

**DRAFT MINUTES ORDINARY PARISH COUNCIL MEETING HELD AT 7.00 P.M. IN THE PARISH ROOMS, BREAGE ON TUESDAY 6 JULY 2021**

Attending Parish Councillors had carried out a negative lateral flow tests, worn Council supplied new face masks on entry and had used the bacterial hand gel. They were asked to use the NHS QR scan if they had a mobile phone with them. Seating places were spaced and all surfaces had been cleaned before the meeting. Laminated and anti-bacterially wiped agendas were provided. Councillors had taken Covid lateral flow tests and had reported negative results. Attending Members of the Public had been advised that the Council would be grateful if they would have completed a Covid 19 lateral flow test 48 hours prior to the meeting. They should wear a face mask and adhere to social distancing for their own safety and to help to maintain Covid security.

Present: Cllr A E Woodhams (Chairman)

Cllr A Best

Cllr H Bradford

Cllr Mrs C Carver

Cllr P Darby

Cllr C M Ralph

Cllr M Southam

Bob Dawson

Nikki Roberts

Mrs C Macleod (Clerk/RFO)

The Chairman welcomed everyone and asked people to use a quiet voice whilst speaking. Masks could be totally removed while speaking but replaced afterwards.

There would be no fire alarm test this evening.

The Clerk was asked to restart using a sign-in sheet from the next meeting.

1.DECLARATION OF INTERESTS IN ACCORDANCE WITH STANDING ORDERS

Each Member to ensure that their register of interests is up-to-date

No updates declared.

2. APOLOGIES FOR ABSENCE

To receive and accept apologies for absence

Apologies were received and accepted from RWB and DT. A later apology was received from Councillor Keeling.

3. BPC CEMETERY PUBLIC ART

i) A presentation by Bob Dawson on his design ideas for the project

Mr Dawson gave details of his experience and commissions and a fully detailed presentation, with pictures, of the sculpture design he is suggesting for Breage Cemetery. This would not be a memorial as the War Memorial provides that and is very visible, but a going forward design.

Following this the Chairman explained that Parishioners would need to be supportive of the design, planning permission would be needed as the sculpture would be on the edge of the Conservation Area and funding would need to be found for a bronze sculpture.

Cllr CMR is to co-ordinate with Mr Dawson.

ii) To resolve to support, in principle, the idea of a public art work as currently being promoted by Bob Dawson

Proposed, seconded and resolved SUPPORTED IN PRINCIPLE the idea of a public art work in Breage Parish Council Cemetery, as currently being promoted by Bob Dawson.

Mr Dawson was thanked for his attendance and presentation and he left the meeting.

4.TO CONSIDER CO-OPTION OF A MEMBER OF THE PARISH COUNCIL

Co-option vacancies exist. An application has been received and forwarded to Councillors

a)Applicant will be given the opportunity to add any further details or to ask any questions

Nicola Roberts from Ashton had applied. She had previously been a Breage Parish Councillor and explained the need for her past resignation and why she now wished to now apply for co-option.

b)Members will be invited to ask questions

There were no questions.

c) A vote will take place regarding the co-option of the applicant

All Councillors were happy for the co-option of Nicola Roberts to take place. She was welcomed back.

d)If a co-option takes place a Declarations of Acceptance of Office will be read out and signed by the Applicant and the Clerk will sign as a witness

NR read out her declaration and signed it and the Clerk countersigned.

5. PARISH COUNCIL WORKING GROUPS/TEAMS/COMMITTEES AND/OR OUTSIDE ORGANISATIONS**a) The New Members to be nominated and resolved assigned to relevant posts**

Proposed, seconded and unanimously resolved that NR be assigned to the Finance & General Purposes Committee and the Staff Working Group Personnel.

b) It was confirmed that MS has agreed to be assigned to Trevurvas Pond. A meeting with neighbours has been arranged. There is money for wild flower seeds available.

