

**DRAFT MINUTES ORDINARY PARISH COUNCIL MEETING HELD AT 7.00 P.M. IN THE PARISH ROOMS, BREAGE****ON TUESDAY 14 SEPTEMBER 2021**

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. They are 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. Anti-bacterially wiped covered agendas were provided. 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 are asked to 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 C Carver

Cllr C M Ralph

Cllr N Roberts

Cllr D Thomas

Cllr R M Wyvern Batt

Cornwall Cllr J V Keeling MBE

Mrs C Macleod (Clerk/RFO)

The Chairman welcomed everyone. Masks could be totally removed while speaking but should be replaced afterwards. There would be no fire alarm test this evening. The meeting is recorded.

1. FIRE EVACUATION PROCEDURE

This and GDPR were explained.

2. DECLARATION OF INTERESTS IN ACCORDANCE WITH STANDING ORDERS

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

No declarations.

3. APOLOGIES FOR ABSENCE

a) To receive and accept apologies for absence

Apologies from MS and PD received and accepted. AB would be a little late as he was working.

4. CONFIRMATION OF THE MINUTES OF THE PARISH COUNCIL MEETING ON 3 AUGUST 2021

Proposed, seconded and RESOLVED CONFIRMED.

5. PUBLIC PARTICIPATION

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

AB arrived.

JK was welcomed. Public participation was held here from 7.01 to 7.29 p.m.

6. FINANCE

a) The External Audit closure letter has been received. On the basis of the review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in their opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

b) The Internal Auditor, David Gallie has relinquished his role as auditor to BPC due to ill health. He has recommended a successor. **To make any necessary resolution**

c) To resolve to approve September payments

No	Date	Payment	Description	Supplier	Net	VAT	Total
133	30/07/2021	bank	Cemetery repairs	D A Giles Ltd	1,083.34	216.67	1,300.01
134	30/07/2021	bank	Cemetery repairs	D A Giles Ltd	9,510.40	1,902.08	11,412.48
135	30/07/2021	dc	Office Goods	Amazon	6.34	1.28	7.62
136	30/07/2021	dc	Cemetery repairs	Tom Heaney Education LTD	0.00	0.00	0.00
137	30/07/2021	dc	Cemetery repairs	Amazon	11.07	2.22	13.29
138	04/08/2021	138	Parish Rooms maintenance	Stephen Babbage	15.00	0.00	15.00
139	04/08/2021	bank	Repairs and Maintenance Street furniture	Stephen Babbage	75.00	0.00	75.00
140	04/08/2021	bank	Cemetery repairs	Stephen Babbage	15.00	0.00	15.00
141	04/08/2021	bank	Grass Cutting & weed killing	R Sanders	390.00	78.00	468.00
142	04/08/2021	bank	Grass Cutting & weed killing	R Sanders	105.00	21.00	126.00
143	04/08/2021	bank	Cemetery GRASS CUTTING	R Sanders	250.00	50.00	300.00

