

St John Parish Council Agenda

NOTICE is hereby given that a meeting of the St John Parish Council will be held on Thursday 13th August at 5.30pm at St John Village Hall.

1. **Apologies for absence.**
2. **Declarations of interest relating to items on the agenda.**
3. **Minutes of the previous meeting** 20th Feb 2020 .
4. **Matters arising from the previous meeting.**

4a 43.19 c 29.19 j 18.19 c Rut on Picture hill.

4b 43.19 e 29.19 l 3.19d Gooseford Lane hedge trimming.

4c 43.19 f 29.19 i 18.19 a Cluster Road Traffic Order update.

4d 43.19 g 35.19. Beskins wood signage.

4e 43.19 h 36.19. Freathy Bus shelter.

4 f 43.19 l 34.19. Stile Repair in St John.

4 g 50.19 Donation towards Chris Kennedy memorial.

4 h 70.19 a Antony junction update.

4 i 70.19 b Freathy Yellow lines. No invoice received yet.

4j 59.19 Planning issues Freathy.

5. Covid 19 issues.

- **Military Road parking issues.**
- **Virtual meetings.**
- **Funding.**

6. Planning.

Planning Applications St John Parish	2020/21		Application	Application
			Validated	Decision
PA20/01900	St John Hall	St John	11/03/2020	Withdrawn
PA20/02732	The Mill	St John	16/04/2020	Approved
PA20/03621	Nirvana	Freathy	26/05/2020	Approved
PA20/04831	Home at Last	St John	26/06/2020	Approved
PA20/04591	Solana	Freathy	08/07/2020	
PA20/05292	Caronne	Freathy	10/07/2020	
PA20/05395	Gallows Pk	St John	21/07/2020	
PA20/05726	St John Hall	St John	20/07/2020	
PA20/05833	Kroonstad	Freathy	03/08/2020	

7. **Police report.** Website has changes and it is no longer possible to access Parish level data.

8. **Policies for review.**

8a Financial Risk Assessment Policy amended to allow for Bacs payments.

8b Standing Orders

8c Financial Regulations

9. **Finance Reports 2020/2021.**

9.a. **Items approved 2020/21.**

Payments to be approved Apr 2020					
S John hall rent	Bacs	£60.00		60.00	15/04/2020
Website hosting fee	Bacs	£225.00		225.00	15/04/2020
C Allen clerking April 2020	Bacs	£149.00		£149.00	30/04/2020
Calc	Bacs	£214.58	£15.65	£198.93	30/04/2020
P Tanner Repairs to stile	Bacs	£239.75			23/04/2020
Total		£888.33	£15.65	£632.93	
Payments to be approved May 2020					
Materials for stile repair	Bacs	£28.37	£4.73	£23.64	29/04/2020
Zurich Insurance	Bacs	£249.05		£249.05	31/05/2020
C Allen Clerking May	Bacs	£162.80		£162.80	31/05/2020
All seasons gardening	Bacs	£100.00		£100.00	31/05/2020
Total		£540.22	£4.73	£435.49	
Payments to be approved June 2020					
C Allen clerking June	Bacs	£155.58	£1.10	£154.48	30/06/2020
Payments to be approved July 2020					
J Padmore		£75.00	£0.00	£75.00	31/07/2020
C Allen clerking July		£149.00	£0.00	£149.00	31/07/2020
Total		£224.00	£0.00	£224.00	

9.b. Fixed asset register 31/7/2020.

St John Parish Council Asset Register as 31/7/2020

Purchase Value

Bus shelter purchased 2008	£3,363
Noticeboard purchased 2016	£1,075
Signage purchased May 2018	£153
Memorial Bollards St John purchased Nov 2018	£1,610
Phone box Freathy purchased Nov 2018	£1,545
Grit bins x 4 purchased pre 2016	£600
Signs purchased 2018	£600
Signs purchased 2018	£410
Road cones purchased 2018	£21
Freathy Noticeboard purchased June 19	£1,040
Road signs purchased Apr 19	£85
Neighbourhood watch signs	£20
TOTAL	£10,522

9.c. Bank Reconciliation 2020/21.

