

St Breward Parish Council 2024/25

Minutes of the Council meeting for

Monday 3rd June 2024 at 730pm

Held in St Breward Institute & War Memorial Hall

1) Parish Councillors Present: Paul Frost, Stephen Nankivell, Val Hill, Fiona Camboropoulos, Paul van der Ben, David Poxon, Darren Wills, Stephen Nankivell

Unitary Authority Councillor Present: Dominic Fairman

Clerk to the Parish Council: A Cornelius

Public Present: Bonnie Bryan, Mr Kirby Harris & Di Hudson

| | Minutes | Action req'd/Person responsible |
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| Public concerns and issues raised prior to start of the PC meeting | None raised as Mr Kirby Harris & Mrs Bryan attending for item 11 and Mrs Hudson for item 8. | |
| 2) Apologies | David Cornelius (Work) | |
| 3) Declaration of members registerable, non-registerable and disclosable pecuniary interests (in accordance with Part 3, 5A & 5B Code of Conduct) | Non disclosable interest: item 11 – shares and support for village shop - DP, PF,DL & AC | |
| 4) Minutes of the meeting 7 th May 2024 & clerical amendment to tonight's agenda | <p>The PC approved the minutes of the meeting held on 7th May 2024. Proposed by VS ,seconded by DP. All in favour.</p> <p>The Clerk made the following points regarding tonight's agenda:</p> <p>Under item 19 – the letters needed to be restated as there were some duplicate bullet points – all acknowledged this change, which was amended from e to j. The PC would discuss 19j prior to items 19a – i. This order was changed and followed.</p> <p>Item 23 – the date and time of the next meeting will be Monday 8th July 2024 not Tuesday. Alteration noted by all.</p> | |
| 5) Matters Arising | <ol style="list-style-type: none"> 1) 20 is plenty signs from Monster Signs have been delivered to the Chairman and no cost incurred. Mr Foster is happy to erect the signs and been given the locations the PC have stipulated. 2) Telephone box at Row – Community Heartbeat chased but advise that BT will arrange disposal. 3) PC to ask CC to investigate suspected problems at Morlanow, Waterfall and Tor Cottage – not yet done. | |

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| | <p>4) Transfer of assets meeting requested – provisional dates requested</p> <p>5) Clerk has requested Mant Leisure to undertake works to play area gates, DL confirmed that Mant Leisure has ceased trading in December '23 as Charles Mant has retired. Alternative company suggested.</p> <p>6) 17b Minutes May 2024 - The Parish Council have been supporting the costs of the Just Giving Table in response to the cost of living for Parishioners. The Chairman requested a review at last month's meeting: The spend during 23/24 was £221.35 and the Parish Council agreed to precept for £200 in 24/25, thus continuing this project until March 25. This will be reviewed at the precept planning meeting in Autumn '24.</p> | |
| 6)Public Concerns & Comments | None | |
| 7) Planning matters & planning applications | <p>No applications received this month.</p> <p>A. Correspondence – i) PA24/01727 Clerk contacted Planning Dept re enquiry on PA24/01727 and was advised that this was a certificate of lawfulness application which does not require any notices or consultation. ii) Road closure received for St Breward Carnival event on 6th July 2024 from 17:45-18:45hrs</p> <p>B. Decisions – none received this month.</p> <p>C. Update re planning – none</p> <p>D. Training Local Council Planning Training TEAMS 13/06/24 4-530pm Short term lets & Article 45 community led projects in planning – no one to attend</p> | |
| 8)Wildanet Update | Further to the May meeting where the PC resolved to have a working party re Wildanet implications, Di Hudson attended the meeting – and explained why she is keen to help the PC in understanding the impact. Clerk to draft scope for the Wildanet Working Party. Issues were raised which DF agreed to follow up. | Dominic Fairman |
| 9) NALC Model Financial Regulations 2024 | This national document was received by the Parish Council . The Clerk advised that it will need to be amended to reflect the differences between a small moorland PC and a larger town council with its own finance committee. The Clerk proposed to undertake the necessary changes and re-circulate to all councillors in the August meeting, prior to approval. | |
| 10) Police Report | The Bodmin & Wadebridge Neighbourhood Police Newsletter (May edition) was received by all Councillors. | |
| 11) Request for grant from St Breward Community Shop | Mr Kirby Harris attended the meeting and advised of progress: a need to fund the shop front, costs approx £6500, the lease has been negotiated with Cornwall Council, the committee have possession of the keys | |

