



**DRAFT MINUTES PARISH COUNCIL MEETING TO INCLUDE BUDGET/PRECEPT 2025/26 HELD AT 7.00 P.M.
IN THE PARISH ROOMS, BREAGE ON TUESDAY 5 NOVEMBER 2024**

Present: Cllr A Woodhams (Chairman)

Cllr A J Best
Cllr H Bradford
Cllr C M Ralph
Cllr R Rogers
Cllr G Smith
Cllr M Southam
Cllr D Thomas

D Rutherford Clerk Designate
Mrs Carol Macleod Clerk/RFO

The Chairman welcomed all. It was stated that the meeting would be recorded to aid the Clerk with the minutes. Covid cases are strong in Praa Sands and Porthleven.

1. FIRE EVACUATION PROCEDURE

2. DECLARATION OF INTERESTS IN ACCORDANCE WITH STANDING ORDERS

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

There were no declarations.

3. APOLOGIES FOR ABSENCE

a) To receive and accept apologies for absence

Apologies for absence were received and accepted from CT, LT and COP.

4. CONFIRMATION OF THE MINUTES OF THE ORDINARY PARISH COUNCIL MEETING ON 1 OCTOBER 2024

Proposed, seconded and resolved confirmed for accuracy only. Signed by the Chairman.

5. PUBLIC PARTICIPATION To include Cornwall Councillor's report – previously circulated to Councillors

No Members of the Public were present therefore Public Participation was not held. There were no questions for Cllr Keeling.

6. FINANCE

f) To resolve to approve November payments

GS had checked the payments. All in order. The Clerk had removed item 226, £100 Royal British Legion as it had been entered twice – see 214. The totals had been amended deducting the £100. The VAT on the invoice was questioned. The Clerk explained that it had been shown on the invoice this time. She will check with RBL.

a) To receive the report of the Finance and General Purposes Committee meeting held on 18 October 2024

The Chairman read out the full report, explaining that the full Council must set the budget and stating that Council cannot run a deficit and that there is no proposed increase in the 2025/26 Precept. For the 2,610 Parishioners the Breage figure would be £34.48 per annum, 66p per week. The ring-fenced reserve is £44,000.

Expected Receipts and Payments for 2025/26 were looked at and individually explained. Thanks were expressed to the Finance and General Purposes Committee and the RFO and Clerk Designate.

b) To resolve that the budget papers provided at this meeting and dated 18 October 2024 be accepted as the budget for Breage Parish Council for the financial year 1 April 2025 to 31 March 2026

It was proposed by RR, seconded by DT and resolved that the provided budget figures as attached to the minutes be accepted for the financial year 1 April 2025 to 31 March 2026.

c) To resolve that the amount for the Breage Parish Council Precept for the financial year 1 April 2024 to 31 March 2025 be set at the agreed figure for 202/26 against the expected expenditure with the difference being met from Parish balances and expected income

It was agreed that there should be no increase in the Precept figure for 2025/26. **It was proposed by RR, seconded by DT and resolved that the Breage Parish Council Precept for the financial year 1 April 2025 to 31 March 2026 be set at £90,000 against the expected expenditure with the difference being met from Parish balances and expected income.**

d) To resolve to approve BPC Standing Orders, Code of Conduct, Adopted Policies and Procedures, Financial Regulations, Risk Management and the Asset Register as reviewed and recommended by the F&GP Committee at the meeting of 18 October 2024.

e) i) Finance Regulations 6.6 to resolve approval of use of a variable DD for payments to Source for Business for quarterly water payments for Cemetery and Parish Rooms

ii) Finance Regulations 6.6 to resolve approval of use of a variable DD for payments to British Gas for electricity supply to Cemetery Workshop from December 2024