BANK RECONCILIATION	CHEQUE	Payments	Receipts	Combined Bank balance
Payee and details		Dr	Cr	
Funds bfwd 31/3/2020				£7,496.68
Cornwall Council	Bacs		£3,000.00	£10,496.68
CTS GRANT	Bacs		£31.45	£10,528.13
Business Web Solutions	Bacs	£225.00		£10,303.13
Calc	Bacs	£214.58		£10,088.55
C Allen clerking April 2020	Bacs	£149.00		£9,939.55
St John Village hall rent	Bacs	£60.00		£9,879.55
P Tanner	Bacs	£239.75		£9,639.80
Materials for stile repair	Bacs	£28.37		£9,611.43
Zurich Insurance	Bacs	£249.05		£9,362.38
C Allen Clerking May	Bacs	£162.80		£9,199.58
All seasons gardening	Bacs	£100.00		£9,099.58
C Allen clerking June	Bacs	£155.58		£8,944.00
Vat reimbursement			£102.28	£9,046.28
Interest			£0.57	£9,046.85
J Padmore		£75.00		£8,971.85
C Allen clerking July		£149.00		£8,822.85
TOTAL		£1,808.13	£3,134.30	
PROFIT / LOSS				£1,326.17
Bank Statement 3/7/2020	Current			£7,276.97
Bank Statement 6/7/2020	Savings			£1,769.88
Uncleared cheques/ Income received				-£224.00
TOTAL FUNDS AVAILABLE 31/7/2020				£8,822.85
Solar benefit funds available 31/7/2020				£1,661.72
PARISH COUNCIL FUNDS AVAILABLE 31/7/2020				
(Excluding Solar Community benefit fund)				£7,161.13

Highlighted items are uncleared items

9.d. 2020/21 Payments and Receipts Management Report.

St John Parish Council

RECEIPTS AND PAYMENTS 2020/21 as 31/7/2020

2019-20 Auditted	Including Community Benefit Funding	2020/21 Budget	2020/21 Actual	%
£	RECEIPTS	£	£	
£6,363	Brought Forward	£7,497	£7,497	
£6,000	Precept	£6,000	£3,000	50
£63	CTS Grants	£67	£31	47
£5	Interest	£0	£1	0
£457	VAT refund	£500	£102	20
£3,083	Community Benefit funding	£3,083	£0	0
£9,608		£9,650	£3,134	32
	PAYMENTS			
£80	VAT	£400	£21	5
£1,540	Clerk Salary	£1,575	£484	31
£201	Clerking expenses	£210	£96	46
£184	Subscriptions CPD	£215	£199	93
£690	Grass control/ Footpaths	£775	£363	47
£2,040	Community benefit projects and donations	£4,745		0
£1,390	Maintenance Bus shelter repair / Phone box/ Noticeboard	£0		0
£120	Hall Rent	£180	£60	33
£286	Misc	£150		0
£85	Replace Road signs in St John	£0		0
£95	WW1 Monument	£0		0
£0	Freathy road markings	£1,500		0
£470	Website	£300	£225	75
£60	Audit fee	£70	£75	107
£100	Computer	£100		0
£800	Section 137	£500		0
£246	Insurance	£250	£249	100
£87	Printing Postage and Stationery	£100	£35	35
£8,474	TOTAL	£11,070	£1,808	16
£1,134	Profit/ (Loss)	-£1,420	£1,326	
£7,497	Cfwd	£6,077		
	Represented by:-			
	Deposit Account Bank statement		£1,769.88	
	Current Account bank statement		£7,276.97	
	(less O/s cheques/ O/s Income)		-£224	
	TOTAL		£8,823	
	Community Benefit Fund		£1,662	
	Total Funds excluding CB fund		£7,161	

10. Solar Community Benefit Fund as 31/7/2020 funds unspent £ 1,661.72.

11. Finance Reports 2019/20.

11.a Bank Reconciliation to 31/3/2020.