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| | <p>and £15,000 has been received thus far from the shares programme.</p> <p>St Breward Community Shop requested an agenda item for this meeting, this request was supported by the Council.</p> <p>The ask was that they require additional grant funding for £6500. They explained that this money would be used to pay the following: installing a shop front to the building (£3636 for framework, surrounds & insulation & £2684 for the door and windows unit (costs are net of VAT.)</p> <p>Mr Kirby Harris advised that the shares leaflet had been circulated to every household in the parish and to date 100 people have committed to shares within the facility.</p> <p>The PC resolved to discuss this request under financial matters, once they had established the financial position.</p> | |
| <p>12) Updates from CALC & NALC</p> | <p>i) Code of Conduct training attended by Paul Frost and Val Hill on 21st May 2024 – resume shared by them:</p> <p>Pre-read material was provided, along with a copy of The Code of Conduct. The course was very informative and was due to last 90 minutes, but over-ran by a further hour as a result of dealing with some very specific case questions, as they arose, rather than perhaps deferring them either to the end or to be resolved by email.</p> <p>The course covered: -</p> <p>Application of the code, General obligations, Registering and declaring interests, Dispensations, Sanctions, and Bias and predetermination</p> <p>General principles of public life, such as integrity, openness and honesty, were discussed, along with when they applied.</p> <p>General obligations included respect, impartiality and confidentiality, with the requirement to be able to justify one's decisions.</p> <p>Declaring interests, bias and predetermination were covered in depth, with many examples, which helped clarify the points, and led into public perception and dispensations.</p> <p>The course was well attended, with 45 delegates, comprising both new and established councillors and was very worthwhile</p> <ul style="list-style-type: none"> • The Cornwall National Landscape Access for All grant (DEFRA Funded) for Cornwall National Landscape Partners - All applications must be received by 8th July 2024 and all projects must be delivered, completed and funding claimed by 28th February 2025. • New NALC Model Financial Regulations has been released. • The Parish Council Domains Helper Service has launched a new guide with top tips for choosing an approved registrar. If your council is thinking of moving over to a gov.uk domain funding is still available until 31 March 2025. • The Good Councillor Guide 2024 updated edition has been released - This guide is an essential tool for all councillors, whether new, aspiring, or existing local council members - https://www.nalc.gov.uk/members-area/development-tools#the-good-councillor-s-guide • CALC: Out & About Open Surgery - we are hosting a number of coffee mornings around the county to meet up with members and clerks. Hosted by Sarah Mason these informal sessions are a chance to network and share best practice with neighbours over a cuppa and Sarah will be on hand to answer any of your questions. | |

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| | <p>The last session in the series are: Bodmin Council Chamber, Shire Hall on Wednesday 3 July 2024 at 10.30am – everyone is welcome!</p> <ul style="list-style-type: none"> • The next meeting of clerks to Smaller Councils will be held on Tuesday 4 June 2024 at 10am – please contact Julie Larter, Clerk at St Austell Bay for further information. • Local Council training session on Thursday 13 June 2024 at 4pm for Short Term Lets and Article 4s – Community led projects in planning • National Grid: Net Zero Communities Forum – Exeter - Online on Friday 14 June at 12.30pm for those who want to help their local area to decarbonise energy and achieve net zero • NALC Online Events: Unleashing the Power of Local Councils to Tackle the Climate Emergency – Wednesday 26 June 2024 at 12pm - https://www.eventbrite.co.uk/e/unleashing-the-power-of-local-councils-to-tackle-the-climate-emergency-tickets-770186537667?aff=mailchimp&mc_cid=5f3f23d6c7&mc_eid=5180d3679f • Pre-Election guidance and FAQs received from CALC and emailed out to all Councillors | |
| 13) Play Area at Rylands | DL has undertaken all the checks – and gave the Clerk all evidence of these checks. | |
| 14) Village Seats, grit bins, bins & notice boards | <p>CH has been asked to remove the notice board and the bins.</p> <p>SN went and looked at the notice board which was offered by DW for replacing the current board at Hill. The costs for fitting this one up would be much less than buying a new noticeboard. The PC resolved that SN proceed with repairs and upgrade. The PC resolved to support SN progressing this piece of work – VS proposed, FC seconded and all in favour. Update to July meeting.</p> | |
| 15) Footpaths | <p>Update received re reported broken handrail – FP535/211</p> <p>New gate installed on 10th May on FP19</p> <p>VS received updates from C Monk and the team.</p> <p>FP 13 someone to look at it</p> <p>FP6 – no update as yet.</p> | |
| 16) Public Conveniences | No update. | |
| 17) The PC will note all reports made to Cornwall Council in the past month and update on progress | <p>W232049897 – reported</p> <p>101006546820 - reported</p> | |

