

St Breward Parish Council 2024/25
Minutes of the Council meeting for
Monday 2nd December 2024 at 730pm
Held in St Breward Institute & War Memorial Hall

1)Parish Councillors Present: Veronica Stansfield, Paul Frost, Paul van der Ben, Val Hill, Fiona Camboropoulos, Darren Wills (Chair)
Unitary Authority Councillor Present: Dominic Fairman
Clerk to the Parish Council: A Cornelius
Public Present: Stuart Dodds

Agenda Item	Notes from Meeting	Person Responsible
Public concerns and issues raised prior to start of the PC meeting	None	
	Prior to the start of the meeting the Chairman on behalf of the Parish Council extended his condolences to Councillor Cornelius and all of his family.	
2)Apologies	SN, DCC (personal)	
3) Declaration of members registerable, non-registerable and disclosable pecuniary interests (in accordance with Part 3, 5A & 5B Code of Conduct)	None	
4) Minutes of the meeting held on 4 th November 2024	The PC approved the minutes of the meeting held on 4 th November. Proposed by VS , seconded by PF . All in favour.	
5) Matters Arising from previous meetings	<ol style="list-style-type: none"> 1) Telephone box at Row – Community Heartbeat chased but advise that BT will arrange disposal. 2) Transfer of assets meeting requested – planned for 5th September at Chy Tremain did not go ahead – new dates being agreed. 3) Clerk confirmed that the electoral office have not received ten requests for an election, so the PC is required to fill the vacancies as soon as possible by co-option, as provided for by Rule 8 of the Local Elections (Parishes & Communities) Rules 1986. See item 14. 4) Just Giving Table – items taken to Wadebridge Food bank and thank you letter received. 5) Glasdon seat delivery being confirmed for Higher Lank – wording confirmed as ‘In loving memory of Peter & Peggy Vercoe & their friend Wesley Finnemore 1996’. Total cost including VAT: £1222.01. 	

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6)Public Concerns & Comments	None	
7)Planning Matters & Applications	<p>a. Decisions: PA24/07735 (Tredavas) approved, PA24/06881 (Oak Tree Cottage TPO) approved</p> <p>b. Update re Planning/Correspondence None</p> <p>c. Closure Orders: Junction NE of Pendavey 2-6th Dec & Junction SW of Loskeyle to Keybridge 2 – 13th December 16th Dec – 9 30 – 330pm – Rylands to Higher Lank</p>	
8) Police Report	December Newsletter received by all Councillors	
9) CALC Updates	<p>a) CALC AGM was attended by VS, VH & PF & report given</p> <p>b) Enabling remote attendance and proxy voting at local authority meetings – closing date for consultation: 19.12.24</p> <p>Link shared with all Councillors. Questionnaire completed at the meeting.</p>	
10) Play Area Rylands	PF has completed the weekly inspections. PF continues to look at costs for closures/replacement gate.	
11) Village Seats, grit bins, bins & notice boards	<p>Glasdon have processed the replacement bench for Higher Lank, Clerk to contact C Hill for installation.</p> <p>Grit bins – FC has checked all grit bins</p> <p>Fellover – empty bin – David McKellar to be informed for top up. VS offered to do.</p> <p>Hill – broken lid – rainwater dripping into grit – Clerk to order replacement grit bin from Glasdon.</p> <p>Others are damp but grit is usable.</p>	
12) Footpaths	FP 13 – Clerk to respond to Parishioner.	
13) Public Conveniences	None.	
14) Two Casual Vacancies	<p>The electoral office have not received ten requests for an election, so the PC is required to fill the vacancies as soon as possible by co-option, as provided for by Rule 8 of the Local Elections (Parishes & Communities) Rules 1986.</p> <p>A Parish/Town Council may co-opt as a member any person aged 18 years or over, who is legally qualified to hold such office, and who is willing to serve, provided he or she satisfies at least one of the following qualification categories:-</p> <p>(a) is registered as a local government elector for the parish;</p> <p>(b) has during the whole of the preceding twelve months occupied as owner or tenant, any land or premises in the parish;</p> <p>(c) his/her principal or only place of work during the preceding twelve months has</p>	

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	<p>been in the parish; (d) had during the whole of the preceding twelve months resided in the parish or within 4.8 km thereof.</p> <p>The Parish Council resolved to advertise for co-option expressions of interest to the Clerk by the next Parish Council meeting. The PC reviewed their co-option process and person specification and agreed that both be advertised on the PC website and via community emails. Proposed by VS, seconded by VH – all in favour.</p>	
15) Precept Planning 2025/2026 & budget review 24/25	<p>DF left the meeting. Comfort break 20:32hrs Meeting resumed. The PC reviewed their spend in 2024/25 and started planning the budget for 25/26. The PC agreed to complete this process in January meeting so Clerk able to submit and return to Cornwall Council before 31st January.</p>	
16) The PC will note all reports made to Cornwall Council in the past month and update on progress	None	
17) Reports will be received by Unitary Councillor Fairman and/or the members of the Parish Council	<p>i) DF – no updates ii) PF has analyzed the last month’s data regarding the speed cameras and results were shared. The cameras are having an impact and speed is generally lower, serving as a good reminder to drivers throughout the Parish. iii) VH – Camel Trail report received</p>	
18) Financial Matters	<p>The PC noted that the current account has £480.52 on 02.12.24 The PC noted that the savings account has £28747.06 on 02.12.24 The PC reviewed all payments, BACS payments and inter account transfers and all actions supported. Transfer £3000 from savings account to current account for payments. Proposed by VS , seconded by FC – all in favour. The PC noted the following Payments made in December: PAYE: £117 Cleaner: £250 Clerk: £467.32 SWW for public conveniences: £58.36 British Gas for electricity used in public conveniences: £45.01 P Hoskin for 2nd cut of footpaths:£1000 P Hoskin for cut of seats and signs etc: £100</p>	

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	<p>External Auditor fees: £252 BDO LLP Western Web: £86.40 for renewal of cloud email account for 13/12/24 – 12/12/25 Inv No:24689</p> <p>a) Councillors reviewed the NALC Financial Regulations alterations for St Breward Parish Council. Therefore adoption will take place in January meeting.</p> <p>b) External Auditor confirmed conclusion of audit for 2023/24 and other than the listed items have no matters giving cause for concern. The PC noted the item not provided – an adequate explanation for the variance between the prior and current year values box 3 & Box 6 of section 2. The external auditor also noted some items that need attention but do not affect their opinion. The PC reviewed these and asked the Clerk to put together an action plan and time frame in which these actions will be achieved. The PC supported this approach. Proposed by PvdB, seconded by VH – all in favour.</p> <p>c) The following actions are now required: a) display notice of conclusion of audit</p>	
19) To review all correspondence – the PC will view or discuss specific items of correspondence received via post/email	a) Ben Maguire contact details for constituents – please display in parish notice board	
20) Forthcoming Training/Meetings/ seminars	None	
21) Items for discussion at next meeting	Finalise precept Model financial standards adoption Winter Resilience PA24/08948 Co-option of Councillors	
22) Date & time of next PC meeting	Meeting closed at 21:40hrs.	