



### DRAFT NOTES PARISH COUNCIL MEETING ZOOM MEETING TUESDAY 6 APRIL 2021

**This meeting was a virtual Zoom meeting that commenced at 7.00 p.m.**

Present: Cllr A E Woodhams (Chairman)

Cllr A Best arrived a little late

Cllr H Bradford

Cllr S Caddick

Cllr Mrs C Carver

Cllr Mrs P Darby

Cllr C M Ralph

Cllr M Southam

Cllr Mrs R Wyvern Batt

Cornwall Cllr J V Keeling

1 Member of the Public

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

There were no updates.

#### 2. APOLOGIES FOR ABSENCE

a) To receive and accept apologies for absence

Apology from JB received and accepted. AB apologised that he would be late in attending.

#### 3. CONFIRMATION OF NOTES OF THE ORDINARY PARISH COUNCIL MEETING 2 MARCH 2021

**Proposed, seconded and resolved CONFIRMED.**

#### 4. PUBLIC PARTICIPATION

Including Report from Cornwall Councillor previously circulated to all Councillors

Public participation was held here from 7.04 to 7.08 p.m.

#### 5. FINANCE

**a)\*To discuss and resolve whether to continue to affiliate to Cornwall Association of Local Councils and the National Association of Local Councils Agreement for the Provision of Legal Services**

The new price was quoted and the increase. The Clerk had sent out details of how often CALC is used. Individual Councillors cannot be helped through CALC just the Council as a whole through the Clerk. Legal matters are best dealt with through SLCC. Cllrs required further information before making a decision. The Clerk advised that the payment could wait until next month's meeting. It was noted that training is charged at £30 per person on top of the annual fee.

**b) To discuss Agreement for the Provision of Legal Services Cornwall Council and make any necessary resolution**

Fees were listed. It was stated that CC Legal was very good in handling the Ashton Amenity Area legal needs. The Clerk advised that by signing up for the provision did not mean that only this service could be used and there would be no payment due if the service was not used. After discussion **it was proposed, seconded and resolved that CVC's services be retained and that the agreement with Legal Services Cornwall Council should be signed.**

**c) To resolve to approve additional March payments up to 31 March 2021**

no.	Name	paid by	Service/item	Net	VAT	Total
240	British Gas Business	dd	Electricity P Rooms 2 Feb – 1 Mar	£164.60	£32.92	£197.52
<b>241</b>	<b>British Gas Business</b>	<b>cheque</b>	<b>Praa Sands Toilets Refund for overpayment</b>	<b>-£96.02</b>	<b>-£4.80</b>	<b>-£100.82</b>
242	e-on	none	Streetlights electricity Feb 2021 deducted from credit balance	£47.08	£2.35	£49.43
243	The T Bird Gifts Limited	dc	Cemetery grave markers	£33.35	£6.65	£40.00
244	Zoom Video Communications Inc.	Dc	Standard Pro monthly	£11.99	£2.40	£14.39
245	Amazon	dc	Antibacterial wipes	£15.66	£3.13	£18.79
246	Wonderwall Products Limited	dc	Aluminium notice board Ashton	£235.00	£47.00	£282.00
247	The T Bird Gifts Limited	dc	Cemetery grave markers	£40.02	£7.98	£48.00
248	R Sanders	bank	Contract grass cutting/tree down Cemetery/spiking Breage	£894.00	£178.00	£1,072.00
249	Southwest Playground Safety Inspections	bank	Field	£100.00	£20.00	£120.00
			Play and exercise areas inspections	£100.00	£20.00	£120.00

26/21

250	R Sanders	bank	Lengthsman's work additional drain unblocking	£450.00	£90.00	£540.00
251	Mately Electrical and Solar PV Ltd	bank	PAT testing Parish Rooms	£45.00	£9.00	£54.00
252	R Sanders	bank	Lengthsman's work	£3,150.00	£630.00	£3,780.00
253	BT	dd	Mobile Mar	£20.00	£4.00	£24.00
254	BT	dd	Telephone and e-mails Mar	£136.59	£27.32	£163.91
255	Zone Alarm	dc	Additional computer security	£47.46	£9.49	£56.95
256	Mita AI Limited	dc	Face masks	£7.99		£7.99
			<b>sub totals</b>	<b>£5,358.17</b>	<b>£1,065.44</b>	<b>£6,423.61</b>
236	Mrs C L Macleod	bank	Salary Mar	£1,967.98		£1,967.98
237	HMR & C		PAYE Mar	£431.20		£431.20
			Employer's NI Mar	£251.38		£251.38
		bank		£682.58		£682.58
238	NEST		Pension Feb Clerk	£165.41		£165.41
			Pension Feb Employer	£62.03		£62.03
		dd		£227.44		£227.44
239	Mrs S Orpin	bank	Cleaner salary Mar	£92.13		£92.13
			<b>totals</b>	<b>£8,272.85</b>	<b>£1,065.44</b>	<b>£9,338.29</b>

CC was thanked for checking the payments. **It was proposed seconded and resolved that the payments as shown above be passed for payment.** The Clerk was asked to e-mail the Public Works Loan Board figures to the Councillors.

