

# Breage Parish Council



## Annual Report 2019/2020

May 2020

Parish Rooms

Breage

HELSTON

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### Chairman's Report

The latter part of this year has been a testing year for most businesses and organisations and Breage Parish Council has been no exception.

COVID 19 and its restrictions have impacted upon us all in one way or another in varying degrees. Up until March of this year the Breage Parish Council managed its affairs in the conventional manner but since the introduction of "lock down" a new and different arrangement has been introduced. Whilst not ideal, the system has allowed the business of the Council to carry on employing lawful and safe procedures and to be safe for our staff, contractors and parishioners.

All communication has been carried out by written procedure or electronically with isolation measures that have been put in place to allow safe contact with the Clerk who has, during this crisis, maintained self isolation in the Parish Rooms.

During the pandemic the Clerk has maintained an updated list of contacts and information from central government, Public Health England, Cornwall Council and statutory authorities for use by Parishioners.

The list of parishioners and organisations who have stepped forward to assist during this ongoing crisis is truly humbling and demonstrates the strength of community throughout the parish. The Council is very grateful for their support both now and in the future. The hope of all of us is that this crisis will soon come to a successful conclusion and we can all return to normality as soon as possible.

Councillor Will Perrin resigned due to changing work commitments and the Councillors thank him for his contributions to the work of the parish. Councillors Caroline Carver and Nicola Roberts were both co-opted on to Breage Parish Council over this reporting period: both have quickly established themselves as valuable members of the Council and have taken various committee roles.

Our regular Parish Council meetings are held on the first Tuesday of each month at 1900 with planning meetings held on the last Thursday of the month, again at 1900. In the forthcoming year the planning meetings will change to the last Wednesday of each month at 1900. All of the Council's meetings with just a few exceptions are open to the public and we would be delighted to see you at the Parish rooms. The Parish office and public rooms have

been refurbished to allow meaningful business to be conducted and have electronic data facilities to enable the Councillors and public more efficient access to information.

The Council has been successful in being awarded the Lengthsman contract for a second year: this enables the parish to determine the rate and effort put into clearing drains, ditches and culverts, cleaning road signs and general B roads, C roads and unclassified roads to have safety grass cutting. It is largely due to this effort that the parish experienced very little flooding over an extremely wet Autumn and Winter.

The public rights of way network is being continually improved and maintained by Breage Parish Council under the supervision of Councillor Phil Darby.

The public toilets at Praa Sands are still under a tenancy-at-will currently, with the Council resolved to take full responsibility for them post legal sign off. They are currently closed IAW the COVID 19 Regulations.

Breage Field Committee has reformed in order to manage the field and the play equipment for the benefit of the village. The current equipment has been refurbished. In common with the other parish recreation areas, Breage Parish Council has arranged for monthly safety inspections to take place IAW ROSPA guidelines.

Ashton has been supplied with a brand new set of children's play equipment, picnic tables and the area has been generally refreshed. Trees and hedgerow plants have been planted on the boundary to offset the parish carbon foot print. Thanks to Cllr Macleod for planting them.

At Praa Sands the basketball pitch has been refurbished and keep fit equipment installed for the benefit of parishioners and visitors and is proving very popular.

Byway 47 has at long last and after countless lobbying of Cornwall Council been regraded and tarmaced.

Praa Green has been maintained and improved over the reporting year in order to preserve its community value. Cornwall Council was requested to repair the central steps leading to the beach as they had been eroded by the sea over the winter period.

All the street lights in the parish have been transferred back to Cornwall Council thus relieving the precept of the running cost and maintenance charges.

Various traffic regulation orders have been agreed and should be in place this year subject to the lifting of the current COVID 19 regulations.

As stated in last year's Annual report, the Parish is engaged in producing a Neighbourhood Development Plan which is now in its third year. Given the uncertainty of the release from lockdown, the steering group will in all probability be at Pre-submission edition completion and through its statutory consultation period during the course of the 2020/21 financial year. Parishioners will be informed of future progress.

Breage Parish Council is extremely grateful to Councillor Ralph and the Steering group for the diligent production of what is a complex and detailed document.

It is anticipated that work will be able to start on the refurbishment of the open Cemetery in the late Spring and enable the additional land to be enclosed.

The Council is currently at its full complement and I would like to record my thanks to all Councillors for their support over this reporting year and the work completed on the various committees.

The work of our Clerk/Responsible Finance Officer, Mrs Carol Macleod, has been particularly challenging this year with the difficulties that have arisen through the lockdown and the Council is grateful to Mrs Macleod and Mrs Orpin for their continued efforts.

Thanks are also recorded to Breage Cornwall Councillor John Keeling for his efforts on behalf of our parishioners

Finally thank you to the parishioners for supporting the efforts of Breage Parish Council and your active participation in the production of the Neighbourhood Development Plan.

