

BREAGE PARISH COUNCIL

Mrs Carol Macleod Clerk/RFO to the Council Parish Rooms Breage HELSTON TR13 9PD Tel: 01326 574781/07767165077

E-mail: clerk@breagepc.org.uk Website: www.breagepc.org.uk



ANNUAL PARISH COUNCIL MEETING TO BE HELD FOLLOWING THE ANNUAL PARISH MEETING IN THE PARISH ROOMS, BREAGE ON TUESDAY 13 MAY 2025

To: Breage Parish Councillors: You are hereby summoned to attend this meeting.

To: Members of the Public: You are hereby invited to attend this meeting.

You may contact the Parish Clerk on 01326 574781/07767165077 or email clerk@breagepc.org.uk

 Recoverable Signature

X David Rutherford

David Rutherford

Clerk/RFO to Breage Parish Council

Signed by: 2635630a-cbdb-4eaa-af3c-a9b5f8625bfd

AGENDA

1.FIRE EVACUATION PROCEDURE

2.APOLOGIES FOR ABSENCE

a) To receive and accept apologies for absence

3.MEMBERS ELECTED UNCONTESTED

a) The 6 Members having been elected uncontested for 2025/2029 are:

CLlr Howard Bradford; Cllr Catherina Oxford Pope (who has since resigned) ;Cllr Gordon Smith; Cllr Diana Thomas; Cllr Chris Tyler; Cllr Lynne Tyler; Cllr Tony Woodhams

b) Councillors who have not yet read out their acceptance of Office and had it signed by the Clerk are to do so

3. ELECTION OF CHAIRMAN FOR THE YEAR 2025/2026

4.TO RECEIVE CHAIRMAN'S DECLARATION OF OFFICE

5. ELECTION OF VICE-CHAIRMAN FOR THE YEAR 2025/2026

6.DECLARATION OF INTERESTS

i) A new Register of Interests form 2025 – 2029 must be completed by each Councillor and thereafter Members are to ensure that their registers of interests are up-to-date

7. POST-ELECTION CO-OPTION APPLICATIONS

a) Received from

Tony (Antony) Best, Chris (Christopher) Ralph, Matt (Matthew Southam and Rose Rogers, Robert Jude

To consider the co-option of 5 Members to Breage Parish Council

i) The applicants will be given the opportunity to introduce themselves saying why they wish to be co-opted

ii) Members will be invited to ask questions

iii) A vote will take place regarding the co-option of applicants

iv) If co-options take place Declarations of Acceptance of Office will be completed, read out and signed by the Applicant(s). The Clerk will sign as witness

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

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

b) Names to be listed and resolved in one resolution

i) Finance and General Purposes Committee

Standing orders 17, 18, 19, apply.

3 Cllrs cannot be bank signatories Current: RR/NR/DT

ii) Bank Signatories

4 Cllrs Current: AB/CMR/TW

iii) Bank Payment authorisation

2 Cllrs Current: CMR

iv) NEST Pension Councillor

Clerk is responsible for the Nest pension account

1 Cllr Current: HB

v) GDPR Councillor

1 Cllr Current:

Data Controller - Clerk

vi) Representatives Playing Fields and Village Halls

Ashton Amenity Area - 2 Cllrs Current: HB

Warden: Colin Macleod

Breage Village Hall – 1 Cllr Current: CMR

Breage Field – 1 Cllr Current: GS

Carleen Village Hall– 1 Cllr Current: AB

Godolphin Cross Community Association – 1 Cllr Current: CMR

Praa Sands and District Community Centre – BPC Custodial Trustee 1 Cllr Current: DT

vii) Staff working group personnel

Standing order 20 applies

4 Cllrs Current: TW/DT/RR

viii) Footpaths and Open Spaces

2 Cllrs Current: MS

ix) Cemeteries

Clerk and 1 Cllr Current: TW

x) H&Safety/Risk Assessment

2 Cllrs Current: MS/HB

xi Lengthsman Scheme

1 Cllr Current: AB

xii) S Kerrier Community Area Partnership

1 Cllr Rep Current: CMR and 1 Deputy Current:

xiii) Trevurvas Pond

2 Cllrs Current: DT/MS

8.CONFIRMATION OF MINUTES OF THE ORDINARY PARISH COUNCIL MEETING held on 1 April 2025 and of the Extraordinary Meeting held on 15 April 2025

9.PUBLIC PARTICIPATION

To include Cornwall Councillor's report

10.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 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 2024/2025 Annual Return will be Monday 9 June 2025 and the dates of the period for the exercise of public rights are Tuesday 10 June 2025 to Tuesday 24 July 2025
- 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
- i) To resolve to approve May payments