### c) To resolve to approve April payments

no.	Name	paid by	Service/item	Net	VAT	Total
1	Came & Company	bank	Insurance	£1,216.53		£1,216.53
2	Cornwall Council		Parish Rooms Non-domestic rates Rate relief	£0.00		£0.00
3	Cornwall Council	bank	Cemetery rates	£661.18		£661.18
4*	Cornwall Association of Local Councils	bank	Annual Membership subscription	£961.14	£153.91	£1,115.05
5	Lifeline24	dd	Office Lifeline	£43.47		£43.47
6	South West Water Business	dd	Water Parish Rooms 21 Nov - 12 Feb	£11.70		£11.70
			Credit 20 Aug - 20 Nov	-£3.11		-£3.11
				£8.59		£8.59
7	South West Water Business	dd	Water Cemetery 21 Nov - 12 Feb	£11.70		£11.70
			Credit 20 Aug - 20 Nov	-£5.08		-£5.08
				£6.62		£6.62
			<b>Totals</b>	<b>£2,897.53</b>	<b>£153.91</b>	<b>£3,051.44</b>

Item 4 would not be paid this month but would be carried over to the May meeting.

**Proposed, seconded and resolved that the April payments as shown above minus item 4. be passed for payment.** CC thanked for checking.

### d) To acknowledge Receipts

Cemetery fees: £360; VAT repayment £1,432.13; Bank interest: £2.46

### e) To receive bank balances

As at 31 March 2021: Current A/c: £7,296.24; Savings A/c: £88,220.73; Ashton Amenity Area: £39.80; Petty Cash: £150.00.

## 6.FOOTPATHS

### a) Report from Cllr Darby

PD reported that off-road mountain bikes have cut cycle tracks and put in wooden ramps and drops on Carnmeal Downs, private land but there is a steep drop down onto footpath 46. The cyclists are travelling at very fast speed. There is concern for footpath users but also for the cyclists themselves. The mobile phone network is poor here if help is needed.

There is a duty of care and safeguarding. Clerk to contact Colin Bayes and Linda Holloway.

It was also reported that like instances are happening at Rinsey on the Coastal path and Balwest from Nevada Farm to the Monument.

Engagement with the Ramblers had been resolved but the Clerk explained that it had to be one person not a Parish Council. This to be considered at the next meeting.

## 7.HIGHWAYS

### i) Updates

Reply received from Rupert Spencer re. CNP Highways matters

No budget is available for Breage Parish. The Clerk has replied.

### ii) Blocking passing places Byway 47

Passing places at Byway 47 Praa Sands are being filled by parked vehicles. It is hoped to have boulders put in place.

### iii) Camper repositioning Sethnoe Way, Breage

The camper van has been repositioned.

## 8. CEMETERY AND CLOSED GRAVEYARDS

### i) Update

The Cremated Remains section has been re-laid with gravel and the hedge removed on one side. There is a new bench on order as the old one is beyond repair. The old fence in front of the new section has been removed. The area will be rotavated and grass seeded. The bin store will be built this week and the workshop base put in. The workshop will be a block building.

A large Celtic cross that has fallen in the War Memorial graveyard is to be reinstated. The yew trees there are looking good and the area is filled with violets and primroses and there is a fantastic view.

ii) Interment: Thomas Leslie Watters, Row 5 Grave 82.

## 9. PLAYGROUND & EXERCISE EQUIPMENT

i) A Risk Assessment re. Covid-19 is in place that is reviewed every 14 days and checked weekly. Safety inspection of equipment carried out and report provided each month. Signage updated 31 March 2021. Additional distance signs to be put up at far entrance to Ashton field. There is good compliance with Covid rules at Ashton. The slide at Breage has cracked again – second hand one may be obtained. Contractor has been asked to check the safety position with regard to the prevention of water accumulation area under the swings at Breage.

## 10. PARISH ROOMS

i) 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 website

ii) A Covid-19 Risk Assessment for the Office is reviewed every 14 days and checked weekly. 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.

iii) Update re. Covid-19 and future meetings

Parliament is still being lobbied to extend permission for virtual meetings. If this is not permitted Carleen may be needed for the 11 May meeting as there is insufficient space for social distancing in the Parish Rooms for 12 Councillors and the Public.

## 11. POLICE

i) Report from CC, Breage Parish Council Police Advocate

It has been a very quiet month. Liaison is only with one person. CC feels that BPC is more useful to them than they are to BPC. She does not find them very useful.

There were no questions.