BANK RECONCILIATION	CHEQUE	Payments	Receipts	Combined Bank balance
Payee and details		Dr	Cr	
Funds b fwd 31/3/2019				£6,362.61
St John Village Hall	100752	£3,000.00		
Cornwall Council	Bacs		£3,000.00	£9,362.61
CTS GRANT	Bacs		£31.67	£9,394.28
Business Web Solutions	100754	£173.00		£9,221.28
Calc	100755	£0.00		£9,221.28
C Allen clerking April 2019	100756	£154.46		£9,066.82
Zurich Insurance	100757	£245.88		£8,820.94
H Everard signs A-Z	100758	£102.00		£8,718.94
Torpoint first responders	100759	£300.00		£8,418.94
C Allen clerking May 2019	100760	£153.48		£8,265.46
Interest			£2.67	£8,268.13
R P Williams noticeboard	100761	£1,040.00		£7,228.13
Vat refund			£456.87	£7,685.00
All seasons garden	100763	£95.00		£7,590.00
J Padmore Audit	100762	£60.00		£7,530.00
C Allen clerking June 19	100764	£141.75		£7,388.25
K Chapman Freathy phone box	100765	£350.10		£7,038.15
C Allen Clerking July 2019	100767	£137.70		£6,900.45
British Legion wreath	100768	£50.00		£6,850.45
St John Hall rent	100769	£100.00		£6,750.45
Calc replacement cheque	100770	£198.46		£6,551.99
C Allen Clerking Aug 2019	100771	£147.72		£6,404.27
Cornwall Council	Bacs		£3,000.00	£9,404.27
CTS GRANT	Bacs		£31.66	£9,435.93
Interest			£0.96	£9,436.89
C Allen Clerking Sept 2019	100772	£136.80		£9,300.09
C Allen Clerking Oct 2019	100773	£197.94		£9,102.15
C Allen Clerking Nov 2019	100774	£140.40		£8,961.75
Millbrook Pc	100775	£20.00		£8,941.75
Business Web Solutions	100776	£280.00		£8,661.75
All seasons garden	100777	£690.00		£7,971.75
Antony Ict	100778	£100.00		£7,871.75
Freathy Youth and social community	100779	£20.00		£7,851.75
Interest			£0.31	£7,852.06
C Allen Clerking Dec 2019	100780	£140.40		£7,711.66
C Allen Clerking Jan 2020	100781	£140.40		£7,571.26

Cormac grit bin refill	100782	£259.18		£7,312.08
Solar grant			£3,083.20	£10,395.28
C Allen Clerking Feb 2020	100783	£147.59		£10,247.69
Freathy Youth and social community	Bacs	£1,540.00		£8,707.69
St John Church	Bacs	£500.00		£8,207.69
D Richards Neighbourhood watch signs	Bacs	£20.00		£8,187.69
C Allen clerking March 2020	Bacs	£192.01		£7,995.68
St John Covid self help group	Bacs	£500.00		£7,495.68
Interest			£1.00	£7,496.68
TOTAL		£8,474.27	£9,608.34	

PROFIT / LOSS **£1,134.07**

Bank Statement 31/3/2020 **Current** **£5,829.65**

Bank Statement 31/3/2020 **Savings** **£1,667.03**

Uncleared cheques/ Income received

TOTAL FUNDS AVAILABLE 31/3/2020 **£7,496.68**

Solar benefit funds available 31/3/2020 **£1,661.72**

PARISH COUNCIL FUNDS AVAILABLE 31/3/2020

(Excluding Solar Community benefit fund) **£5,834.96**

Highlighted items are uncleared items

11b. Income Received 2019/20 to 31/3/2020.

St John Parish Council Receipt Report as 31st March 2020

NAME	PRECEPT	CTS GRANT	Interest	Solar Payment	VAT	TOTAL
Cornwall Council	£3,000.00					£3,000.00
CTS GRANT		£31.67				£31.67
Interest			£2.67			£2.67
Vat					£456.87	£456.87
Cornwall Council	£3,000.00					£3,000.00
CTS GRANT		£31.66				£31.66
Interest			£0.96			£0.96
Interest			£0.31			£0.31
Solar benefit				£3,083.20		£3,083.20
Interest			£1.00			£1.00
						£0.00
TOTAL	£6,000.00	£63.33	£4.94	£3,083.20	£456.87	£9,608.34