No	Date	Payment Ref	Description	Supplier	Net	VAT	Total
1	02/04/2025	bank	Office supplies	Complete Business Solutions Ltd	0.00	0.00	0.00
2	01/04/2025	dd	Rates Cemetery	Cornwall Council	53.90	0.00	53.90
3	13/04/2025	dd	Adobe Subscription	Adobe	17.62	3.52	21.14
4	02/04/2025	bank	Amenity Areas	RGB Building Supplies	0.00	0.00	0.00
5	02/04/2025	bank	Amenity Areas	RGB Building Supplies	0.00	0.00	0.00
6	02/04/2025	Bank	Amenity Areas	RGB Building Supplies	0.00	0.00	0.00
7	02/04/2025	bank	Computer IT	Primary PC Solutions Ltd	0.00	0.00	0.00
8	03/04/2025	dd	Salaries	NEST	334.89	0.00	334.89
9	03/04/2025	dd	Pension Employer	NEST	50.23	0.00	50.23
10	03/04/2025	dd	Salaries	NEST	0.00	0.00	0.00
11	03/04/2025	dd	Pension Employer	NEST	0.00	0.00	0.00
12	02/04/2025	bank	Cemetery GRASS CUTTING	R Sanders	0.00	0.00	0.00
13	02/04/2025	bank	Amenity Areas	R Sanders	0.00	0.00	0.00
14	02/04/2025	bank	Grass Cutting & weed killing	R Sanders	0.00	0.00	0.00

15	02/04/2025	bank	Travel	Administration	0.00	0.00	0.00
16	02/04/2025	Bank	Amenity Areas	RGB Building Supplies	56.70	11.34	68.04
17	02/04/2025	bank	Amenity Areas	RGB Building Supplies	34.38	6.88	41.26
18	02/04/2025	bank	Training	Cornwall Association of Local Councils	400.00	80.00	480.00
19	03/04/2025	Bank	Lengthsman	R Sanders	2200.00	440.00	2640.00
20	04/04/2025	bank	Amenity Areas	RGB Building Supplies	156.52	31.31	187.83
21	14/05/2025	bank	Amenity Areas	Colin Macleod	75.00	0.00	75.00
22	14/05/2025	bank	Amenity Areas	RGB Building Supplies	12.90	2.58	15.48
23	04/04/2025	dc	Office supplies	Blossom Lavender	6.21	1.24	7.45
24	04/04/2025	dc	Office supplies	GEMEK	8.32	1.67	9.99
25	22/04/2025	dd	Cemetery electricity	British Gas	13.05	0.65	13.70
26	03/04/2025	dc	Postage	Breage PO	18.55	0.00	18.55
27	14/05/2025	bank	Parish Rooms maintenance	Fire Crest Fire Protection Ltd	173.59	34.71	208.30
28	14/05/2025	bank	Amenity Areas	RGB Building Supplies	23.31	4.66	27.97
29	03/04/2025	dc	Office supplies	Amazon	10.72	2.15	12.87
30	14/05/2025	bank	Office supplies	Banner Business Solutions Ltd T/A Complete	242.00	48.40	290.40
31	10/04/2025	bank	Insurance	Clear Councils	1438.82	0.00	1438.82
32	21/04/2025	bank	Breage Gardening	Karen Badger	1100.00	0.00	1100.00
33	14/05/2025	bank	Amenity Areas	RGB Building Supplies	82.87	16.57	99.44
34	14/05/2025	bank	Amenity Areas	RGB Building Supplies	18.92	3.78	22.70
35	14/05/2025	bank	Amenity Areas	RGB Building Supplies	27.87	5.57	33.44
36	22/04/2025	dc	Telephone and Internet	Tesco	499.00	0.00	499.00
37	25/04/2025	Bank	Electricity Parish Rooms	Engie Power Ltd	243.31	12.17	255.48
38	14/05/2025	DD	Computer IT	Primary PC Solutions Ltd	78.66	15.73	94.39
39	30/04/2025	bank	Loan Repayment	PWLB	1818.19	0.00	1818.19
40	30/04/2025	bank	Loan Interest Cemetery	PWLB	93.10	0.00	93.10
41	30/04/2025	bank	Amenity Areas	A Whitehead	2612.75	0.00	2612.75
42	01/05/2025	dd	Rates Cemetery	Cornwall Council	55.00	0.00	55.00
43	14/05/2025	Bank	Amenity Areas	RGB Building Supplies	60.92	12.18	73.10
44	14/05/2025	Bank	Amenity Areas	RGB Building Supplies	17.19	3.44	20.63
45	14/05/2025	Bank	Internal Audit	Barbara Gorau	205.00	0.00	205.00
46	14/05/2025	Bank	Internal Audit	R Sanders	203.33	40.67	244.00
47	14/05/2025	Bank	Cemetery GRASS CUTTING	R Sanders	228.33	45.67	274.00
48	14/05/2025	Bank	Grass Cutting & weed killing	R Sanders	712.33	142.47	854.80
49	06/05/2025	Bank	Salaries	NEST	342.74	0.00	342.74
50	05/05/2025	Bank	Pension Employer	NEST	51.41	0.00	51.41
51	06/05/2025	Bank	Salaries	NEST	19.02	0.00	19.02
52	06/05/2025	Bank	Pension Employer	NEST	14.26	0.00	14.26
53	28/04/2025	Bank	Salaries	Administration	1499.96	0.00	1499.96
54	28/04/2025	Bank	Salaries	Administration	860.80	0.00	860.80
55	28/04/2025	Bank	Salaries	Administration	49.92	0.00	49.92
56	28/04/2025	Bank	Salaries	HM Revenue & Customs	519.00	0.00	519.00
57	28/04/2025	Bank	Employer's NI	HM Revenue & Customs	359.26	0.00	359.26
58	14/05/2025	Bank	Travel	Administration	28.34	0.00	28.34
59	02/05/2025	Card	Admin	Amazon	8.32	1.67	9.99
60	05/05/2025	Bank	Play equipment inspection	SWPSI Ltd	66.66	13.33	79.99
61	05/05/2025	DD	Telephone and Internet	BT	160.56	32.11	192.67