f) To resolve to approve November payments

No	Date	pay	Description	Supplier	Net	VAT	Total
213	02/10/2024	bank	Grant PC Act 1957 Ch42 Part1 s2	Breage Church	50.00		50.00
214	02/10/2024	dc	s137 Grant	The Royal British Legion	83.33	16.67	100.00
215	02/10/2024	bank	LGA 1972 s145 Grant	Breage & District Silver Band	50.00		50.00
216	02/10/2024	bank	Purchase of additional land for Cemetery	John Stuart Michell	49.00		49.00
217	02/10/2024	bank	Play equipment inspection	SWPSI Ltd	66.66	13.33	79.99
218	02/10/2024	bank	Play equipment inspection	SWPSI Ltd	33.33	6.67	40.00
219	27/09/2024	bank	Salaries	Administration	1,513.30		1,513.30
220	27/09/2024	bank	Salaries	Administration	54.12		54.12
221	27/09/2024	bank	Salaries	HM Revenue & Customs	396.20		396.20
222	27/09/2024	bank	Employer's NI	HM Revenue & Customs	205.43		205.43
223	04/10/2024	dd	Salaries	NEST	345.32		345.32
224	04/10/2024	dd	Pension Employer	NEST	51.80		51.80
225	27/09/2024	dc	Admin	Open Spaces Society	25.00		25.00
227	02/10/2024	bank	Cemetery GRASS CUTTING	R Sanders	270.00	54.00	324.00
228	02/10/2024	bank	Grass Cutting & weed killing	R Sanders	240.00	48.00	288.00
229	02/10/2024	bank	Grass Cutting & weed killing	R Sanders	616.00	123.20	739.20
230	04/10/2024	dc	LGA 1976 MP Act s19 Grant	OfficeFurnitureOnline.co.uk	373.50	74.70	448.20
231	09/09/2024	dd	Cemetery electricity	Yu Energy	15.18	0.76	15.94
232	24/10/2024	Bank	Breage Gardening	Karen Badger	1,100.00		1,100.00
233	10/10/2024	DC	Trevurvas Pond	Travis Perkins	62.82	12.56	75.38
234	23/10/2024	cheque 104379	LGA 1976 MP Act s19 Grant	Ashton Village Hub	150.00		150.00
235	08/10/2024	dc	Office supplies	Alta & Co Trading Ltd	6.41	1.28	7.69
236	02/10/2024	bank	Lengthsman	R Sanders	3,612.00	722.40	4,334.40
237	04/10/2024	dc	Praa Green	Screwfix	50.22	10.05	60.27
238	11/10/2024	dc	Praa Green	Screwfix	-47.49	-9.50	-56.99
239	11/10/2024	dc	Praa Green	Ultimate One Ltd	170.00	34.00	204.00
239	11/10/2024	dc	Praa Green	Ultimate One Ltd	30.00	6.00	36.00
240	06/11/2024	bank	s137 Grant	Cornwall Air Ambulance	100.00		100.00
241	01/10/2024	dd	Cemetery electricity	Yu Energy	14.69	0.73	15.42
242	10/10/2024	bank	Office Supplies	LifeConnect24	80.75		80.75
243	25/11/2024	bank	Computer IT	Scribe	345.60	69.12	414.72
244	06/11/2024	bank	SWCP cutting	R Sanders	486.07	97.21	583.28
245	06/11/2024	bank	Computer IT	Primary PC Solutions Ltd	78.66	15.73	94.39
246	01/11/2024	dd	Rates Cemetery	Cornwall Council	55.00		55.00
247	06/11/2024	bank	Computer IT	Primary PC Solutions Ltd	480.00	96.00	576.00
248	28/10/2024	bank	Salaries	Administration	1,436.57		1,436.57
249	28/10/2024	bank	Salaries	Administration	54.12		54.12
250	28/10/2024	bank	Salaries	HM Revenue & Customs	370.80		370.80
251	28/10/2024	bank	Employer's NI	HM Revenue & Customs	187.81		187.81
252	31/10/2024	dd	Salaries	NEST	319.79		319.79
253	31/10/2024	dd	Pension Employer	NEST	47.97		47.97
254	06/11/2024	bank	Computer IT	Primary PC Solutions Ltd	30.00	6.00	36.00
255	06/11/2024	bank	Praa Green	Colin Macleod	82.50		82.50
256	06/11/2024	bank	Praa Green	Colin Macleod	52.44		52.44
257	10/10/2024	dd	Electricity Parish Rooms	Engie Power Ltd	-140.42	-7.02	-147.44
258	10/10/2024	dd	Electricity Parish Rooms	Engie Power Ltd	-174.07	-8.70	-182.77

