



**DRAFT MINUTES ANNUAL PARISH COUNCIL MEETING HELD FOLLOWING THE ANNUAL PARISH MEETING  
IN THE PARISH ROOMS, BREAGE ON TUESDAY 7 MAY 2024**

Cllr A Woodhams (Chairman)  
Cllr C M Ralph  
Cllr N Roberts  
Cllr D Thomas  
Cllr R Rogers

Cornwall Cllr J V Keeling MBE  
1 Member of the Public  
Mrs Carol Macleod Clerk/RFO

The meeting opened at 6.58 p.m.

The Chairman explained that Covid cases are very high in Porthleven and Praa Sands.

**1. FIRE EVACUATION PROCEDURE**

The Chairman informed the meeting that there would be no fire drills today and the evacuation procedure should the alarm sound is to go out the front door to the Queens Arms carpark where names will be checked against the attendance list.

**2. APOLOGIES FOR ABSENCE**

a) To receive and accept apologies for absence

Apologies were received and accepted from AB, HB and MS

**3. ELECTION OF CHAIRMAN FOR THE YEAR 2024/2025**

The Clerk had received a proposal for Cllr Woodhams to be elected as Breage Parish Council Chairman 2024/2025 Proposed by AB, seconded by DT. All were supportive and Cllr Woodhams was duly elected as BPC Chairman 2024/2025.

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

The Chairman signed and read out his acceptance of office and the Clerk countersigned.

**5. ELECTION OF VICE-CHAIRMAN FOR THE YEAR 2024/2025**

Cllr Thomas was proposed to be Breage Parish Council Vice-Chairman 2024/25 by TW, seconded MS. All were supportive and Cllr Thomas was duly elected as BPC Vice-Chairman 2024/2025.

**6. DECLARATION OF INTERESTS**

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

There were no declarations.

**7. PARISH COUNCIL WORKING GROUPS/TEAMS/COMMITTEES AND/OR OUTSIDE ORGANISATIONS**

a) Members to be nominated - Chairman is ex-officio on all Committees

Members nominated are shown on the list below.

b) Names to be listed and resolved in one resolution

It was proposed, seconded and resolved that the listed, nominated Councillors below be appointed to the listed, groups, committees and outside organisations.

**i) Finance and General Purposes Committee**

Standing orders 17, 18, 19, apply.

**3 Cllrs cannot be bank signatories: Nominated: RR/NR/DT**

**ii) Bank Signatories**

**4 Cllrs Nominated: AB/HB/CMR/TW**

**iii) Bank Payment authorisation**

**2 Cllrs Nominated: CMR/TW**

**iv) NEST Pension Councillor**

**1 Cllr Nominated: HB**

**v) GDPR Councillor**

**1 Cllr Nominated: NR**

**Data Controller – Clerk**

**vi) Representatives Playing Fields and Village Halls****Ashton Amenity Area - Nominated: HB/NR****Ashton Village Hub- 1 Cllr Nominated: NR****Breage Village Hall – 1 Cllr Nominated: CMR****Breage Field – 1 Cllr Nominated: CMR plus AB to cover CIL bid****Carleen Village Hall – 1 Cllr Nominated: AB****Godolphin Cross Community Association – 1 Cllr Nominated: CMR****Praa Sands and District Community Centre – 1 Cllr BPC Custodial Trustee Nominated: DT****vii) Staff working group personnel**

Standing order 20 applies

**4 Cllrs Nominated: TW/NR/DT/RR****viii) Footpaths and Open Spaces****2 Cllrs Nominated: MS and outside help from Mrs Phil Darby who will have a Breage Parish Council e-mail address due to GDPR.****ix) Cemeteries****1 Cllr Nominated: TW****x) H&Safety/Risk Assessment****2 Cllrs Nominated: MS/HB****xi) Lengthsman Scheme****1 Cllr Nominated: AB****xii) S Kerrier Community Area Partnership****1 Cllr Rep Current: CMR and 1 Deputy Nominated: RR and TW sharing****xiii) Trevurvas Pond****2 Cllrs Nominated: DT/MS****xiv) Breage Neighbourhood Development Plan****Under full Council review CMR nominated to guide****8.CONFIRMATION OF MINUTES OF THE ORDINARY PARISH COUNCIL MEETING held on 2 April 2024****9.PUBLIC PARTICIPATION**

To include Cornwall Councillor's report

Public participation was held here from 7.11 to 7.13 p.m.

