

## BREAGE PARISH COUNCIL

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**ANNUAL PARISH COUNCIL MEETING TO BE HELD IN THE PARISH ROOMS BREAGE**  
**ON TUESDAY 10 MAY 2021 IMMEDIATELY FOLLOWING THE ANNUAL PARISH MEETING TO BE HELD AT 6.30 P.M.**

To: Breage Parish Councillors:

You are hereby summoned to attend this meeting.

To: Members of the Public and Press:

You are invited to attend to speak in public participation.

Although Plan B Covid measures have been lifted by the Government, Breage Parish Council has determined that Councillors will continue to carry out lateral flow tests and adhere to social distancing. It is requested that members of the public intending to attend the meetings of the Parish Council complete a Covid 19 lateral flow test within 48 hours of the meeting, advise the Clerk that they will be attending, wear a face mask and adhere to social distancing. Thank you.

X Carol Macleod

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Carol Macleod

Clerk/RFO to Breage Parish Council

### AGENDA

#### 1.FIRE EVACUATION PROCEDURE

#### 2.APOLOGIES FOR ABSENCE

a) To receive and accept apologies for absence

#### 3.ELECTION OF CHAIRMAN FOR THE YEAR 2022/2023

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

#### 5.ELECTION OF VICE-CHAIRMAN FOR THE YEAR 2022/2023

#### 6. CO-OPTION NOTICE

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

#### 7.DECLARATION OF INTERESTS

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

#### 8.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

##### i) Finance and General Purposes Committee

Standing orders 17, 18, 19, apply.

5 Cllrs cannot be bank signatories - Chairman to be elected at F&GP meeting

##### iii) Bank Signatories

4 Cllrs A replacement is needed for Phil Darby

##### iv) Representatives Playing Fields and Village Halls

Ashton Amenity Area - 2 Cllrs

Breage Village Hall – 1 Cllr

Breage Field – 1 Cllr

Carleen Village Hall & Exercise Field– 1 Cllr

Godolphin Cross Community Association – 1 Cllr

Praa Sands and District Community Centre – 1 Cllr BPC Custodial Trustees

##### v) Staff working group personnel

Standing order 20 applies

3 Cllrs

##### vi) Footpaths and Open Spaces

2 Cllrs

**vii) Cemeteries**

**1 Cllr**

**viii) H&Safety/Risk Assessment**

**2 Cllrs**

**ix) Lengthsman Scheme**

**1 Cllr**

**xi) Helston & S Kerrier Community Network**

**1 Cllr Rep and 1 Deputy**

**xii) Breage Neighbourhood Development Plan**

**9.CONFIRMATION OF MINUTES OF THE ORDINARY PARISH COUNCIL MEETING held on 5 April 2022**

**10.PUBLIC PARTICIPATION**

To include Cornwall Councillor's report

**11.FINANCE**

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

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

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

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

**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**

**f) To note that the dates for publication for the 2021/2022 Annual Return will be Monday 6 June 2022 and the dates of the period for the exercise of public rights are 13 June 2022 to 22 July 2022**

**g)To resolve to approve that payments may be made by BACS/CHAPS – to be confirmed by a Member of the Accounts Team and checked on the bank statements**

**h) To resolve to award a £50 s137 grant to Godolphin WI towards a Jubilee party 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: £50 s137 grant to Godolphin WI towards a Jubilee party**