6. CONFIRMATION OF THE MINUTES OF THE PARISH COUNCIL MEETING ON 1 JUNE 2021

Proposed, seconded and resolved with 3 abstentions, as Members were not present, that minutes of 1 June are confirmed as an accurate record.

7. PUBLIC PARTICIPATION

To include Cornwall Councillor's report – previously circulated to Councillors

No Members of the Public present. No questions for Cllr Keeling.

8. FINANCE**a) To resolve to approve July payments**

No	Date	Bank	Cheque No	Description	Supplier	Net	VAT	Total
66	12/05/2021	Community Current Account	dc	Office supplies	Amazon	11.04	2.20	13.24
67	17/06/2021	Community Current Account	bank	Grass Cutting & weed killing	R Sanders	290.00	58.00	348.00
68	17/06/2021	Community Current Account	bank	Cemetery GRASS CUTTING	R Sanders	125.00	25.00	150.00
69	17/06/2021	Community Current Account	bank	Grass Cutting & weed killing	R Sanders	105.00	21.00	126.00
70	17/06/2021	Community Current Account	bank	Parish Rooms maintenance	Trelawney Fire & Security Ltd	95.00	19.00	114.00
71	17/06/2021	Community Current Account	bank	Cemetery repairs	Derek Real	1,500.00	0.00	1,500.00
72	17/06/2021	Community Current Account	bank	Zionist Chapel Ashton	SSE Southern Electricity	43.26	2.16	45.42
73	02/06/2021	Community Current Account	bank	Zionist Chapel Ashton	James and Caroline Carver	116.58	0.00	116.58
74	17/06/2021	Community Current Account	104331	LGA 1976 MP Act s19 Grant	Administration	-500.00	0.00	-500.00
75	07/06/2021	Community Current Account	dc	LGA 1976 MP Act s19 Grant	MarkHarrod.Com	245.96	0.00	245.96
76	21/06/2021	Community Current Account	bank	Footpaths cutting	R Sanders	1,256.71	251.34	1,508.05
77	15/06/2021	Community Current Account	dd	Telephone and Internet	BT	136.90	27.38	164.28
78	16/06/2021	Community Current Account	dd	Streetlights electricity	E-on	52.12	2.61	54.73
79	03/06/2021	Community Current Account	dc	Office supplies	Hongkong First Power International Ltd	6.66	1.33	7.99
80	07/06/2021	Community Current Account	dc	Parish Rooms maintenance	Elite Housewares (UK) Limited	14.16	2.83	16.99
81	07/06/2021	Community Current Account	dc	Office supplies	Amazon	2.43	0.49	2.92
82	14/06/2021	Community Current Account	dc	Computer IT	Zoom Video Communications Inc.	11.99	2.40	14.39
83	21/06/2021	Community Current Account	dd	Electricity Parish Rooms	British Gas	108.80	5.44	114.24
84	30/06/2021	Community Current Account	bank	Salaries	Administration	1,607.97	0.00	1,607.97
85	30/06/2021	Community Current Account	bank	Salaries	Administration	55.00	0.00	55.00
86	30/06/2021	Community Current Account	bank	Salaries	HM Revenue & Customs	322.20	0.00	322.20
87	30/06/2021	Community Current Account	bank	Employer's NI	HM Revenue & Customs	181.99	0.00	181.99
88	30/06/2021	Community Current Account	dd	Salaries	NEST	125.58	0.00	125.58
89	30/06/2021	Community Current Account	dd	Pension Employer	NEST	47.09	0.00	47.09
90	28/06/2021	Community Current Account	bank	Closed Cemeteries	Robert Lawrence Monumental Mason	400.00	80.00	480.00
91	24/06/2021	Community Current Account	dc	Office supplies	Amazon	3.75	0.75	4.50
92	29/06/2021	Community Current Account	dd	Telephone and Internet	BT	21.20	4.24	25.44
93	07/07/2021	Community Current Account	bank	Office supplies	Complete Business Solutions Ltd	165.04	33.01	198.05
94	07/07/2021	Community Current Account	bank	SLCC subscription	SLCC	234.00	0.00	234.00
95	01/07/2021	Community Current Account	dd	Parish Rooms Water	Source for Business	15.73	0.00	15.73
96	01/07/2021	Community Current Account	dd	Cemetery Water	Source for Business	14.29	0.00	14.29