There were no questions re. Cllr Keeling's report. RR found the attachment, A briefing note for Councillors and Enforcement Officers that listed Enforcement changes, very interesting. It was hoped that the changes would further enable Enforcement Officers.

**10.FINANCE****a) To review Financial Regulations and make any necessary resolution**

Checked by F&amp;GP Committee. An Investment strategy had been recommended by the internal auditor.

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

Checked by F&amp;GP Committee.

**c) To review Asset Register and make any necessary resolution**

Checked by F&amp;GP Committee.

Fixed Assets to be reassessed.

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

Fidelity insurance to be increased.

**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**

Agreed compliant and signed by the Chairman and Clerk.

**f) To note that the dates for publication for the 2023/2024 Annual Return will be Monday 10 June 2024 and the dates of the period for the exercise of public rights are Tuesday 11 June 2023 to Tuesday 23 July 2024**

Noted.

**g) To resolve to approve that payments may be made by BACS/CHAPS – to be authorised by a bank signatory and checked by a Member of the F&GP Committee on the bank statements**

Agreed.

**h) To resolve to approve May payments**

12	05/04/2024	bank	Cemetery fees	Long Rock Memorials refund	-135.00		-135.00
13	10/04/2024	dd	Office Supplies	LifeConnect24	80.75		80.75
14	10/04/2024	dd	Cemetery electricity	Yu Energy	15.18	0.76	15.94
15	02/04/2024	bank	Travel	Administration	57.05		57.05
16	02/04/2024	dd	Telephone and Internet	BT	10.00	2.00	12.00

17	02/04/2024	bank	Play equipment inspection	SWPSI Ltd	33.33	6.67	40.00
18	02/04/2024	bank	Play equipment inspection	SWPSI Ltd	66.66	13.33	79.99
19	02/04/2024	bank	Office supplies	Banner Business Solutions Ltd T/A Complete	5.13	1.03	6.16
20	10/04/2024	bank	Computer IT	Primary PC Solutions Ltd	42.36	8.47	50.83
21	03/04/2024	dc	Amenity Areas	Ad Fontes Company Limited	9.98	2.00	11.98
22	11/04/2024	bank	Breage Gardening	Karen Badger	1,100.00		1,100.00
23	25/04/2024	dd	Electricity Parish Rooms	Engie Power Ltd	232.84	11.64	244.48
24	08/05/2024	bank	Play equipment inspection	SWPSI Ltd	33.33	6.67	40.00
25	08/05/2024	bank	Play equipment inspection	SWPSI Ltd	66.66	13.33	79.99
26	26/04/2024	bank	Salaries	Administration	1,534.36		1,534.36
27	26/04/2024	bank	Salaries	Administration	54.32		54.32
28	26/04/2024	bank	Salaries	HM Revenue & Customs	381.00		381.00
29	26/04/2024	bank	Employer's NI	HM Revenue & Customs	195.08		195.08
30	02/05/2024	dd	Salaries	NEST	246.26		246.26
31	02/05/2024	dd	Pension Employer	NEST	49.55		49.55
32	08/05/2024	bank	Office supplies	Banner Business Solutions Ltd T/A Complete	206.00	41.20	247.20
33	08/05/2024	bank	Office supplies	Banner Business Solutions Ltd T/A Complete	31.35	6.27	37.62
34	08/05/2024	bank	Office supplies	Banner Business Solutions Ltd T/A Complete	5.18	1.04	6.22
35	15/04/2024	dd	Telephone and Internet	BT	160.59	32.12	192.71
36	29/04/2024	dd	Telephone and Internet	BT	10.79	2.16	12.95
37	08/05/2024	bank	Cemetery GRASS CUTTING	R Sanders	270.00	54.00	324.00
38	08/05/2024	bank	Grass Cutting & weed killing	R Sanders	240.00	48.00	288.00
39	08/05/2024	bank	Grass Cutting & weed killing	R Sanders	466.00	93.20	559.20
<b>Totals</b>					<b>5,468.75</b>	<b>343.89</b>	<b>5812.64</b>

NR had checked the receipts and payments.