144	04/08/2021	bank	Lengthsman	R Sanders	69/21	225.00	45.00	270.00
145	04/08/2021	bank	Zionist Chapel Ashton	R Sanders		40.00	8.00	48.00
146	02/08/2021	dc	Cemetery repairs	Amazon		5.89	1.18	7.07
147	02/08/2021	bank	Cemetery repairs	Derek Real		1,200.00	0.00	1,200.00
148	01/06/2021	dc	Office supplies	YNR Instruments Ltd		9.99	2.00	11.99
149	09/07/2021	dc	Admin	Royal Mail		3.00	0.00	3.00
150	11/08/2021	bank	Subscription Open Spaces	Open Spaces Society		45.00	0.00	45.00
151	30/07/2021	dc	Office Goods	Amazon		6.34	1.28	7.62
152	03/08/2021	dc	Cemetery GOODS	Amazon		5.89	1.18	7.07
153	06/08/2021	dc	Office supplies	Amazon		3.75	0.75	4.50
154	09/08/2021	dc	Computer IT	Amazon		76.66	15.33	91.99
155	09/08/2021	dd	Loan	PWLB		2,736.07	0.00	2,736.07
156	16/08/2021	dd	Streetlights electricity	E-on		52.12	2.61	54.73
157	20/08/2021	dd	Electricity Parish Rooms	British Gas		45.47	2.27	47.74
158	16/08/2021	dd	Telephone and Internet	BT		136.40	27.28	163.68
159	27/08/2021	bank	Salaries	Administration		1,645.03	0.00	1,645.03
160	27/08/2021	bank	Salaries	Administration		55.00	0.00	55.00
161	27/08/2021	bank	Salaries	HM Revenue & Customs		332.60	0.00	332.60
162	27/08/2021	bank	Employer's NI	HM Revenue & Customs		189.11	0.00	189.11
163	13/09/2021	dd	Salaries	NEST		129.71	0.00	129.71
164	13/09/2021	dd	Pension Employer	NEST		48.64	0.00	48.64
165	03/09/2021	bank	Cemetery repairs	A E Woodhams		90.01	0.00	90.01
166	15/09/2021	bank	External Audit	PKF Littlejohn LLP		400.00	80.00	480.00
167	15/09/2021	bank	Play equipment inspection	Southwest Playground Safety Inspections		75.00	15.00	90.00
168	15/09/2021	bank	Play equipment inspection	Southwest Playground Safety Inspections		25.00	5.00	30.00
169	15/09/2021	bank	Grass Cutting & weed killing	R Sanders		210.00	42.00	252.00
170	15/09/2021	bank	Cemetery GRASS CUTTING	R Sanders		275.00	55.00	330.00
171	15/09/2021	bank	Grass Cutting & weed killing	R Sanders		400.00	80.00	480.00
172	15/09/2021	bank	Lengthsman	R Sanders		30.00	6.00	36.00
173	01/09/2021	dd	Telephone and Internet	BT		20.90	4.18	25.08
174	15/09/2021	dd	Telephone and Internet	BT		136.40	27.28	163.68
175	15/09/2021	bank	Footpaths cutting	R Sanders		1,256.71	251.34	1,508.05
176	01/10/2021	dd	Parish Rooms Water	Source for Business		15.23	0.00	15.23
177	01/10/2021	dd	Cemetery Water	Source for Business		16.68	0.00	16.68
						21,574.74	2,946.33	24,521.07

NR had checked the payments. **Proposed, seconded and RESOLVED that the payments listed above be passed for payment.**

c) To acknowledge Receipts

Amazon: £5.99 refund unavailable goods

Acknowledged.

d) To receive bank balances

As at 27 August 2021: Current: £7,735.54; Savings: £91,291.31; Ashton Amenity Area: £39.80; Petty cash: £150.

7.FOOTPATHS

i) Report

PD had supplied the following report:

All second cuts completed.

The blue discs have been corrected to yellow.

46 – BPC has been asked to monitor the situation with cyclists to gather evidence but PD believes this is not possible with cyclists wearing helmets and travelling at speed.

66 - Very overgrown, (not on cutting schedule), but County have no staff to deal with it. Could it possibly be done under Enhanced LMP?

14 - The Modification Order should be ratified on 23rd September.

No reply from Debra Marriott. PD will inform Council if a reply is received.

ii) Enhanced LMP

No update.

iii) A Member raised a query about a once permissive footpath in Ashton. They were advised, with the Parish Council's support, to obtain the correct form to have it added to the definitive footpath map.

iv) Definitive Map Modification Order WCA 541 and 542, Tregonning. E-mails have been received this evening and have been circulated to Councillors.

This would mean that cycles and horses could use the footpath. There are apparently many bike riders currently using the path who are not giving way to pedestrians. The large tyres on the bikes are causing deep ridges in the path that water is flowing through and further deepening the ridges and causing erosion. The Parish Council has a duty of care. Councillors must decide to support or object to the DMMO. The Clerk will reissue the paperwork to Councillors.

8.HIGHWAYS

i) Ashton Parishioner concerns re. speeding A394

JK was asked about this in Public participation.

ii) Road Closure intention Location: Trescowe Common Timing: 22nd September 2021 (09:30 to 15:30 hours)

iii) There is a surfeit of parking in Breage. Pensioners who cannot walk to the Post Office have been unable to park their cars near to the shop. Every junction is full of cars and every space is being filled. The Chairman suggested a meeting with the Villagers to be held Breage Social Club or the Village Hall. Rupert Spencer, Highway & Environment Manager (West) and Julie Berry, the PCSO would be invited to attend. The Parish Council was happy for this to go ahead.