62	05/05/2025	DD	Mobile	BT	11.48	2.30	13.78
63	02/05/2025	Bank	Repairs & Maintenance	S Babbage	264.00	0.00	"64.00
					£17639.21	1016.77	18655.98

ii) May receipts

1	07/04/25	bank	Precept	Cornwall Council	£ 45,000.00	0.00	£ 45,000.00
2	07/04/25	bank	CIL Community Infrastructure	Cornwall Council	£ 4,103.54	0.00	£ 4,103.54
3	30/04/25	Bank	Cemetery fees	Michael Brown	£ 1,300.00	0.00	£ 1,300.00
					£ 50,403.54	0.00	£ 50,403.54

f) To receive bank balances

Current Accounts

Savings

Ashton Amenity

Petty Cash - £150.00

11. FOOTPATHS

i) Report

ii) Footpath 82 WCA 757 - Potential upgrade of Footpath 82 Breage to a Bridleway at Praa Sands. Can we provide the following information by 21st May 2025

- a) The use of the path by the public
- b) Any actions taken to prevent or deter the public from using the path as a public right of way
- c) Any documentation recording or relating to the path

12. HIGHWAYS

13. CEMETERY AND CLOSED GRAVEYARDS

i) Update TW

ii) Interment Pauline Charlotte Brown 30 April 2025 Section 2 Row 1 Grave 11; Interment of ashes 23 May 2025

14. PLAYGROUND & EXERCISE AREAS

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

Breage

ii) Update

Ashton

iii) Update

Praa Sands

iv) Update

15. PARISH ROOMS

i) The Clerk will work from the office in accordance with Lone Worker Policy as directed.

ii) To resolve to make necessary amendments to Lone Worker Policy

16. ANNUAL REPORT

i) To resolve to approve the 2024/25 Annual Report for distribution

17. POLICE

i) Report DT

18. S KERRIER COMMUNITY AREA PARTNERSHIP

i) Update

19. LENGTHSMAN

i) Update

20. TREVURVAS POND

i) Report DT

21. ASHTON VILLAGE HUB

i) Update

22. PRAA SANDS

i) Update steps

ii) Update Toilets

iii) N461 82 years on 2 June 2025. Cllr Thomas to lay flowers

23. TAXI AND PRIVATE HIRE

i) Any comments to be sent in by 2 June 2025

24. RISK ASSESSMENT 2025

i) Confirmation that there are no amendments to be made for 2025 apart from Councillors' names MS

ii) To resolve to accept the 2025 Risk Assessment as produced by MS

25. CORNWALL COUNCIL LEGAL

i) To resolve to allow the Clerk to sign the legal agreement 2025 with Cornwall Council

25. CLERK'S REPORT Previously circulated to Councillors

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

27. CHAIRMAN'S COMMENTS

28. DATES AND TIMES OF NEXT MEETINGS

ORDINARY PARISH COUNCIL PLANNING AND LAND USE MATTERS MEETING WEDNESDAY 28 MAY 2025; ORDINARY PARISH COUNCIL MEETING TUESDAY 3 JUNE 2025. MEETINGS TO BE HELD IN THE PARISH ROOMS AT 7.00 P.M. UNLESS OTHERWISE STATED.

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

30. Legal Matters