259	28/10/2024	dd	Electricity Parish Rooms	Engie Power Ltd	101.29	5.06	106.35
260	28/10/2024	dd	Electricity Parish Rooms	Engie Power Ltd	70.24	3.51	73.75
261	28/10/2024	dd	Electricity Parish Rooms	Engie Power Ltd	99.13	4.96	104.09
262	06/11/2024	bank	Play equipment inspection	SWPSI Ltd	33.33	6.67	40.00
263	06/11/2024	bank	Play equipment inspection	SWPSI Ltd	66.66	13.33	79.99
264	06/11/2024	bank	Trevurvas Pond	R Sanders	288.00	57.60	345.60
265	06/11/2024	bank	Praa Green	Colin Macleod	30.00		30.00
267	15/10/2024	dd	Telephone and Internet	BT	160.59	32.12	192.71
268	29/10/2024	dd	Telephone and Internet	BT	10.79	2.16	12.95
269	26/10/2024	dc	Office Goods	The Range Long Rock	14.00		14.00
Total					14,176.94	1,508.60	15,685.54

g) November receipts

No	Date	Receipt	Description	Supplier	Net	VAT	Total
25	26/09/2024	cash to PO to bank	Admin	F Conway	1.50		1.50
26	10/10/2024	Cheque to PO to Bank	Cemetery fees	Dignity Funeral Ltd	200.00		200.00
27	23/10/2024	cash to PO to bank	Photocopying	Breaney Chapel	2.00		2.00
28	24/10/2024	cheque to PO to bank	Cemetery fees	Pendle Funeral Services	250.00		250.00
29	11/10/2024	bank	VAT refund	HM Revenue & Customs		2,738.22	2,738.22
30	28/10/2024	bank	Cemetery fees	Long Rock Memorials	60.00		60.00
31	28/10/2024	bank	Cemetery fees	Long Rock Memorials	135.00		135.00
Total					648.50	2738.22	3,386.72

Composite resolution d), e) and f): (Payments, as above, passed for payment) Proposed, seconded and resolved.

h) To receive bank balances

As at 30 October 2024: Current: £2,895.68; Savings: £193,649.82; Ashton Amenity Area: £340.66; Petty cash: £150.00.

7. FOOTPATHS

i) Report MS

8. HIGHWAYS

i) Dip in road near Trevena, going east

Cormac reported that the work had been completed but it has not been done. Clerk to contact again.

ii) Culvert Pengersick Lane, Praa Sands

The Culvert runs under the road, past the Farm to the stream on the beach. The grill often gets blocked and causes flooding out onto the A394 and into Pengersick Castle. BPC's Lengthsman has been keeping the grill clear but last month when the workers attended the grill was inaccessible. It not being safe for the work to be done the Lengthsman has been stood down from this work. Highways were informed. It has been decided by Andy Hoskin and Cllr Keeling that the grill will be cleared by Cormac when flooding has occurred.

9. CEMETERY AND CLOSED GRAVEYARDS

i) Update TW

The audit is progressing. The flower beds have been planted with spring bulbs.

Yew trees that represent each Breage Parishioner that died during the first World War to be examined by a Tree Surgeon and tidied.

ii) Sethnoe Way, Breage Closed Graveyard: The damaged wall between the Graveyard and Breage House has been repaired. The debris is still to be cleared.

iv) Cemetery Cornish hedge update

The building of the Cornish hedge to surround the newly purchased Cemetery land is, with Council's consent, to be carried out by Mark Jenkins who built the previous hedge in the Cemetery. Work is to commence in March 2025. The work will cost £14,500. This money is available in the Cemetery Repairs fund.

To resolve to agree that Mark Jenkins is to carry out the hedge work to surround the newly purchased Cemetery land in March 2025 for the sum of £14,500. This was proposed, seconded and resolved.

iii) Burials: Terry Collick 9 October, Grave 355; Diana Hoare 10 October, ashes CR4. Mike Curtis 1 November, Grave 354.

