



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

Present: Cllr A E Woodhams (elected Chairman)
 Cllr H Bradford
 Cllr Mrs C Carver
 Cllr C M Ralph
 Cllr D Thomas
 Cllr Mrs R Wyvern Batt

1 Member of the Public
 Mrs C Macleod (Clerk/RFO)

Masks, visors and gloves were worn by all. Seating was s distance spaced. Bacterial wipes and hand sanitiser were available on each table. The front door remained open for air to circulate.

1.FIRE EVACUATION PROCEDURE

This was explained. No fire drill would be held.

2.APOLOGIES FOR ABSENCE

a)To receive and accept apologies for absence
 Cornwall Cllr J Keeling

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

The Clerk had received one nomination proposing Cllr T Woodhams. There being no further nominations the proposal was seconded and unanimously **RESOLVED** electing Cllr Woodhams Chairman 2021/2022.

5.TO RECEIVE CHAIRMAN'S DECLARATION OF OFFICE

Completed and countersigned by the Clerk.

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

Cllr Wyvern Batt was proposed, seconded and unanimously **RESOLVED** electing Cllr Wyvern Batt Vice-Chairman 2021/22.

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.

All 6 Members had read out their declarations to the Clerk. The Clerk had countersigned them and received them.

8. CO-OPTION NOTICE

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

Proposed, seconded and unanimously **RESOLVED** that this be advertised immediately after the meeting.

9.DECLARATION OF INTERESTS

a)To note declarations of interest

None declared

b)To take consideration of written requests for dispensations

None received.

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

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

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

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

CMR/CC/DT

ii) Finance and General Purposes Committee

iii) Bank Signatories

4 Cllrs
HB/CMR/TW + 1 co-opted Member

iv) Representatives Playing Fields and Village Halls

Ashton Amenity Area - 2 Cllrs

HB/CMR

Breage Village Hall – 1 Cllr

RWB

Breage Field – 1 Cllr

RWB

Carleen Village Hall & Exercise Field

– 1 Cllr

1 Co-opted Member

Godolphin Cross Community Association

1 co-opted Member

v) Staff working group personnel

Standing order 20 applies

3 Cllrs

TW/RWB/CC + 1 co-opted Member

vi) Footpaths and Open Spaces

2 Cllrs

DT + 1 Co-opted Member

vii) Cemeteries

1 Cllr

TW

viii) H&Safety/Risk Assessment

2 Cllrs and Clerk

HB/Clerk + 1 co-opted Member

ix) Lengthsman Scheme

1 Cllr

TW + 1 co-opted Member

xi) Helston & S Kerrier Community Network

1 Cllr Rep and 1 Deputy

CMR Rep/DT Deputy

xii) Affordable Housing

5 Cllrs – 3 only needed

CMR/CC/HB

xiii) Police Advocate

CC

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

Proposed, seconded and unanimously RESOLVED CONFIRMED.

12.PUBLIC PARTICIPATION

To include Cornwall Councillor's report – none received

Public participation was held here from 7.33 to 7.35 p.m.

13.FINANCE

a)To review Financial Regulations and make any necessary resolution

To be reviewed by F&GP Committee and recommendations made at the June meeting.

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

To be reviewed by F&GP Committee and recommendations made at the June meeting.

c)To review Asset Register and make any necessary resolution

To be reviewed by the Vice-Chairman and reported on at the June meeting.

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

Proposed, seconded and unanimously RESOLVED ACCEPTED and noted.

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

Proposed, seconded and unanimously RESOLVED that sections 1 & 2 external audit be approved and signed. The Chairman signed sections 1 and 2. The Clerk signed section 1.

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

The dates were noted.