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| <p>18) Reports will be received by Unitary Councillor Fairman and/or the members of the Parish Council 20:40hrs</p> | <p>a) Claylands Bus Shelter – Paul van der Ben – frustrated about progress on this. Clerk reassured that this will be addressed once current projects completed.</p> <p>b) DF – arranged meeting last week with Olly Monk Portfolio Holder re phosphate issue and disparity between towns and villages. DF thanked DL for attending.</p> <p>c) FC informed the PC that the village bus committee is really struggling at present and were looking for new committee members. FC asked that this news is extended across the parish and agreed to send VS information to include in community news.</p> <p>d) Meeting temporarily paused for a comfort break. Mr Kirby Harris, Mrs Bryan and Mrs Hudson left the meeting.</p> | <p>FC</p> |
| <p>19) Financial Matters</p> | <p>The PC decided to cover item 19 j prior to 19a – i. However written in consecutive order. (Please move to 19j, before 19 a – i)</p> <p>The PC noted that the current account has £868.62 on 02.06.24 The PC noted that the savings account has £32603.93 on 02.06.24 The PC reviewed all payments, BACS payments and inter account transfers and all actions supported. Transfer £500 from savings account to current account. Proposed by DW , seconded by SN – all in favour. The PC noted the following:</p> <p>Payments made in June: PAYE: £112.80 Cleaner: £250 Clerk: £451.68</p> <p>a) The clerk updated the PC on the British Gas fixed tariff, reminding them that she negotiated a fixed tariff last year from 3rd May 23 – 31st May 26.</p> <p>b) The Clerk reminded the PC that the 24/25 rate for section 137 is £10.81 for 24/25 (ref Dept for levelling up, Housing & Communities)</p> <p>c) The PC received and approved the bank reconciliation for 23/24 and agreed for it to be published on the website. Proposed PvdB, seconded FC – all in favour.</p> <p>d) The PC discussed the process for risk reviews, and agreed that now the new model financial regulations have been received that this will be updated before the new regulations are adopted by St Breward PC.</p> <p>e) The PC reviewed and updated its system of internal control, and asked the Clerk to represent if any amendments are required after the regulation review.</p> | <p>All readers</p> |

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- f) The PC received the external audit report for 22/23 and the internal audit report for 23/24. The Clerk reminded the PC that the external audit report September 2023 advised 'the smaller authority has submitted its AGAR and supporting information prior to 30 September, however, we have not been able to complete our review work in time to enable the smaller authority to publish the required documentation in line with statutory requirements. Once we have completed our review a final report will be provided with the certificate of completion detailing any qualifications and 'other' matters. Our fee note for the limited assurance review will be issued when we certify completion' .
On 8th April the Clerk received the 22/23 return, report and certificate. The external auditor advised that the AGAR needed to be amended as ' the figure disclosed in Section 2, box 10 total borrowings of £9451 does not agree to the end of year figure disclosed by the PWLB of £9728. The figure disclosed in the AGAR is incorrect. The smaller authority will need to restate the prior year comparative figures within box 10 on next year's AGAR to £9728. Please ensure that 'restated' is written in the prior year comparative box.
The smaller authority has not provided an adequate explanation for the variance between the prior and current year values in Boxes 3 & 6 of section 2.
No other matters to draw to the attention of the authority'. Signed BDO LLP 5.4.24
The internal audit for 23/24 has advised that the Parish Council's asset register needs to be reviewed and updated – as inaccurate at the time of audit. Action: Clerk & VS.
- g) The PC reviewed and completed the Annual Governance & Accountability return for 23/24
- h) The PC confirmed that the notice of public rights and publication of unaudited annual governance and accountability return and Sections 1 &2 of the approved AGAR period require by Regulation 15(2), Accounts and Audit Regulations – will be displayed on the PC notice board and website
- i) The Clerk confirmed the PWLB statement with its outstanding balance of £6558.59 as at 31 March 24.
- j) The PC had received a paper detailing the general and earmarked reserves and considerations to be included in response to the Community Shops request (item 11). At this point of the meeting the PC agreed to consider the request for a grant from the village shop.
The Clerk presented the paper to the Parish Council.
- i) The Parish Council resolved to allocate the £3000 planned for in this year's grants to the Community shop committee using the section 137