There had been a warning that a white van had been following people with dogs in Trew/Carleen and Penrose.

## 12. HELSTON AND S KERRIER CNP

i) Report on the meeting held on 3 March 2021 has been circulated

ii) To elect a Councillor as BPC's Deputy Representative

To be after the election.

## 13. PRAA GREEN

i) A hole with an area of an approximately 60cm appeared on the outer part of Praa Green, Praa Sands late on 15 March.

The hole has been bounded with cones and sealed and covered with earth to prevent either human or animal access. Secure temporary fencing has been erected to prevent access until a permanent repair can be undertaken thanks to Matt Gordon.

The cause of the breach would appear to be the partial collapse of a septic tank soakaway. The owner has been identified and informed and has agreed to carry out the necessary repairs. They have engaged a contractor who will start this month. The Parish Council's insurers have been informed.

ii) To resolve that the Clerk write to the owners to obtain a start date

No resolution made.

## 14. ZIONIST CHAPEL ASHTON

i) Update

CC reported that the Committee is considering a Community Shop and have been in contact with the Plunkett Foundation. The insurance is paid up until October. The electricity is being sorted.

## 15. CORNISH TIN

i) Update

Last report sent out to Facebook and Daniel Harris and is on the Parish Council's website.

A public Zoom meeting will be arranged 7 days after the submission of the Cornish Tin notification to Cornwall Council.

Clerk to invite Sithney PC.

JK left the meeting.

## 16. REPORT FROM CLERK

Was circulated

a) CoastSnap – it turned out that their primary area is on Mr Coward's ground so they have been put in touch with him. The Parish Council's area was their secondary area.

b) **Application** PA21/03302 **Proposal** Notification of proposed works to trees in a conservation area. Tree work **Location** The Queens Arms Inn St Aubyns Square Breage TR13 9PD

As this application is for works to trees in a Conservation Area, it will be decided under delegated authority. No Parish Council comments are needed to be submitted to Cornwall Council as the communication was merely to notify you that an application has been received.

c) Godolphin Shute has been reported as needing attention. The Handyman has been notified.

d) A replacement bench has been ordered for the Cemetery.

e) The PAT testing has been completed in the Parish Rooms. There were no problems.

f) A new aluminium notice board has been purchased to replace the one on the Ashton Zionist Chapel as the old one was beyond repair.

g) I have to get the accounts finalised and provide the relevant paperwork for the Internal Auditor. I shall hopefully do this by 16 April. I will contact the F&GP Committee to check the accounts before the auditor collects them. The months October - February have not been checked because of Lockdown and there will also be the March one when completed.

h) The Annual Report is due in May. Will those Councillors who usually provide reports please get them to me in April?

There were no questions for the Clerk.

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

Thanks were given to CMR and the NDP Steering Group for the NDP report.

Zoom meeting CCCL Trust - affordable housing Carleen 14 April – CMR, CC, RWB and HB invited.

Ashton Field being well used. The size of gatherings may increase. There are now gates onto footpath 14 from the Camping grounds at Elysian Fields.

The Gabions at Praa Sands have not collapsed further.

Still quiet at Carleen Village Hall.

Not sure yet if there will be a Parish Council election. If it goes ahead it will cost approx. £5,500. Thank you to those who have put their names forward.

Trees in Parish in a Conservation Area

- no comment required from BPC. It was felt that it should be asked for. Ash trees at Breage and Germoe Churchyards to be taken down and replaced.

Thanks were expressed to the Chairman for handling a difficult year so well.

#### **18. DATES AND TIMES OF NEXT MEETINGS**

**ORDINARY PARISH COUNCIL PLANNING AND LAND USE MATTERS MEETING WEDNESDAY 28 APRIL 2021 – NOT A PHYSICAL OR VIRTUAL MEETING; THE ANNUAL PARISH COUNCIL MEETING TUESDAY 11 MAY 2021 – venue and type of meeting to be confirmed.**

4 May 2021 will be an Annual Parish Zoom Meeting at 6.30 p.m. followed by an Ordinary Parish Council Zoom Meeting. Annual Parish Council Meeting 11 May 2021 still to be decided. Planning meeting 26 May 2021 still to be decided.

**19. 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**

Not needed.

There being no further business the meeting closed at 8.17 p.m.

**BREAGE PARISH COUNCIL**  
**DRAFT NOTES OF PUBLIC PARTICIPATION HELD DURING THE PARISH COUNCIL MEETING ZOOM MEETING**  
**TUESDAY 6 APRIL 2021**

At 7.04 p.m. the Chairman closed the main meeting and introduced the part of the meeting open to public participation. Cllr Keeling spoke about his circulated report and thanked the Parish Council for its close relationship. He would meet up about the cycle track.

There were no questions.

Public Participation ended at 7.08 p.m. and the main meeting resumed.