g)To resolve to approve May payments

No	Code	Cheque No	Description	Supplier	Net	VAT	Total
8	Salaries	dd	Salaries	NEST	165.41	0.00	165.41
9	Pension Employer	dd	Pension Employer	NEST	62.03	0.00	62.03
10	Salaries	bank	Salaries	Administration	1,637.45	0.00	1,637.45
11	Salaries	bank	Salaries	Administration	55.00	0.00	55.00
12	Salaries	bank	Salaries	HM Revenue & Customs	330.20	0.00	330.20
13	National Insurance Employer	bank	Employer's NI	Administration	187.61	0.00	187.61
14	Salaries	dd	Salaries	NEST	128.84	0.00	128.84
15	Pension Employer	dd	Pension Employer	NEST	48.31	0.00	48.31
16	Ashton Snooker Club Zionist Chapel expenses	bank	Admin	SSE Southern Electricity	24.88	1.24	26.12
17	Ashton Field costs	bank	Play equipment inspection	Southwest Playground Safety Inspections	137.50	27.50	165.00
18	Playground & Leisure Equipment	bank	Play equipment inspection	Southwest Playground Safety Inspections	137.50	27.50	165.00
19	Lengthsman work completed	bank	Lengthsman	R Sanders	288.00	57.60	345.60
20	Ashton Field grass cutting	bank	Grass Cutting & weed killing	R Sanders	95.00	19.00	114.00
21	Contracts Grass & Hedge Cutting	bank	Grass Cutting & weed killing	R Sanders	509.00	101.80	610.80
22	Cemetery costs	bank	Cemetery GRASS CUTTING	R Sanders	50.00	10.00	60.00
23	Playground & Leisure Equipment	bank	Amenity Areas	R Sanders	491.00	98.20	589.20
24	Covid-19 expenses	dc	Computer IT	Zoom Video Communications Inc.	11.99	2.40	14.39
25	Office consumables and goods	dc	Office supplies	Amazon	14.98	3.00	17.98
26	Streetlights electricity	dd	Streetlights electricity	E-on	2.88	0.14	3.02
27	Subscriptions	dc	Admin	Adobe	17.62	3.52	21.14
28	Telephone/Mobile/Broadband	dd	Telephone and Internet	BT	140.89	28.18	169.07
29	Electricity Parish Rooms	dd	Electricity Parish Rooms	British Gas	168.04	33.60	201.64
30	Telephone/Mobile/Broadband	dd	Telephone and Internet	BT	20.60	4.12	24.72
31	Cemetery maintenance Capital works	104328	Cemetery repairs	R Sanders	4,640.00	928.00	5,568.00
32	Contracts Grass & Hedge Cutting	104329	Grass Cutting & weed killing	R Sanders	326.00	65.20	391.20
33	Contracts Grass & Hedge Cutting	104329	Grass Cutting & weed killing	R Sanders	225.00	45.00	270.00
34	Cemetery costs	104329	Cemetery GRASS CUTTING	R Sanders	615.00	123.00	738.00
35	Ashton Field grass cutting	104329	Grass Cutting & weed killing	R Sanders	105.00	21.00	126.00
36	Playground & Leisure Equipment	104330	Play equipment inspection	Southwest Playground Safety Inspections	163.00	32.60	195.60
37	Ashton Field costs	104330	Play equipment inspection	Southwest Playground Safety Inspections	25.00	5.00	30.00
38	Grants	104331	LGA 1976 MP Act s19 Grant	Administration	500.00	0.00	500.00
39	Grants	104332	LGA 1972 s145 Grant	Administration	500.00	0.00	500.00
40	Grants	104333	LGA 1976 MP Act s19 Grant	Administration	500.00	0.00	500.00
41	Grants	104334	LGA 1976 MP Act s19 Grant	Administration	500.00	0.00	500.00
42	Grants	104335	LGA 1976 MP Act s19 Grant	Administration	500.00	0.00	500.00
43	Grants s137	104336	s137 Grant	Administration	100.00	0.00	100.00
44	Grants	104337	LGA 1976 MP Act s19 Grant	Administration	500.00	0.00	500.00
45	Audit Charges	104338	Internal Audit	D J L Gallie	221.60	0.00	221.60
Total					14,145.33	1,637.60	15,782.93

CC had checked the payments and was thanked.

(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

CC had checked the payments. **g) a composite resolution proposed, seconded and payments as shown above were unanimously RESOLVED APPROVED FOR PAYMENT and h and i) APPROVED.**

j) To acknowledge Receipts

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

Acknowledged.

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 2020-2021 for circulation

The report had previously been circulated to Councillors. The Chairman went through each page listing the headings.

It was proposed, seconded and unanimously RESOLVED that the Annual Report 2020-2021 be approved for circulation.

15. CLERK REQUESTED UPDATES

a) Hole on Praa Green

The Clerk gave an update on what has happened so far with the Insurers and the Legal report. Warning signs are to be put on the fencing surrounding the hole.

b) Scribe

The Cemetery graves and numbers will be imported from the Clerk's spreadsheet put onto the Scribe plan.

Further matters

c) A report of damage to ash trees in the field adjoining the Ashton Amenity Field. The owner believes that people are climbing over the wall to retrieve footballs and holding onto the trees for support. They asked if the goal posts could be re-sited.

This was discussed and it was noted that the Ashton Village Committee has been asked to use the £500 grant, that was awarded for fencing last year but not used, to provide a new goal net with extended wings. It was not felt to be necessary to move the goal posts.

d) A large dog had been running free in Breage Field and the owner would not remove the dog. A photograph and car number need to be obtained if this happens again.

e) NDP – Statutory Consultation process is proceeding. Notices will be put on notice boards and in other prominent places.

f) A Parishioner had requested a vote of thanks to be raised for the Chairman. This was done.

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

Not necessary.

There being no further business the meeting closed at 8.08 p.m.

BREAGE PARISH COUNCIL

DRAFT MINUTES PUBLIC PARTICIPATION HELD IN THE PARISH ROOMS BREAGE ON TUESDAY 11 MAY 2021 AT 7.00 P.M.

At 7.33 p.m. the Chairman closed the meeting and opened the Time for Public Participation.

A Parishioner enquired as to whether there was any information regarding restricting parking on footways.

This is only illegal in the City of London. Cornwall Council had asked Parishes about this extending to no parking on verges but this now appears to be 'on hold'.

Public participation ended at 7.35 p.m. and the meeting was re-opened.