								54/21
97	07/07/2021	Community Current Account	bank	Play equipment inspection	Southwest Playground Safety Inspections	75.00	15.00	90.00
98	07/07/2021	Community Current Account	bank	Play equipment inspection	Southwest Playground Safety Inspections	25.00	5.00	30.00
99	07/07/2021	Community Current Account	bank	Amenity Areas	Southwest Playground Safety Inspections	25.00	5.00	30.00
100	07/07/2021	Community Current Account	bank	Office supplies	Clerk	10.20	0.00	10.20
Totals						6,950.65	564.18	7,514.83

CC had checked the payments and she was thanked for this. **Proposed, seconded and unanimously resolved that the payments as listed above be passed for payment.**

b) To acknowledge Receipts

Bank Interest: £2.85; Cemetery fees: £850; £366.90 – credit discount P Sands Toilets rates.

Acknowledged.

c) To receive bank balances

As at 29 June 2021: Current Account: £5,221.61; Savings Account: £112,291.31; Ashton Amenity Area: £39.80; Petty cash: £150.00

9.FOOTPATHS

i) Report from PD

Blue discs on 36 and 37 Tregonning, should be yellow. Contractor to rectify.

PD asked if anything more had been received about the cycle track onto a footpath, Carnmeal Downs. Nothing more had been received from CC.

ii) Enhanced LMP

There is a payment available for labour and CC will supply the materials to carry out additional work. A full plan is required as soon as possible so that a Purchase Order can be raised and the money accessed. Contractor has provided his recommendations but BPC needs to make the decisions on what goes on the list. Footpath Councillors to meet.

iii) A complaint had been received re. 54 being overgrown. It was cut this afternoon.

10.HIGHWAYS

i) Updates

Nothing positive has transpired.

ii) A blind Parishioner is having trouble on the footway leading to Trevena Nursery and has tripped there. The verges were very overgrown and heavy weeds are growing through the actual footway. This has been an ongoing problem for several years and has again been reported to Highways. BPC's Contractor has cut the verges.

From Troon Row to the school turning, Breage again the verges were very overgrown and affecting mothers with buggies and the children going to school. The BPC Contractor has cut the verges down.

iii) A road closure Drym Lane to Trenwheal, Godolphin 15 July 2021

11.CEMETERY AND CLOSED GRAVEYARDS

i) Update

The entrance gates are inside the gate post making it impossible for hearses to easily enter the Cemetery. There will be an 18 inch movement of the supports.

The workshop is almost completed. A fence will be put on the wall alongside it hopefully this will keep children from climbing over.

Western Power will be contacted about an electricity supply. Water has been supplied next to the workshop.

The tarmac is to be laid on 14 and 15 July.

The vacant area will be rotavated and grass seeded.

The Parish Council may apply for a free Landmark Tree. The Clerk was asked to apply for a Whitebeam.

The doors to the bin store still need to be attended to.

ii) Wooden fence Livewest responsibility

iii) Damage to Cornish hedge by young people from St Breaca Close using the Cemetery as a short cut to get to and from the school bus

Parents have repaired the new far Cornish hedge where the top rows had been knocked down by children climbing over it.

iv) Old bench removed/New bench delivered.

The new bench is in place.

v) Fee update due in September

12. PLAYGROUND & EXERCISE AREAS

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.

ii) Update

New football nets have been fitted at Ashton

Parking pole key has been destroyed at Ashton

C Macleod repaired key by welding.

iii) To consider transferring the field care of Breage and Ashton Fields to the Parish Council

Short discussion:

Committees need to take more responsibility and enjoy the fields.

CMR volunteered to help with Ashton Amenity Field where there are few Committee Members.

Breage Field Committee is fundraising at the Queens Arms on Saturday. Toddlers Informal meets on Wednesday mornings. Breage benches are in a very poor state.