10. PLAYGROUND & EXERCISE AREAS

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

ii) Breage Field

Update GS & AB

CMR reported that CC has agreed that the remaining CiL grant money may be used for 3 sensory pieces of equipment to go beside the swings and 2 new goal posts and nets to form a small football field. The approximate value will need to be added to BPC insurance

TW explained the red areas on the inspection sheet are areas that are in the process of being repaired. Additional wooden legs are being bolted to the faulty equipment. Where the legs touch the ground they are encased in aluminium to prevent strimmer damage. The summer house is a bigger job and will take more time.

The outer hedge, A394 side of field, is to be cut on 7 November. This was scheduled for 1 November but funeral attendees parked in the lay by opposite Vicarage Road where it was planned that the heavy equipment needed would be.

iii) Ashton Field

Update TW

The overhead electricity wires at the field are to be removed w/c 18 November 2024. The exercise equipment is to be painted. The tree hedge at the bottom right of the field had been cut back at its base leaving the area open to footballs going through the fence. Therefore the trees will be trimmed as they now need to be balanced.

iv) Praa Sands

Update TW

A new metal basketball net has been put in place. A 'No fly tipping' notice stating that offenders will be prosecuted has been erected.

11. 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

ii) IT update and progress report TW

A new laptop is on order.

12. POLICE

i) Advocate Councillor has circulated reports to Councillors throughout the month

DT

It was reported that the demand on the Police is extremely heavy: there have been 919 emergency calls today. There is no further news on local crime.

ii) Speedwatch – no update.

iii) 20 is Plenty - £170 of the grant money remains. Suggestions: PCSO to give antisocial behaviour talks to the schoolchildren, Cycling proficiency.

13. S KERRIER COMMUNITY AREA PARTNERSHIP

i) Report on the meeting 16 October 2024 COP

DT had sent out a lengthy report to Councillors. It was felt that there was too much on the agenda as time overran. COP was introduced to Cllr Keeling and Maxine Hardy. There was no quarterly update on Highways matters.

14. LENGTHSMAN

i) Update AB

The first cut and clearance has been completed and it will soon be time for the second. Councillors were asked if there are particular areas that need addressing: Jews Lane, Godolphin drains need clearing. The Lengthsman contract has been signed. No news has been received regarding 2025-26 on what, if any funding will be available. TW and AB to talk to with Matt Philips @ CC.

15. TREVURVAS POND

i) A report has been circulated to Councillors

DT/MS

The new plants are glorious. 48 bird species had been viewed by MS in 30 visits – a list had been provided for Councillors.

The Pond project has been very successful.

16. ASHTON VILLAGE HUB

i) Update HB/TW

£506 was raised at the McMillan coffee morning. The wreath making course has been fully booked. Computer bookings are now being taken.

£428 from Ashton Christmas Lights is to be transferred to BPC for safekeeping.

The grant from the Co-op together with a donation has raised the money for the storage shed. A storage box is being constructed to hold the children's toys.

There will be a first aid and defibrillator training session.

ii) A notice board has been purchased by an LGA 1976 MP Act grant of £373.50 and a £150 grant towards a laptop has also been paid. The laptop is needed as computer bookings are now being taken.

17. JUBILEE GARDEN BREAGE

Broken tree post has been repaired.

18. PRAA SANDS & GREEN

i) Making Space for Sand meeting

Gitty Ankers is the Chair of Trustees Cornwall Community Flood Programme and Jody Sharpe from CC is the project director. The meeting was well attended. £200m is available nationally, with £6m for Cornwall. Adam Chell, CC is to make a coastal access bid for wings to the new steps to prevent the sand migration and a boardwalk so that people's feet don't carry the sand. It has been suggested that the 35 fence posts that need replacing on the coastal fence at Praa Sands be included in the bid as well as the reseeded of the marram grass. CC has been asked to remove the concrete from the redundant steps.

ii) Fence repairs to holes in the wiring have been completed but approximately 35 posts have rotted.

iii) Steps update

There will be a twice-yearly check.

iv) Toilets update

TW gave explanation as to why the Hades Team had withdrawn, reading from Mr Christie's e-mails.