Please take the best possible care of yourselves and your loved ones during this pandemic and we all look forward to normality and our social activity being resumed as soon as possible.

**Councillor Tony Woodhams**  
**Chairman Breage Parish Council**

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## Members of the Council

Cllr Tony Best  
Cllr Howard Bradford  
Cllr Mrs Jackie Burchell  
Cllr Simon Caddick  
Cllr Caroline Carver  
Cllr Mrs Phil Darby  
Cllr Colin Macleod  
Cllr Chris Ralph  
Cllr Mrs Nicola Roberts  
Cllr Matt Southam  
Cllr Tony Woodhams  
Cllr Mrs Rose Wyvern Batt

### Cornwall Unitary Councillor for the Parish:

Cllr John V Keeling MBE

Clerk/RFO: Mrs Carol Macleod

The Clerk is available at the Parish Council office, by appointment only (due to Health & Safety conditions)

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**PLEASE NOTE THAT THE OFFICE IS CLOSED  
ON TUESDAYS AND FRIDAYS**

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## Retired and New Councillors during the past year

There has been one resignation, Will Perrin who resigned due to new work commitments. Will had been a Member of the Finance and General Purposes Committee and had also helped with Health and Safety for which he had experience from his employment. Thanks go to him for his service with best wishes for the future. A warm welcome to Cllr Caroline Carver was co-opted to the Council in August 2019 and Cllr Nicola Roberts was co-opted in February 2020. They are thanked for applying for co-option.

## Attendance at Council Meetings 2019/2020

There have been 11 Ordinary Parish Council meetings this year plus 11 to discuss and vote on Planning, an Annual Parish Meeting and a Precept Meeting – a total of 24 meetings. There have also been Finance and General Purposes Committee meetings that are not included in the attendance figures.

**No meetings were held on 26 March or 3 and 30 April 2020 because of the Covid-19 restrictions.**

Cllr Tony Woodhams 24 meetings  
Cllr Tony Best 18 meetings  
Cllr Howard Bradford 14 meetings  
Cllr Jackie Burchell 12 meetings  
Cllr Simon Caddick 22 meetings  
Cllr Caroline Carver 15 meetings (co-opted 1 August 2019)  
Cllr Phil Darby 22 meetings  
Cllr Colin Macleod 24 meetings  
Cllr Chris Ralph 22 meetings  
Cllr Nicola Roberts 1 meeting (co-opted 4 February 2020)  
Cllr Matt Southam 10 meetings  
Cllr Mrs Wyvern Batt 22 meetings

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## Council Meeting dates

### 2020/2021

Meetings at 7.00 p.m. in the Parish Rooms  
Breage ONCE Covid-19 restrictions have been lifted. Meetings are notified on the Parish notice board outside the Parish Rooms, Breage and on the website [www.breagepc.org.uk](http://www.breagepc.org.uk)

**Planning meetings are held on the Wednesday before the main meeting each month**

7 April 2020 no meeting Covid-19  
29 April 2020 no meeting Covid-19  
5 May 2020 no Parish Meeting or Annual Parish Council Meeting Covid-19  
27 May 2020  
2 June 2020  
1 July 2020  
29 July 2020  
4 August 2020  
2 September 2020  
8 September 2020  
30 September 2020  
6 October 2020  
28 October 2020  
3 November 2020  
19 November 2020 Precept/Budget  
25 November 2020  
1 December 2020  
6 January 2021  
12 January 2021  
27 Jan 2021  
2 February 2021  
24 February 2021  
2 March 2021  
31 March 2021

## FINANCE

The Clerk is the Responsible Finance Officer. She and Cllrs Best (Chairman), Caddick, Carver and Wyvern Batt were the Members of the Finance and General Purposes (F&GP) Committee 2019/20.

Payments and other accounts matters are checked by a Member of the F&GP Committee before being presented to the Council each month. Bank Reconciliations are also checked before presentation to the Council. The Council's Internal Auditor this year was Mr DJL Gallie. The External Audit will be carried out by PKF Littlejohn.