9.CEMETERY AND CLOSED GRAVEYARDS

i) Update TW

The north wall had been repaired at the Sethnoe Way Graveyard. Clerk to send a letter of thanks to the Cormac workers (Heritage Group). Electric meter details are still being chased. A lawnmower has been obtained for use in the Cemetery/Graveyard. Mr Kelly has fenced all the way along the Cemetery wall bordering his property. Some graves in the closed graveyard need care. To be filled and levelled if owners cannot be traced. It was suggested that an amount be put into the budget for a monthly amount to be paid to someone to keep graves tidy.

ii) Public Art CMR

A scaled maquette, a small model of the planned sculpture, has been produced. A questionnaire to be circulated to Breage Villagers. A public meeting will be advertised for early October. A request was made for the Parish Council Office printer to be used and for BPC to pay the £10 fee for the hire of the Village Hall. This was agreed.

iii) Cemetery Fees Update due

A comparison with other Councils' Cemetery fees has been carried out by the Clerk. The Chairman and the Clerk will bring recommendations for update to the fees to the next meeting.

10. PLAYGROUND & EXERCISE AREAS

i) A Risk Assessment re. Covid-19 is in place that is reviewed every 14 days. Safety inspection of equipment carried out and report provided each month.

ii) Following the relaxation of Covid regulations Covid signs to be removed.

iii) Breage Field – RWB had obtained prices for a metal gate and posts. She was thanked. The gate may be able to be repaired.

Painting of the play equipment is to be carried out by the Breage Field Committee together with Village Works volunteers on 6 October. A Risk Assessment/ Health and Safety report is needed. The slide repair is still to be carried out. If the fibre glass re-lamination and marine ply repair is not possible the damaged end will be cut off.

iv) Ashton Amenity Area – It was suggested that the benches be sprayed with teak oil. The Clerk explained that the individual benches here are the responsibility of the owners.

v) Praa Sands – the wall alongside the exercise equipment has been repaired.

11. PARISH ROOMS

i) Until further notice Councillors and Members of the Public attending meetings will complete a lateral flow test two days before each meeting and report the results to the Clerk. Councillors to also report to HB. Masks will be worn by Councillors and Public.

iii) Covid-19 Risk Assessments for the Office and Parish Rooms are reviewed every 14 days.

iv) The Clerk will continue to work from the office in accordance with Lone Worker Procedure as directed. As Lone Worker she will text Mr Macleod on the hour each hour she is at work. He will return the text as soon as is possible.

vi) Website – update

Now working well.

vii) Training

Report on Risk Assessment Training – CC

No report.

12. POLICE

i) Report CC

There has been a circular e-mail and a webcam. Public safety issues have been aired.

13. HELSTON AND S KERRIER CNP

i) 22 September 2021 next CNP Meeting

ii) Matters for BPC Rep. CMR to take forward:

EOIs; TRO; confirm lead in time for agenda.

AB left the meeting at 8.26 p.m. – family emergency.

iii) Brief discussion of matters. There is no financial allocation for Breage Parish in this financial year. It is hoped this will be rectified for next year.

14. LENGTHSMAN

i) Update

Grant received from CC. Contactor to sign contract. No payments made without AB's permission. Copy of plan to DT.

15.PRAA GREEN

i) Update on hole in the Green

Not covered by insurance

The only cover for underground pipework damage is if there is a building. Clerk is checking if additional insurance is needed.

The hole has been filled in and is safe

16. ASHTON VILLAGE HUB

i) Update NR

A very successful Jumble Sale was held on Bank Holiday Monday with almost £800 raised. A Christmas Market will be held to raise money towards a toilet. Lottery funding is being sought. Congratulations to the Committee and NR.

17. CORNISH TIN

i) Update

The information requested by the Montescola Foundation under the Environmental Information Regulations 2004 has been provided to J Evans, Director by the Clerk and thanks have been received.

18. RISK ASSESSMENT

i) Full Risk Assessment 2021 has been circulated

ii) To receive comments

HB & CC had been sent papers on the Guide for Burial Ground Managers and The Legal background and Statutory Powers but neither had managed to read them. They were asked to look again at the Cemetery Risk Assessment and bring their recommendations to the next meeting. In the meantime the current Cemetery Risk Assessment would remain in place.

iii) To resolve that the Risk Assessment 2021 with any amendments be approved and that inclusion on the website should be carried out

It was proposed, seconded and RESOLVED that the updated Risk Assessment not including the Cemetery be accepted without amendment.