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| <p>21:15hrs</p> | <p>power of the Local Government Act 1972, which enables Councils to incur expenditure for certain purposes, not otherwise authorised, which in their opinion, is in the interest of, and will bring direct benefit to, their area or any part of it or all of it or all or some of its inhabitants. Proposed by VS, seconded by DP – all in favour.</p> <p>ii) Having reviewed the end of year financial position -the Parish Council resolved to add £6000 to the general earmarked reserve, having considered the amount required in reserves as best practice – a general reserve should lie between 3-12month range of expenditure (£6390-£25560). This will increase the general reserve to £6188.31. Proposed by DW, seconded by SN – all in favour.</p> <p>iii) The PC discussed the remaining £3500 requested by the Community Shop Committee. There was a lengthy discussion and different opinions about:</p> <p>the village support in purchasing shares to date, the fact that there was 3 more weeks to go in purchasing shares, the need to support using the power of section 137 the comparative spend to the play areas for a smaller group of beneficiaries concern about the number of volunteers who were supporting the running of the shop the need for families in St Breward to have a village shop again</p> <p>DL proposed that £3500 is switched from the Footpath 13 earmarked reserve to support this additional grant request. Not all Councillors were in support of a grant of £3500, on top of the £3000 already planned. During the course of conversation and prior to a second Councillor supporting this– Councillor Lusby had an uncharacteristic outburst in the meeting, generated by his strong feelings of support for the community shop. This resulted in him offering his resignation, prior to leaving the meeting abruptly at 21:10hrs.</p> <p>The PC temporarily paused the meeting in order to support some councillors and confirm that everyone was happy to proceed. All present were concerned for DL and his wellbeing. Clerk agreed to check in with Councillor Lusby once meeting concluded.</p> | |
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| 21:21hrs | <p>SN resolved that the meeting recommence and proposed that David Poxon (Vice Chair) to temporarily chair the remainder of the meeting. This was supported by VS – and all present were in favour.</p> <p>David Poxon assumed the role of chair for the remainder of the meeting, supported by all councillors and asked each Councillor present to give their view.</p> <p>The Parish Council resolved to award a second grant to the community shop which would be the last commitment for 24/25 budget. This would be for £3500 and would be taken from the previous earmarked reserve for FP 13. Leaving the FP13 scheme with £2230.44. The Clerk was asked to make the second payment in September 2024 when the remaining precept allocation will be paid to the PC. Proposed by VS, seconded by PF – 5 in favour, 3 against. The resolution was carried.</p> | |
| 21:45hrs | Councillor Fairman left the meeting. | |
| 20)Correspondence | <p>a. Citizens Advice – key stats for 23/24 St Breward</p> <p>b. NALC Newsletter</p> <p>c. The Good Councillors Guide 2024 (NALC)</p> <p>d. DEFRA Capital Access for All Fund 24/25</p> <p>- agreed that the Bleed Kit would be covered in matters arising in July meeting.</p> | |
| 21) Forthcoming Training/Meetings/seminars | <p>a. 3rd June 10am Budget Update Tracey Langley COO Cornwall Council TEAMS link</p> <p>b. 3rd June Open Surgery Sarah Mason from CALC 10 30 – 12 30pm Bodmin Shire Hall</p> <p>c. 4th June CALC 10am Clerks of smaller Councils meeting</p> <p>d. Camel Valley CAP meeting 15th July 2024 Wadebridge Town Hall 6 30 – 8 30pm</p> | |
| 22) Items for discussion at next meeting | <p>Leats plan review at July meeting.</p> <p>NALC Model Financial Regulations 2024 – August approval</p> | |
| 23) Date & time of next meeting | <p>The PC agreed to hold the next meeting on Monday 8th July 2024 at 7 30pm in I & WM Hall</p> <p>Meeting closed at 22:09 hrs.</p> | |