### Accounts Summary 2019/2020

Opening balances as at 1 April 2019:

Banks	£112,774.74	
Petty cash	£150.00	£112,924.74

Add: Receipts in the year

Precept	£82,000.00	
Council Tax Support	£1,985.97	
Community Infrastructure Levy	£1,575.00	
LMP Payments footpaths	£4,019.74	
SWCP Payments	£2,403.98	
Cemetery fees	£6,080.00	
Cemetery donations	£200.00	
Administration	£235.20	
Grants and donations	£17,570.00	
Lengthsman Scheme	£7,000.00	
Bank interest	£199.07	
Donations Praa Sands Toilets	£3,894.25	
Neighbourhood Development Plan	£2,600.00	
VAT RECLAIMED	£27,457.95	£157,221.16

Less: Payments in the year

Administration	-£32,534.79	
Grants s137	-£2,600.00	
Grants other	-£5,130.00	
Contract work	-£12,366.78	
Open Spaces	-£5,207.39	
Playground and Exercise Equipment	-£37,674.29	
Public Lighting	-£40,086.06	
Neighbourhood Plan	-£3,600.00	
Lengthsman	-£8,534.00	
Loan Repayments	-£5,472.14	
Running costs:		
Cemetery	-£6,018.79	
Praa Sands Toilets	-£13,735.93	
Bus shelters/benches/notice boards/signs/phone box/handyman tasks	-£774.97	
Parish Rooms	-£3,955.70	
VAT paid	-£26,442.39	
		-£204,133.23

**Closing balance receipts & payments as at 31 March 2020**

**£66,012.67**

The closing balance at 31 March 2019 shows a drop of £46,912.07 compared to the previous year. Receipts for 2019/2020 decreased by £5,237.07 and Payments increased by £91,365.64. Streetlights payments of £40,086.06 included updating of streetlights that were then transferred to Cornwall Council and for electricity. Cemetery fees decreased slightly; Admin by £2,054.80; Grants and donations were less and there were no loans; Precept increased by £7,500 but the Council Tax Support grant was reduced this year; there were no election payments; Praa Sands Toilets' costs were less by £3,711.31 but cleaning invoices have not been received since October in spite of constant requests; Cemetery costs were up as a new wall was erected between the Cemetery and the adjacent bungalows. VAT payments and reclaims were much higher but will balance each other out once the final repayment has been received.

Grant payments decreased this year by £2,339 and were awarded to community groups as follows: £900 to Ashton Village Committee towards picnic tables; £1,000 to Breage Silver Band towards repairs and updates of instruments, music stands and cases and a cupboard; £500 to Breage Field Committee towards replacement swing seats and chains and installation; £1,000 to Breage Snooker and Social Club towards hall renovation; £580 to Breage Village Hall

toward notice board and cooker; £1,000 to Praa Sands Community Centre towards replacement doors and window sills; £1,000 to Godolphin Cross Community towards further refurbishment of Chapel; the British Legion was supported by the purchase of wreaths for Remembrance Sunday services, £100 and Breage Band was awarded a £50 grant for playing at the Remembrance Service

Cornwall Air Ambulance received £1,000 towards assistance for Parishioners needing aid and CRUSE Bereavement Services received £300 towards aid for Breage Parishioners. An additional £300 was held in reserve for emergencies. Fixed reserves are £16,464.90 Expected receipts for 2020/21 are £106,107.24 based on budget figures and expected payments £139,903.14.

After the accounts had been examined by an Accounts Team Councillor, Cllr Caroline Carver, they were passed to the Internal Auditor, Mr D J L Gallie. The Annual Audit Return was completed on 24 April 2020 and signed by Mr Gallie. Mr Gallie is thanked for auditing the accounts and the Breage Field Committee's Accounts this year.

## FOOTPATHS AND RIGHTS OF WAY

### Footpath 11 Ashton

Handposts have been fitted to the stiles across the fields for easier and safer accessibility

### Footpath 16 Breage

The granite stile has been rebuilt making it easier to use and also keeping the cattle safe

### Footpath 14 Ashton

A diversion order has been submitted

### Footpath 21 Trew

A new gatepost was fitted to the kissing gate

### Footpath 41 Praa Sands

Modification orders have been submitted  
Byway 47 Praa Sands The byway has been resurfaced

### Footpath 63 Ashton

The stile has been repaired, the waymarker replaced and handposts fitted. A new kissing gate has also been installed

### Footpath 64 Ashton

A permissive path has kindly been agreed by the landowner to give easier access from Rinsey Lane

As always our thanks to our contractor Bob Sanders and his crew who do a great job keeping our pathways in good order and thanks also to Colin Bayes, our Senior Ranger at County for his help with several problems during the course of the year.

### **Clr Mrs P Darby – Footpaths Representative**

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## **BREAGE FIELD**

Although much remained the same at The Field over the last 12 months, this year it has seen a few changes. Thanks to Breage Parish Council, in the summer, the play equipment received a new lease of life with a fresh coat of vibrant paint. The BBQ area, gates and pathways have been cleared out beautifully, and the area behind the gazebo has been opened up allowing much more light into the top corner of the field. The maintenance work was triggered following an

inspection of the play equipment which has identified that it may soon need replacing so; a plan is being investigated for how this can be implemented. Until then the equipment, and area as a whole, continues to be used by people from far and wide (Lizard, Penzance and Newquay to name just a few!) several families can be spotted regularly practising their basketball since the hoop has been repaired and The Field has certainly made a name for itself as a desirable and safe destination, where children are left to play, roll down hills, and learn to ride bikes.

