

## BREAGE PARISH COUNCIL

Mrs David Rutherford Clerk/RFO to the Council Parish Rooms Breage HELSTON TR13 9PD Tel: 01326 574781/07767165077 E-mail: [clerk@breagepc.org.uk](mailto:clerk@breagepc.org.uk) Website: [www.breagepc.org.uk](http://www.breagepc.org.uk)



### **DRAFT MINUTES ANNUAL PARISH COUNCIL MEETING HELD FOLLOWING THE ANNUAL PARISH MEETING IN THE PARISH ROOMS, BREAGE ON TUESDAY 13 MAY 2025**

Cllr A Woodhams (Chairman)  
Cllr D Thomas  
Cllr H Bradford  
Cllr C Tyler  
Cllr L Tyler

Cornwall Cllr J Hodgetts  
T Best  
C Ralph  
R Rodgers  
R Jude  
David Rutherford Clerk/RFO

The meeting opened at 8:10 p.m. after APM conclusion at 19:59

#### **1.FIRE EVACUATION PROCEDURE**

#### **2.APOLOGIES FOR ABSENCE**

a) Cllr G Smith, M Southam

#### **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) The Clerk confirmed all Councillor's had signed their acceptance of office ahead of the meeting

#### **3. ELECTION OF CHAIRMAN FOR THE YEAR 2025/2026**

The Clerk had received a proposal for Cllr Woodhams to be elected as Breage Parish Council Chairman 2025/2026 Proposed by CT, seconded by LT. All were supportive and Cllr Woodhams was duly elected as BPC Chairman 2025/2026.

#### **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 2025/2026**

Cllr Thomas was proposed to be Breage Parish Council Vice-Chairman 2025/26 by TW, seconded AB. All were supportive and Cllr Thomas was duly elected as BPC Vice-Chairman 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) It was proposed, seconded and resolved that Tony (Antony) Best, Chris (Christopher) Ralph) and Rose Rogers, Robert Jude were all co-opted onto the Council and their Declarations of Acceptance of Office were completed, read out and signed by the Applicant(s) and the Clerk witnessed their signature. Matt (Matthew) Southam was also co-opted onto the Council and will read his declaration out to the clerk before the next meeting.

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

a) 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 Current: RR/GS/DT**

##### **ii) Bank Signatories**

Cllrs nominated AB/CMR/TW/LT

**iii) Bank Payment authorisation**

Cllrs nominated CMR, CT

**iv) NEST Pension Councillor**

Clerk is responsible for the Nest pension account

1 Cllr nominated HB

**v) GDPR Councillor**

Cllrs nominated: GS

Data Controller - Clerk

**vi) Representatives Playing Fields and Village Halls**

Ashton Amenity Area - Cllr nominated HB, LT

Warden: Colin Macleod

Breage Village Hall – Cllr nominated CMR

Breage Field – Cllr nominated GS

Carleen Village Hall– Cllr nominated: AB

Godolphin Cross Community Association – Cllr nominated CMR

Praa Sands and District Community Centre – BPC Custodial Trustee Cllrs nominated: DT

**vii) Staff working group personnel**

Standing order 20 applies

Cllrs nominated DT, RR, TW, CT

**viii) Footpaths and Open Spaces**

Cllrs nominated MS LT

**ix) Cemeteries**

Clerk and Cllr nominated TW

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

Cllr nominated MS/RJ

**xi) Lengthsman Scheme**

Cllr nominated AB

**xii) S Kerrier Community Area Partnership**

Cllrs nominated CMR & substitute RJ

**xiii) Trevurvas Pond**

Cllrs nominated DT/MS

**9.CONFIRMATION OF MINUTES OF THE ORDINARY PARISH COUNCIL MEETING held on 1 April 2025 and of the Extraordinary Meeting held on 15 April 2025 Proposed, seconded and resolved confirmed.**

**10.PUBLIC PARTICIPATION**

New ward member and Cornwall Councillor, Cllr Hodgetts introduced himself to Members

**11.FINANCE**

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

Checked by F&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&GP Committee.

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

Checked by F&GP Committee.

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

Depreciation strategy to be instigated.

**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 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**

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

**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 Goraus	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	264.00
					<b>£17639.21</b>	<b>1016.77</b>	<b>18655.98</b>

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

**A composite resolution: Items 11a) to 11g proposed, seconded and resolved.**

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

f) To receive bank balances

Current Accounts £3,589.52

Savings £187,014.45

Ashton Amenity \$40.96

Petty Cash - £150.00

**12. FOOTPATHS**

i) Report – no report

ii) Footpath 82 WCA 757 - Potential upgrade of Footpath 82 Breage to a Bridleway at Praa Sands.

A response has been provided, essentially this is not an application just an data gathering exercise at tis stage.

**13) Highways**

i) We have asked for a new shelter to go in at Newtown

ii) Hendra lane bus shelter requested to be installed before Autumn.

**14. CEMETERY AND CLOSED GRAVEYARDS**

i) Update TW – Cemetery gates have been made and are being sent off to be hot-dip galvanised.

ii) a roll-top fence will be installed adjacent to the newly created Cemetery area

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

**15. PLAYGROUND & EXERCISE AREAS**

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

Breage

ii) All repairs on equipment have now been completed, increasing life span by 20 years. The shelter needs roof fitting on, hopefully this will be done by the weeks end. Work on the pergola continues apace

### Ashton

iii) £11,000 of S106 Money to be used for Ashton Amenity Area must be spent by early July,

### Praa Sands

iv) B Sanders going down to clear weeds by playing court.

### **16. PARISH ROOMS**

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

### **17. ANNUAL REPORT**

**i) It was proposed, seconded and resolved to approve the 2024/25 Annual Report for distribution**

### **18. POLICE**

i) Report was circulated DT

### **19. S KERRIER COMMUNITY AREA PARTNERSHIP**

i) No update

### **20. LENGTHSMAN**

i) Started to do trimming and doing a good job.

ii) Cllrs would like contractor to use WhatThreeWords to assist members report and find work areas.

### **21. TREVURVAS POND**

i) Report circulated by DT

### **22. ASHTON VILLAGE HUB**

i) Base has been installed for Shed and Cast-iron gates will be ready for Autumn

### **23. PRAA SANDS**

i) Update steps – Carried forward to next meeting

ii) Update Toilets - Carried forward to next meeting

iii) N461 82 years on 2 June 2025. Cllr Thomas to lay flowers and joined by CT & LT

### **24. TAXI AND PRIVATE HIRE**

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

### **25. RISK ASSESSMENT 2025**

i) Noted – 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**

**This was proposed, seconded and approved**

### **26. CORNWALL COUNCIL LEGAL**

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

**This was proposed, seconded and approved**

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

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

**i) There was a report of Toxic material being burnt in a bonfire at the Germoe Crossroads.**

**ii) Bus shelter at Ashton needs inspection.**

### **29. CHAIRMAN'S COMMENTS**

### **30. 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.**

**Meeting closed at 09:35pm**

**31. 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

32. Legal Matters

**Meeting ended AT 10:03PM**