13. PARISH ROOMS

i) The Parish Rooms have been open since 11 May 2021

ii) A Covid Risk Assessment for the Parish Rooms has been carried out. Until further notice Councillors 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 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

There will be no relaxation at the Parish Rooms after 19 July. There will still be distancing, masks worn and lateral flow testing.

iv) Website update – details and prices to be discussed in closed session

The website is non-compliant at present and is boring and not interactive. Vision ICT is able to take it on, update, refresh and add a business directory and the ability to log into other web pages. Prices – closed session. **Proposed, seconded and resolved that ICT quote be accepted.**

v) To consider increasing the mailbox size for Councillors' BT e-mails – cost to be discussed in closed session

Councillors were asked to empty their mail boxes of junk and deleted mail and check that their server is not keeping a copy. Contact the Clerk if there are problems.

vi) Planning Training report

Planning Cllrs DT & MS

DT was not present and MS had not attended the training sessions.

14. POLICE

i) Report from CC

The information flow appears to be one-way with no contact by the Police and no reports back about matters that have been raised. There were 13 offences in the Parish in May. It is difficult to report matters. Neighbourhood Watch in the Parish would probably be beneficial.

ii) Invitation for OPCC Cllr Advocates to help shape the next Police and Crime Plan Monday 19th and Tuesday 20th July

To resolve that Cllr Carver attends to represent BPC

Proposed, seconded and resolved that Cllr Carver attends to represent BPC in the 'help shape the next Police and Crime Plan'. Councillors please feedback your points of view to CC.

Points raised: Speed of traffic in the villages and on the A394; A PO should be available at every Parish Council meeting.

Clerk to provide CC with contact details for Community and Faith Groups

15. HELSTON AND S KERRIER CNP

i) 7 July 2021 AGM at 6.00 p.m. followed by CNP Meeting

ii) Matters for BPC Rep. CMR to take forward

16. LENGTHSMAN

i) Update

A Purchase Order is awaited. No payments to be made unless authorised by AB.

17. PRAA GREEN

i) Update on hole in the Green

Hole has been filled and cement capped as it was a Health and Safety issue. This has been paid for. A request for payment remains with the Insurers.

18. ZIONIST CHAPEL ASHTON (ASHTON SNOOKER CLUB)

i) Update

Moving the snooker table is a problem as it needs to be done professionally.

It is hoped to hold an 'Open Day'.

19. GODOLPHIN CROSS COMMUNITY ASSOCIATION

i) Update AB

AB declined to be a Trustee.

The Association is doing a good job and it is a very nice building. New Members would be welcome but the Association feels that there is no interest in Godolphin. The Chairman had been advised of the Co-option vacancies for the Parish Council but no-one from Godolphin had applied.

20. CORNISH TIN

i) Update

A Zoom meeting with Sally Norcross-Webb, Chief Executive Officer and Jeff Harrison had been attended by The Chairman and Clerk yesterday evening regarding the open Zoom meeting tomorrow at 7.30 p.m. that the Parish Council Chairman will Chair. It has been agreed that the meeting may be extended past the hour as necessary. The meeting will be recorded.

21. RISK ASSESSMENT

i) Full Risk Assessment update due

HB to undertake the update.

22. APPRENTICESHIP SCHEME

CC to obtain details of how the scheme works.

23. REPORT FROM CLERK

Was circulated to Councillors

a) I made enquiries about water sampling for the Godolphin Shute and Trevurvas Pond. They do not supply sampling kits for submitting samples. They offer a sampling service where they complete request samples. They charge approximately £188.00 for the full suite. This sample includes the following: Total coliforms; E. Coli; Enterococci; Clostridium; pH; Conductivity; Colour; Turbidity; Aluminium; Iron; Manganese; Copper; Lead; Nickel; Arsenic; Ammonium.

b)The Forest for Cornwall team is offering a free celebratory Landmark Tree to each Parish. The aim is to offer communities the opportunity to celebrate their community through planting a 2-2.5m (6-8') tree which will be supplied free by the Forest for Cornwall with support from the Woodland Trust through their Emergency Tree Funding of the Forest for Cornwall's Forest for My Place. There is a deadline of 9.00 a.m. Monday 2 August for applications to be submitted. This deadline is needed to ensure ordering and delivery of trees for this winter's planting.

c)An e-mail came in from Cornwall Councillor Barry Jordan who has been charged with asking all Town and Parish councils their views on Cornwall Council. He will be collating all answers and details will be published, good and bad. This will be on-going for 6 months.