19. APPRENTICESHIP

i) Update CC

Training for an apprentice would be with Gloucester University. A 3 year course. A flow diagram to be produced by CC and NR.

20. TREVURVAS POND

i) Update DT & MS

DT gave a very full report on the progress made. She spoke of the promised funding and where further grants were being sought. She was thanked for the vast amount of work she had carried out. Please request the report direct from DT. The Chairman to pass on information about the previous works to DT.

21. REMEMBRANCE DAY ARRANGEMENTS

i) Sunday 14 November at Breage and Godolphin

To resolve that wreaths be ordered by the Clerk and that the Chairman will lay the wreath at Breage and the Vice-Chairman will lay the one at Godolphin

Proposed, seconded and resolved.

22. CHANGING PLACES TOILETS

i) Invitation to submit Changing Places Toilets proposals for potential inclusion in funding bid to Government. A CPT is a larger, accessible toilet for disabled people and their carers whose needs are not met by standard accessible toilets. Cllr Keeling has been asked to make enquiries for the Parish.

RWB left the meeting at 9.03 p.m.

23. QUEENS' PLATINUM JUBILEE

i) To discuss Parish Council Arrangements

A Sub-Committee is to be formed. Faith and Community Groups and Schools should be engaged regarding the arrangements.

Graham Jefferies will help with a Jubilee Garden around the bench at Coaches Corner, Breage at no cost to the Council.

There are red, white and blue seeds available through Cllr Keeling. Ashton to take advantage of those for the verges at the bus stop.

24. STREETLIGHTS

i) Review

There are 10 Streetlights that were not adopted by Cornwall Council. Plans need to be made for their removal.

ii) To make any necessary resolution

It was proposed, seconded and resolved that the process be started to remove the lights. The Clerk to obtain an updated quote for the removal to enable any additional necessary funding can be added to the 2022/23 budget.

25. GODOLPHIN BUS STOP

i) To resolve to support Cornwall Council's proposal to move the Godolphin bus stop from the area outside the former Godolphin Arms pub to the area off the road next to Godolphin Green

Proposed, seconded and resolved SUPPORTED.

26. REPORT FROM CLERK

Circulated – full report available from Clerk.

No questions asked.

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

Church of the Annunciation, Ashton 7 houses application. Applicant has agreed to consider the windows suggestion made by BPC.

28. DATES AND TIMES OF NEXT MEETINGS

ORDINARY PARISH COUNCIL PLANNING AND LAND USE MATTERS MEETING WEDNESDAY 29 SEPTEMBER; ORDINARY PARISH COUNCIL MEETING TUESDAY 5 OCTOBER; FINANCE AND GENERAL PURPOSES COMMITTEE THURSDAY 28 OCTOBER 2021.

MEETINGS AT 7.00 P.M. IN THE PARISH ROOMS, BREAGE.

Confirmed.

29. 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 necessary.

There being no further business the meeting closed at 9.37 p.m.

BREAGE PARISH COUNCIL

DRAFT MINUTES PUBLIC PARTICIPATION HELD IN THE PARISH ROOMS BREAGE ON TUESDAY 14 SEPTEMBER 2021 AT 7.00 P.M.

At 7.01 p.m. the Chairman closed the meeting and opened Public Participation. Cllr Keeling was present and spoke regarding his report that had been circulated to Councillors.

Various questions were raised.

What can be done about the speed of traffic through Ashton on the A394? Would Highways let the Parish Council know what is possible?

Details of what is possible and costs need to be obtained before the October budget meeting.

CNP – Is Breage Parish to get any EOI or TROs in the future?

Rupert Spencer was to have ascertained the cost of the removal of the gabions at Breage Church last year. Why has this not been done?

DMMO Tregonning Hill was discussed.

It was reported that a resident in Prospect Row had maintained equipment on a trailer on the road. Cllr Keeling will report to the Highways' Manager.

There are cars parked at every junction and in every space on every road in Breage Village. Parishioners are very concerned. A public meeting will be arranged. Highways' Manager and PCSO to be invited.

Accidents that have happened at Ashton but were not recorded as accidents were discussed.

Public participation ended at 7.29 p.m. and the meeting was re-opened.