**A composite resolution: Items 10a) to 10g) proposed, seconded and resolved.**

**Proposed, seconded and resolved that the payments as shown above be passed for payment.**

**i) May receipts**

No	Date	Receipt	Description	Supplier	Net	VAT	Total
1	04/04/2024	bank	Cemetery fees	Long Rock Memorials	270.00		270.00
2	08/04/2024	bank	Precept	Cornwall Council	45,000.00		45,000.00
3	10/04/2024	bank	CIL Community Infrastructure Levy	Cornwall Council	4,265.94		4,265.94
4	23/04/2024	bank	VAT refund	HM Revenue & Customs		4,161.74	4161.74
5	24/04/2024	bank	Cemetery fees	Long Rock Memorials	135.00		135.00
<b>Totals</b>					<b>49,670.94</b>	<b>4,161.74</b>	<b>53,832.68</b>

**f) To receive bank balances**

As at 29 April 2024: Current: £5,803.73; Savings: £186,192.11; Ashton Amenity Area: £40.36; Petty cash: £150.00

**11. FOOTPATHS**

**i) Report MS**

MS not in attendance.

It was reported that the Higher Trevurvas to Hendra Lane path is very overgrown. Path cutting has begun.

**12.HIGHWAYS**

**i) Update A394 works**

No reply to the Clerk's enquiries.

ii) Wildanet is tidying the roads quite well after broadband excavations.

iii) Cormac has established a site office at Newtown. BPC has not been informed.

iv) Godolphin Cross Highways Scheme – works have not yet started. No report of the start date or progress.

**13. CEMETERY AND CLOSED GRAVEYARDS**

**i) Update TW**

The graves audit is to be carried out and the 50-year exclusive right details checked.

ii) Interment Rosmary Reynolds 3 May 2024 Section 1 Row 18 Grave 343

iii) The broken-down wall in the Sethnoe Way Closed Graveyard has still not been rebuilt. The Graveyard has not been cut and is very overgrown.

iv) Handyman to be requested to paint the covered benches, the workshop and the bin shed in the Cemetery.

#### 14. PLAYGROUND & EXERCISE AREAS

i) Safety inspections of equipment are carried out and reports provided each month

##### Breage

ii) Report on planned work AB

iii) Report on drainage

The drainage work needs a season to settle. It appears to be functioning.

iv) Report on Committee Activity CMR

A double slide suitable for both the disabled and the able bodied and a roundabout, also suitable for the disabled have been ordered. And the deposit paid.

v) An inspection report was received on 25 April and another on 2 May – one week apart. The first was a good report, the second had red risk marked on several items.

Work is continuing. The pedestrian gate lock has been repaired. The shelter is still to be repaired

##### Ashton

v) Update

Dog faeces have been left on the field again, owners not picking up Holes have been appearing in the grass – thought to be badgers' grubbing. These may need to be filled.

##### Praa Sands

vi) Update

All good. The edges of the site have been weedkilled. The broken basketball net needs to be removed.

#### 15. PARISH ROOMS

i) The 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 two-hourly when she is at work. He will return the text as soon as is possible.

#### 16. ANNUAL REPORT

i) To approve the 2023/24 Annual Report for distribution

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

#### 17. POLICE

i) Report DT

A long list of items had been circulated to Cllrs.

ii) By way 47 passing place is still being blocked by parked cars. A sign 'Parking Place Only. No Parking' is to be purchased.

iii) Hendra Lane – parked cars all the time, ignoring the yellow lines.

#### 18. S KERRIER COMMUNITY AREA PARTNERSHIP

i) Update CMR

a) The meeting on 24 April was cut to one and a half hours as there was a CC Meet the Leader Presentation booked.

The new refuse collection details had been explained and is on the CC website. Wheelie bins and other bins will be provided. Recycle bags will still be used. Wheelie bins will be emptied fortnightly, recycling will be collected fortnightly and the kitchen caddy waste food will be collected weekly. The bins will be delivered in May to the ends of driveways and there is to be a leaflet drop that explains how to use the bins when the changeover takes place.

b) The Action Plan Priorities: Traffic and Transport · Housing · Young People · Access to Services · Environment. There had been little response to volunteering. Each of the Teams will take on an action plan.

c) Levelling Up – a further project has approved. £16,000 towards a collective arts project and theatre and plays for Town and Parish Councils. There are currently £955K projects received but only £259K is available. Funding panel to prioritise. Money is available in the Community Capacity Fund for feasibility studies and investigation for projects.