Behind the scenes, after years of dedication, much of the appointed committee have stood down and following a fresh recruitment drive over Christmas, new members have filled the positions to prevent its collapse. Thankfully, those previous members are still on hand to offer guidance, support and experience as the new committee begins new initiatives for fundraising, community development and making funding applications. It must be said the founding committee members have worked tirelessly to create a superb recreational space for the village, one which I think we are all guilty for taking for granted. It is a massive asset to the village and its benefit should not be underestimated.

Unfortunately, due to the current world pandemic of Covid-19, when The Field is at its most desirable, the equipment remains closed and the area is under strict social distancing rules. This has meant the planned Easter Eggstravaganza with Egg hunt, refreshments and entertainment was cancelled and at present we are dubious whether the planned Fun in the Field Day promoted by Fields in Trust will go ahead in July. We will still hope to achieve a joint fundraising event with Breage Christmas Lights Committee before the end of the year. We strongly encourage community involvement and if you have suggestions, comments or concerns, or would like to help with volunteering or management of the area please contact us through the new Facebook page which is open for information and promotion of future events. Additionally, we hope to reinstate the notice board as soon as we are able which will hold contact information.

We are hopeful that exciting times lie ahead at The Field as we continue to build on the fantastic foundations already in place to add

new elements which enhance the facilities and offer the area to its full potential.

We thank all those involved with the running, care maintenance and upkeep of the field and Breage Parish Council for its continued support.

### **Mrs Caroline Fitzpatrick – Chair for Breage Field Committee**

The Play equipment in Breage Field is checked monthly by a RoSPA (Royal Society for the Prevention of Accidents) qualified inspector and faults are rectified. If anyone notices any faults during the time between the checks please inform the Parish Clerk. The Parish Council owns the field and holds full public liability insurance and has the responsibility for safety checks, hedge trimming and grass cutting.

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## **BREAGE PARISH NEIGHBOURHOOD DEVELOPMENT PLAN**

The Breage Parish Neighbourhood Development Plan Steering Group was successful in its bid to central government to secure funding support over 2019/2020 towards the preparation of a NDP for the parish. This has been used over the course of the year to support parishioner engagement, publicity, research and the preparation and publication of a first Consultation Draft of the NDP.

In July a second newsletter outlining the results of the 2019 household survey and proposed strategic objectives for the NDP was produced and circulated to all households across the parish. This was complimented by public exhibitions on the results of the survey and the proposed objectives that were held at Breage School Fair, Godolphin Fete, Carleen Table Top Sale, Carleen Agricultural Show and the Trevena Cross Xmas Fair.

The majority of work on the NDP over the course of the year has been spent on research and the preparation and drafting of planning policies relating to each of the six identified strategic objectives with these being considered and approved by Breage Parish Council at its September, October, November, December and January meetings. The Steering Group was therefore in a position to publish a Consultation Draft of the NDP in February of this year. Notification of the publication of the

Consultation Draft, a summary of its content, and details on how to comment on the NDP was undertaken through a third newsletter that was circulated to all households in the parish in early March.

A significant programme of community engagement on the Consultation Draft was planned for March and April including: the deposit of the Consultation Draft at some 13 venues across the parish; web site and face book notification; exhibitions at Godolphin Cross Farmers Market and Carleen Table Top Sale; and, drop in events in Ashton, Breage, Carleen, Godolphin Cross and Praa Sands. It has not been possible to deliver the entire programme of community engagement as a result of the measures introduced by central government in response to Covid-19. However, the Consultation Draft was placed on deposit at all 13 venues. The Steering Group has also ensured that there has been notification of the cancellation of proposed events and has signposted the NDP web site as the most suitable route for parishioners to review and comment on the emerging NDP.

At the current time and given the impact of the Covid-19 restrictions further work on the preparation of the NDP is largely on hold. However, once able to do the Steering Group intends to submit a further bid to central government to support a further year of work on the NDP over 2020/2021. It is expected that this will be used to support: management of the web site, publicity materials and attendance at community events; an annual newsletter to all households across the parish; analysis of response to the Consultation Draft; and, the preparation and publication of the next key iteration of the NDP - the Pre Submission Edition. It remains the goal of the Steering Group to prepare, publish and consult on the Pre Submission Edition of the NDP by the end of the current financial year.

There are currently a small number of vacancies on the Steering Group and new volunteers to help take forward the NDP are always welcomed. If you would like to join the Steering Group please do not hesitate to contact any of the current members.

**Clr Chris Ralph - Acting Chair, Breage Parish Neighbourhood Development Plan Steering Group**