11 d . Payments and Receipts Report 2019/20

St John Parish Council

RECEIPTS AND PAYMENTS 2019/20 as 31st March 2020

Including Community Benefit Funding

2019/20

2019/20

Budget

Auditted

%

RECEIPTS	£	£	%
Brought Forward	£6,363	£6,363	
Precept	£6,000	£6,000	100
LMP footpath	£0	£0	0
CTS Grants	£67	£63	95
Website transparency funding	£0	£0	0
Donation	£0	£0	0
Interest	£0	£5	0
VAT refund	£100	£457	457
Community Benefit funding	£3,083	£3,083	100
	£9,250	£9,608	104
PAYMENTS			
VAT	£100	£80	80
Clerk Salary	£1,500	£1,540	103
Clerking expenses	£200	£201	100
Subscriptions CPD	£175	£184	105
Grass control	£775	£690	89
Community benefit projects and donations	£3,704	£2,040	55
Freathy Bus shelter repair / Phone box/ Noticeboard	£1,450	£1,390	96
Hall Rent	£180	£120	67
Misc (Wreath and grit)	£150	£286	191
Replace Road signs in St John	£100	£85	85
WW1 Monument	£100	£95	95
Website	£250	£470	188
Audit fee	£70	£60	86
Computer	£100	£100	100
Section 137 Incl Covid donation St John	£500	£800	160
Insurance	£245	£246	100
Printing Postage and Stationery	£100	£87	87
TOTAL	£9,699	£8,474	87
Profit/ (Loss)	-£449	£1,134	
Cfwd	£5,914		
Represented by:-			
Deposit Account Bank statement		£1,667	
Current Account bank statement		£5,830	
(less O/s cheques/ O/s Income)		£0	
TOTAL		£7,497	
Community Benefit Fund		£1,662	
Total Funds excluding CB fund		£5,835	

11 e Asset report.

St John Parish Council
Asset Register as 31/3/2020

Purchase
Value

Bus shelter purchased 2008	£3,363
Noticeboard purchased 2016	£1,075
Signage purchased May 2018	£153
Memorial Bollards St John purchased Nov 2018	£1,610
Phone box Freathy purchased Nov 2018	£1,545
Grit bins x 4 purchased pre 2016	£600
Signs purchased 2018	£600
Signs purchased 2018	£410
Road cones purchased 2018	£21
Freathy Noticeboard purchased June 19	£1,040
Road signs purchased Apr 19	£85
Neighbourhood watch signs	£20
TOTAL	£10,522

11 f . Solar Benefit fund.

ST JOHN COMMUNITY FUND
REPORT
as at 31st March 2020

Receipts **Payments** **Payments**
St John **Freathy**

30/01/2020	Income	£3,083			
14/03/2020	Freathy Hall maintenance		£1,540		£1,540
14/03/2020	St John Church		£500	£500	
	Total	£3,083	£2,040	£500	£1,540
	Funds unspent	£1,661.72		£1,662	£0

11 g. Payments approved March 2020.

Payments to be approved March 2020	Cheque no	Gross	Vat	Net	
Freathy Youth and social community	Bacs	£1,540.00		1,540.00	14/03/2020
St John Church	Bacs	£500.00		500.00	14/03/2020
D Richards Neighbourhood watch signs	Bacs	£20.00		20.00	24/03/2020
C Allen clerking March 2020	Bacs	£192.01		192.01	24/03/2020
St John Covid self help group	Bacs	£500.00		500.00	20/03/2020
Total		£2,752.01		£2,752.01	

12. Annual Audit 2019/20.

12 a Approval of Annual Governance Statement Appendix 1.

12 b Approve Annual Accounting Statement Appendix 2.

12 c Approve exemption certificate Appendix 3.

12 d Recommendations from the Auditor Appendix 4.

Approve clerking expenses annually.

As per Hmrc monthly expense of £ 24 for working from home expenses.

£ 4 per month for printing ink as clerk has taken out an annual contract for printing with Hp. This will save the Council approx. £ 60 per annum on ink cartridges.

2020/21 Annual salary (national pay settlement has not yet been approved by the government and unions).

List of Parish Councillors and their signatures for the Auditor to cross reference on documents.

13. AOB.

14. Date of next meeting.