CMR was thanked for his report.

ii) Godolphin Cross Highways Scheme update

No information was given.

#### 19. LENGTHSMAN

i) Update AB

Ab not in attendance.

No floods in gullies or ditches that are beside B, C and unclassified road that are under the Lengthsman remit.

#### 20. TREVURVAS POND

i) Report DT

A report had been circulated to Cllrs.

With the warmer weather the growth is amazing. Work has stopped for a while due to the newts. 2 Committee Members have given up. Martin is still doing sterling work and is thanked for this.

**21. ASHTON VILLAGE HUB**

i) Update: Activities NR

Hirings have begun: Child's birthday party (a nice review was received) and a Baby Shower. A shed is very much needed so that the chairs etc can be stored whilst the Hub rooms are hired out. There may be some money available via the PCSO through 'Proceeds of Crime'. 31 August - A dog show and fete held on Ashton Amenity Field with refreshments in the Hub. There is now a booking e-mail on the Facebook page. Coffee mornings are going well and the money raised helps pay for the electricity. An open evening is to be held to which BPC Councillors will be invited.

**22. GODOLPHIN SHUTE**

i) Update AB

AB not in attendance.

The Shute is running well. It had been stuffed with bamboo that had to be cleared. The Shute is Grade II. The run through Mr Benney's field is composed of slate. There needs to be a project to track this and a new pipe put in to preserve the slate run.

**23. GODOLPHIN WORKING MENS' INSTITUTE /SNOOKER CLUB**

i) Update

Deeds and any other relevant paperwork need to be seen by BPC as there has been a request for Breage Parish Council to look into taking control of the building. There was discussion about what is now stored in the building. As both are still connected, question was raised as to whether electricity and water bills have been paid and whether 3<sup>rd</sup> Party Liability Insurance is in place. The Clerk to contact the Secretary asking for sight of the documents.

**24. RISK ASSESSMENT 2024**

i) Confirmation that there are no amendments to be made for 2024 MS

ii) To resolve to accept the 2024 Risk Assessment as produced by MS

**Proposed, seconded and resolved to accept the 2024 Risk Assessment with amendment on Breage Field 2. Change Cllr from RR to CMR and a correction to the spelling of interment under Cemetery.**

**25. CLERK'S REPORT** Previously circulated to Councillors

SLCC has asked for pictures of the King's portrait in place with the Cllrs present should they so wish.

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

There were no reports.

**27. MATTERS THE CHAIRMAN CONSIDERS TO BE OF AN URGENT NATURE**

i) Cormac has added the Japanese Knotweed, that was reported in Pengersick Lane, into its spraying schedule (once a year because it is close to a watercourse). They will continue to spray the plant until we are satisfied that it has been eradicated at this site.

ii) 20 is Plenty - NR to arrange publicity for BPC.

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

**ORDINARY PARISH COUNCIL PLANNING AND LAND USE MATTERS MEETING WEDNESDAY 29 MAY 2024; ORDINARY PARISH COUNCIL MEETING TUESDAY 4 JUNE 2024. MEETINGS TO BE HELD IN THE PARISH ROOMS AT 7.00 P.M. UNLESS OTHERWISE STATED.**

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

**29. above was proposed, seconded and resolved.**

The Members of the Public left the meeting.

**30. STAFFING UPDATE**

There being no further business the meeting closed at 8.48 p.m.

## **BREAGE PARISH COUNCIL**

### **DRAFT NOTES PUBLIC PARTICIPATION HELD IN THE PARISH ROOMS BREAGE** **AT THE APCM ON TUESDAY 7 MAY 2024**

At 7.11 p.m. the meeting was closed and Public Participation opened.

Cllr Keeling's monthly report had been circulated to the Councillors. There were no questions.

RR found the attachment, 'A briefing note for Councillors and Enforcement Officers' that listed Enforcement changes, very interesting.

Public participation ended at 7.13 p.m. and the meeting was re-opened.

Draft