There had been a suggestion to offer the building to the RNLI for their needs with a proviso to keep the disabled toilet open.

Other than that it appears that the building will be demolished.

19. BREAGE PARISH NEIGHBOURHOOD DEVELOPMENT PLAN

As requested by Robert Lacey:

i) Feedback from Cllrs re. sites that meet the need for affordable homes

One site had already been put forward and details were passed to the Clerk.

ii) Feedback from Cllrs re. boundary settlements and a list of changes and things Cllrs would like to take place

The Chairman ran through some details: One problem being that planning for some 23,500 homes has been approved but the homes have not been built.

20. CLERK'S REPORT Previously circulated to Councillors

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

Carleen Village Hall – Trial for once-a-month film nights. Performing licence and music copyright would be needed.

Buddleia bush is growing out of a wall into the Highway. Exact place to be sent to the Clerk.

Ashton – a few small potholes have been filled in Prospect Row. There have been no lights on at the Lion and Lamb pub.

A Christmas Meal was suggested and all were in favour. Clerk to try the Queens Arms for Thursday 12 December, 6.30 for 7.00 p.m.

Wives, husbands, partners welcome. Individuals' payment for the meals would be required.

Praa Sands & District Community Centre AGM to be held on 12 November.

DT spoke about defibrillators and the list she is forming.

The Cleaner has had her knee operation and is doing well. Her partner is carrying out her cleaning duties until she is back to full strength.

22. CHAIRMAN'S COMMENTS

i) Most of the Cllr's e-mail addresses were upgraded last month. There are still 3 to update this week.

23. DATES AND TIMES OF NEXT MEETINGS

MEETING TO DISCUSS AND VOTE ON PLANNING AND LAND USE MATTERS WEDNESDAY 27 NOVEMBER 2024; ORDINARY PARISH COUNCIL MEETING TUESDAY 3 DECEMBER 2024; MEETING TO DISCUSS AND VOTE ON PLANNING AND LAND USE MATTERS WEDNESDAY 18 DECEMBER 2024 (NB. NOT THE LAST WEDNESDAY OF THE MONTH AS THAT IS CHRISTMAS DAY). MEETINGS, UNLESS OTHERWISE NOTED, TO BE HELD IN THE PARISH ROOMS, BREAGE AT 7.00 P.M.

Confirmed.

There being no further business the meeting closed at 9.16 p.m.

