05/2022	bank	Southwest Playground Safety Inspections	30.00	6.00	36.00
20	Salaries	28/04/2022	dd	NEST	125.16		125.16
21	Pension Employer	28/04/2022	dd	NEST	46.93		46.93
22	Cemetery costs	11/05/2022	bank	R Sanders	260.00	52.00	312.00
23	Ashton Field grass cutting	11/05/2022	bank	R Sanders	230.00	46.00	276.00
24	Contracts Grass & Hedge Cutting	11/05/2022	bank	R Sanders	385.00	77.00	462.00
25	Electricity Parish Rooms	25/04/2022	dd	British Gas	203.68	40.73	244.41
26	Cemetery costs	01/06/2022	dd	Cornwall Council	66.00		66.00
27	Telephone/Mobile/Broadband	29/04/2022	dd	BT	22.20	4.44	26.64
28	Travel Expenses	11/05/2022	bank	Administration	18.90		18.90
29	Notice boards/Benches/Signs/Fences/Phone Kiosks	11/05/2022	bank	Stephen Babbage	144.30		144.30
30	Cemetery costs	09/05/2022	dd	Yu Energy	15.26	0.76	16.02
					<b>5,987.67</b>	<b>281.50</b>	<b>6,269.17</b>

## j) To acknowledge receipts

Acknowledged.

No	Code	Date	Payment	Supplier	Net	VAT	Total
1	Precept	11/04/2022	bank	Cornwall Council	45,000.00		45,000.00
2	Council Tax Support Grant	11/04/2022	bank	Cornwall Council	388.73		388.73
3	Enhanced LMP money in	07/04/2022	bank	Cornwall Council	1,305.00		1,305.00
4	CIL	13/04/2022	bank	Cornwall Council	485.25		485.25
5	Grants and Donations	19/04/2022	bank	National Lottery Community Fund	5,000.00		5,000.00
6	Cemetery fees interments	29/04/2022	cheque	Pendle Funeral Services	1,600.00		1,600.00
7	Cemetery fees interments	29/04/2022	cheque	Mrs Penny Whittle	140.00		140.00
					<b>53,918.98</b>		<b>53,918.98</b>

k) Clerk to provide bank balances

As at 29 April 2022: Current: £6,763.39; Savings: £130,505.20; Ashton Amenity Area: £39.80; Petty cash: £150.

## 12. FOOTPATHS

MS reported that footpaths and stiles that have been checked are in a good condition and new waymarkers are in position throughout the Parish.

i) The Cornwall Council (Additional of Bridleways together with the Upgrade of Footpaths to Bridleways and a Restricted Byway at Tregonning Hill) Modification Order 2021 (WCA 541) and

The Cornwall Council (Addition of Restricted Byways together with the Upgrade of Footpaths to Restricted Byways at Tregonning Hill) Modification Order 2021 (WCA 542)

### To resolve to withdraw or not withdraw BPC's previous comments

Discussion was held. **It was proposed, seconded and resolved that the Clerk obtain legal advice and opinion from Open Spaces regarding the letter that was received and telephone J Rowell who had sent the letter.** The 28 days given for reply ends today. The letter was dated 12<sup>th</sup> April but was not received until 21<sup>st</sup>.

## 13. HIGHWAYS

i) Hendra Lane

Only one yellow line was marked. This was reported to Highways and the second line was marked. Cars are parking on the inside of the lines.

ii) Breage School Crossing

Clerk to contact JK and request a copy of the A394 Revision Plan to see if the crossing is included.

Concern has been expressed re. Trewithick Road where there is no footway for the children.

iii) Pengersick Lane double yellow lines: from the blue marker lines now on the road, authority appears to have been given to start the lines further down Pengersick Lane. Clerk to contact Maxine Hardy and ask for a copy of the results of the Praa Sands Consultation.

iv) Common Ground Hendra – There is now an encampment there.

v) Byway 47 passing places are being used for parking.

vi) Basketball Court – the double lines will not take in the area opposite the basketball/exercise/car park area. Look at possible signage next meeting.

Thanks to MS for washing down the signs at the basketball area.

vii) Godolphin Bridge – capping stones knocked down. These are to be replaced.

viii) Gabions Breage Church – costing estimate not received. This was a temporary measure. There appears to be no intention of removing the gabions. PCC wish for them to be removed. JK's suggested price, £1,000 per metre.

ix) 10 m.p.h. danger of skidding signs have been erected round the Parish. It appears that the roads marked are not up to standard but will not be repaired.

**14. QUEEN'S PLATINUM JUBILEE**

i) Update TW

It was agreed that posters for Breage Village event could be printed by the Clerk.

Coaches Corner walled garden should be started soon. Cornish Tin to fund 33 trees. 2 will be used in this garden.

The schoolchildren's Jubilee gifts will soon be distributed by CMR at Breage and the Clerk at Godolphin.

**15. WILDANET**

i) Update TW

A card reader will be supplied for Breage Church. BPC's permission for a cable to be run from the Parish Rooms system to the Church will provide free wifi and a technical package with no on-going charges for BPC. Further details awaited.

**16. EXPRESSION OF INTEREST CIL FUNDING**

i) From Monday 4 April, Town and Parish Councils, constituted community groups and not for profit organisations community groups can apply for up to £100,000 from the Community Infrastructure Levy (CIL) Fund, to support infrastructure **projects that will benefit children and young families**. Initial form to be completed by 27 June and eligible projects will be invited to submit a full application. Applications must then be submitted by the end of October

The Chairman had prepared a draft EOI for a project to replace 200m of Cornish Hedge in Higher Road at the Breage Village Field. He provided prices and reasons why this was needed. **It was proposed, seconded and resolved that the EOI should be submitted by the Clerk.**

**17. CEMETERY**

i) New bench arbours

The arbours should soon be completed. The concrete bases are in. Kerbstones and gravel will surround.

A cost neutral project to take on a gardener in Breage was suggested covered by Cemetery fees paid. Miss K Badger is willing to take on the work. £2,000 to be paid for a trial year. All were in favour.

The soil mess on the Cemetery drive is not to be repeated. Tarpaulins must be used to hold soil piles. The poor soil behind the workshop is to be used for filling rabbit holes on Praa Green.

**18. ANNUAL REPORT**

a) To approve Annual Report for circulation

**Proposed, seconded and resolved approved for circulation.**

**19. HELSTON & S KERRIER CNP**

i) Report on Meeting 4 May 2022 CMR (Circulated to Councillors)

CMR did not attend the meeting. A brief had been received from Cllr Keeling. There was no update on the Highways Programme. The 9 EOIs would go ahead in year 2. Clerk to request the results of the ranking exercise.

**20. CLERK'S REPORT**

i) Previously circulated to Councillors

No questions.

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

DT to be BPC's rep. for the Praa Sands Community Centre. BPC is a Custodial Trustee.

Village Works did some painting of the play equipment in Breage Village Field, to complete 22 June if good weather.

CMR to attend a Governors' meeting at Breage School.

Ashton Village Hub's Jubilee celebrations will be on 11 June to avoid clashes with other groups' events. The letter box needs to be re-fixed.

**22. DATES AND TIMES OF NEXT MEETINGS**

**PLANNING MEETING WEDNESDAY 1 JUNE 2022; ORDINARY PARISH COUNCIL MEETING TUESDAY 7 JUNE 2022. MEETINGS TO BE HELD IN THE PARISH ROOMS, BREAGE AT 7.00 P.M.**

**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.**

There being no further business the meeting closed at 8.43 p.m.