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

No	Code	Date	Payment	Supplier	Net	VAT	Total
5	Office consumables and goods	11/04/2022	dd	Lifeline24	51.47		51.47
8	Cemetery costs	08/04/2022	dd	Yu Energy	15.18	0.76	15.94
9	Subscriptions	06/04/2022	bank	Open Spaces Society	45.00		45.00
10	Maint/Repairs/Renewals Parish Rooms	27/04/2022	bank	Pellows Waste Disposal Services Ltd	204.00		204.00
11	Telephone/Mobile/Broadband	16/04/2022	dd	BT	179.06	35.81	214.87
12	Cemetery maintenance Capital works	12/04/2022	bank	Derek Real	1,400.00		1,400.00
13	Audit Charges	27/04/2022	bank	Barbara Goraus	221.60		221.60
14	Salaries	28/04/2022	bank	Administration	1,638.34		1,638.34
15	Salaries	28/04/2022	bank	Administration	59.40		59.40
16	Salaries	28/04/2022	bank	HM Revenue & Customs	334.60		334.60
17	National Insurance Employer	28/04/2022	bank	HM Revenue & Customs	201.59		201.59
18	Playground & Leisure Equipment	11/05/2022	bank	Southwest Playground Safety Inspections	90.00	18.00	108.00
19	Ashton Field costs	11/05/2022	bank	Southwest Playground Safety Inspections	30.00	6.00	36.00
20	Salaries	28/04/2022	dd	NEST	125.16		125.16
21	Pension Employer	28/04/2022	dd	NEST	46.93		46.93
22	Cemetery costs	11/05/2022	bank	R Sanders	260.00	52.00	312.00
23	Ashton Field grass cutting	11/05/2022	bank	R Sanders	230.00	46.00	276.00
24	Contracts Grass & Hedge Cutting	11/05/2022	bank	R Sanders	385.00	77.00	462.00
25	Electricity Parish Rooms	25/04/2022	dd	British Gas	203.68	40.73	244.41
26	Cemetery costs	01/06/2022	dd	Cornwall Council	66.00		66.00
27	Telephone/Mobile/Broadband	29/04/2022	dd	BT	22.20	4.44	26.64
28	Travel Expenses	11/05/2022	bank	Administration	18.90		18.90
29	Notice boards/Benches/Signs/Fences/Phone Kiosks	11/05/2022	bank	Stephen Babbage	144.30		144.30
30	Cemetery costs	09/05/2022	dd	Yu Energy	15.26	0.76	16.02
					<b>5,987.67</b>	<b>281.50</b>	<b>6,269.17</b>

**k)To acknowledge Receipts**

No	Code	Date	Payment	Supplier	Net	VAT	Total
1	Precept	11/04/2022	bank	Cornwall Council	45,000.00		45,000.00
2	Council Tax Support Grant	11/04/2022	bank	Cornwall Council	388.73		388.73
3	Enhanced LMP money in	07/04/2022	bank	Cornwall Council	1,305.00		1,305.00
4	CIL	13/04/2022	bank	Cornwall Council	485.25		485.25
5	Grants and Donations	19/04/2022	bank	National Lottery Community Fund	5,000.00		5,000.00
6	Cemetery fees interments	29/04/2022	cheque	Pendle Funeral Services	1,600.00		1,600.00

53,918.98

53,918.98

l))Clerk to provide Bank balances

## **12. FOOTPATHS**

i) The Cornwall Council (Additional of Bridleways together with the Upgrade of Footpaths to Bridleways and a Restricted Byway at Tregonning Hill) Modification Order 2021 (WCA 541) and

The Cornwall Council (Addition of Restricted Byways together with the Upgrade of Footpaths to Restricted Byways at Tregonning Hill) Modification Order 2021 (WCA 542)

**To resolve to withdraw or not withdraw BPC's previous comments**

## **13. HIGHWAYS**

i) Hendra Lane

ii) Breage School Crossing

## **14. QUEEN'S PLATINUM JUBILEE**

i) Update TW

## **15. WILDANET**

i) Update TW

## **16. EXPRESSION OF INTEREST CIL FUNDING**

i) From Monday 4 April, Town and Parish Councils, constituted community groups and not for profit organisations community groups can apply for up to £100,000 from the Community Infrastructure Levy (CIL) Fund, to support infrastructure **projects that will benefit children and young families**. Initial form to be completed by 27 June and eligible projects will be invited to submit a full application. Applications must then be submitted by the end of October

## **17. CEMETERY**

i) New bench arbours

## **18.ANNUAL REPORT**

**a)To approve Annual Report for circulation**

## **19. HELSTON & S KERRIER CNP**

i) Report on Meeting 4 May 2022 CMR (Circulated to Councillors)

## **20. CLERK'S REPORT**

i) Previously circulated to Councillors

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

## **22.DATES AND TIMES OF NEXT MEETINGS**

**PLANNING MEETING WEDNESDAY 25 MAY 2021; ORDINARY PARISH COUNCIL MEETING TUESDAY 7 JUNE 2021. MEETINGS UNLESS OTHERWISE STATED TO BE HELD IN THE PARISH ROOMS, BREAGE AT 7.00 P.M. It is requested that members of the public intending to attend the meetings of the Parish Council complete a Covid 19 lateral flow test within 48 hours of the meeting, advise the Clerk that they will be attending, wear a face mask and adhere to social distancing. Thank you.**

## **23. 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**