Breage Parish Council Budget Precept Worksheet 2025/2026

	18-Oct-24	Budget/Precept 2024/2025	Actual up to 27/09/2024	Expected receipts	Proposed Budget/Precept 2025/2026
RECEIPTS					
Precept		£90,000.00	£90,000.00		£90,000.00
Cemetery fees		£10,000.00	£2,670.00	£5,000.00	£6,000.00
General Admin		£40.00	£4.50		£0.00
Footpaths repayment from CC LMP		£4,884.32		£4,884.32	£4,884.32
Footpaths repayment from CC SWCP		£2,560.80		£2,560.80	£2,560.80
Bank Interest		£1,200.00	£1,285.21	£1,200.00	£1,000.00
AAA bank interest			£0.30	£0.24	£0.00
Grants & donations		£14,000.00	£14,300.00		£14,000.00
Community Infrastructure Levy		£5,000.00	£4,265.94	£1,000.00	£5,000.00
TOTAL INCOME		£127,685.12	£112,525.95	£14,645.36	£123,445.12
VAT (recovered)			£5,596.02		
			£118,121.97		
PAYMENTS				Expected payments	
Administration					
Salaries		£26,800.00	£14,404.93	£12,400.00	£27,800.00
Staffing provision		£5,000.00		£9,000.00	£0.00
Employer's National Insurance		£3,000.00	£1,321.25	£1,678.00	£2,500.00
Pension Employer		£600.00	325.89	£274.00	£600.00
Councillor/Clerk Training		£500.00		£200.00	£2,000.00
Travel Expenses		£350.00	£115.05	£235.00	£350.00
Audit charges		£700.00	£620.00		£700.00
Insurance		£1,600.00	£1,163.69	£400.00	£1,600.00
Office consumables & goods & Gen. Admin		£2,500.00	£1,547.69	£952.00	£2,500.00
Subscriptions		£300.00	£300.62		£400.00
Advertising & Website		£500.00		£500.00	£500.00
Solicitors		£500.00			£500.00
Election/Referendum Provision		£8,000.00			
General Admin			£30.50		
Parish Rooms					
Electricity		£2,400.00	£1,005.30	£1,394.00	£2,500.00
Telephone/Mobile/Broadband/e-mail addresses		£2,200.00	£1,027.49	£1,173.00	£2,200.00
Water		£90.00	£48.46	£42.00	£120.00
Maintenance/Repairs/Renewals/Electrics		£3,000.00	£979.15	£1,500.00	£3,000.00
General Maintenance, Repairs, Cleaning					
Notice Boards/Benches/Signs/Fences/Phone boxes		£2,000.00		£450.00	£2,000.00
Godolphin Shute		£2,000.00		£2,000.00	£2,000.00
Cemetery costs		£4,300.00	£2,370.52	£1,929.00	£4,300.00
Cemetery repairs		£6,000.00		£4,000.00	£6,000.00
Yew trees War memorial graveyard		£5,000.00		£5,000.00	£0.00
Praa Green Maintenance		£3,000.00	£870.75	£1,800.00	£3,000.00
Breage Village gardening		£2,000.00	£1,146.68	£1,150.00	£2,200.00

	Budget/Precept 2023/2024	Actual up to 27/09/2024	Expected payments	Proposed Budget/Precept 2025/2026
PWLB				
Loan Street Lighting	£5,472.14	£2,736.07	£2,736.07	£0.00
Loan Cemetery extension	£4,000.00	£1,818.18	£1,818.18	£3,616.36
Loan interest Cemetery	£1,106.00	£528.00	£528.00	£1,076.00
Other Payments				
Lengthsman	£11,000.00		£11,000.00	£11,000.00
Contracts Grass	£7,300.00	£3,537.50	£3,638.00	£8,000.00
Ashton Amenity Field	£2,500.00	£1,531.98	£968.00	£2,500.00
Contracts Footpaths	£5,700.00	£5,505.23		£4,884.32
South West Coastal Path	£2,300.00	£2,078.54		£2,560.80
Amenity Areas	£4,000.00	£4,474.76		£4,500.00
Playground and Leisure Equipment	£1,500.00	£434.10	£1,066.00	£1,500.00
Breage Field BBQ area	£8,000.00	£3,250.00	£2,750.00	£0.00
Grants s137	£500.00		£200.00	£4,000.00
Other grants/donations	£2,000.00		£100.00	£100.00
War memorials (LPA) Act 1923 s1 LGA 1948 s133	£2,000.00			£1,000.00
N461 2023 80years	£0.00	£26.45		£0.00
Ashton Village Hub	£2,000.00	£399.64		£0.00
Trevurvas Pond costs	£500.00	£175.00	£325.00	£300.00
20 is Plenty	£0.00	£271.00	£170.00	£0.00
TOTAL EXPENDITURE	£142,218.14	£54,044.42	£71,376.25	£111,807.48
VAT (paid)		£4,178.93		
TOTAL plus VAT		£58,223.35		

More than previous year
Less than previous year
New

Recommended Grants	2025	2026
Village Clock repairs PC Act 1957 Ch42 Part1 s2	£50.00	£50.00
Breage Band Remembrance LGA 1972 s145 Grant	£50.00	£50.00
Reserve	£1,900.00	
	£2,000.00	£100.00
s137 Community Infrastructure grant		
Cornwall Air Ambulance - Aid to Breage Parishioners	£100.00	>included
Royal British Legion - Remembrance wreaths	£100.00	>included
Additional s137 reserve	£300.00	
	£500.00	£4,000.00