He supplied a list of items, knowing that there will be more:

What do you think needs changing? What do you think could be done better? How can we as the new administration make the changes that will benefit you and your communities? What are your views on Planning? Has your Council devolved anything from Cornwall Council? Do you know the rates of recycling in your Town or Village? Are you satisfied with your waste and recycling service? What are your views on the Roads etc? What are your views on Cornwall Housing? Do you think there is enough affordable Housing?

What are your views on second homes? Do you think the owners should pay more Council Tax?

What are your views on Second homes used as Holiday lets, registered as businesses to avoid paying rates and Council Tax? What do you think Cornwall Council gets right? How do you think Cornwall Council has handled the Corona-virus pandemic?

d)SLCC message: The Broadclyst Clerk is inviting Clerks and Councillors across the southwest to take part in academic research for her dissertation. The research study titled "Covid-19: an opportunity for change for Town and Parish Councils?" is being done by Mrs Angie Hurren as partial completion of a BA Honours degree in Community Governance through De Montfort University. Covid has brought many changes in our lives; the research will investigate what, if any, changes Covid has caused in Town and Parish Councils. The research will comprise completion of a short survey that should take no more than ten minutes to complete. On completion, the survey will ask participants to indicate if they would be willing to participate in a more in-depth interview which, due to Covid restrictions, will likely take place over the telephone or via an online platform, and will take around 15 minutes to complete. Participation is voluntary. Please let me know if you wish to participate and you will be sent further details.

e)You are invited to attend Chacewater Community Energy Green Energy Fair and Electric Vehicle Day 24th July 2021.

f)Wednesday 7 July, 9.30 a.m. to 5.30 p.m. a walk in Pfizer Covid vaccination for over 18s. Tesco car park, Helston. No need to book just turn up. Please pass this message on.

g)I will take 12 days Annual Leave in August from 9th returning on 1st September. The Planning meeting for September will therefore be on 8th and the main meeting on 14th. I am not going away so I will keep an eye on e-mails and see to anything that needs urgent attention.

24. MEMBERS' REPORTS TO THE COUNCIL AND REPORTS FROM OUTSIDE BODIES

A bonfire was reported at Ashton. Environmental Health reported that it was permitted at any time to burn garden refuse.

Rabbit and dog holes were reported on Praa Green.

Carleen Village Hall is slowly returning to normality. A New Chairman – Simon Colgan, Vice-Chairman – Viv Treloar.

There is a digital mapping site that can be attached to the website. Will be investigated.

25. DATES AND TIMES OF NEXT MEETINGS

ORDINARY PARISH COUNCIL PLANNING AND LAND USE MATTERS MEETING WEDNESDAY 28 JULY 2021; WEDNESDAY 8

SEPTEMBER; ORDINARY PARISH COUNCIL MEETING TUESDAY 3 AUGUST 2021; TUESDAY 14 SEPTEMBER. ALL MEETINGS AT 7.00 P.M. IN THE PARISH ROOMS, BREAGE.

Breage Parish Council would be grateful if members of the public intending to attend the meetings of the Parish Council would complete a Covid 19 lateral flow test 48 hours prior to the meeting. Please advise the Clerk that you will be attending, wear a face mask and adhere to social distancing for your safety and to help to maintain Covid security. Thank you.

26. 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

27. To discuss and resolve to approve quotes for Website and BT mailboxes

There being no further business the meeting closed at 9.44 p.m.