

St John Parish Council Agenda

NOTICE is hereby given that a meeting of the St John Parish Council will be held on Freathy Sports and Social club on Thursday 15th April 2021 at 7.30pm.

1. **Apologies for absence.**
2. **Declarations of interest relating to items on the agenda.**
3. **Minutes of the previous meeting 8th Dec 2020 .**
4. **Matters arising from the previous meeting.**

19.20 a 5.20 a 43.19 c 29.19 j 18.19 c **Rut on Picture hill.**

19.20 b 5.20 d 43.19 g 35.19. **Benskins wood signage.**

19.20 c 5.20 e 43.19 h 36.19. **Freathy Bus shelter.**

19.20 d 5.20 h 70.19 a **Antony junction update.**

19.20 e 6.20 a **Military Road parking issues.**

19.20 f 13.20 a **Gravestone repair in St Johns cemetery.**

28.20 **St John overgrown hedges.**

29.20 **Unsafe Western power telegraph pole St John.**

5. Planning.

Planning Applications St John Parish	2020/21		Application Validated	Application Decision	Comments
PA20/01900	St John Hall	St John	11/03/2020	Withdrawn	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	Approved	
PA20/05292	Caronne	Freathy	10/07/2020	Approved	
PA20/05395	Gallows Pk	St John	21/07/2020	Approved	
PA20/05726	St John Hall	St John	20/07/2020	Approved	
PA20/05833	Kroonstad	Freathy	03/08/2020	Approved	
PA20/05876	Ganges	Freathy	21/08/2020	Refused	
PA20/07879	The Mill	St John	15/09/2020	Approved	Non material amendment
PA20/09331	Nirvana	Freathy	03/12/2020	Approved	Non material amendment

PA20/08717	Stella Maris	Freathy	04/12/2020	Approved	
PA20/08615	St John Hall	St John	08/12/2020		No Tpo required
PA20/10885	Rosemarkie	Freathy	30/12/2020	Approved	
PA20/10009	Stone farm	Freathy	17/12/2020	Approved	
PA20/10764	Stone farm	Freathy	17/12/2020	Approved	
PA20/10876	Dunelm	Freathy	07/01/2021	Approved	
PA21/00154	Free and easy	Freathy	15/02/2021	Approved	
PA21/00355	Shell seekers	Freathy	16/02/2021		
PA21/01570	Maycot	Freathy	09/03/2021		
PA20/08196	Marigold	Freathy	10/03/2021		

6. Policies.

No policies to review.

7. Cluster network meetings 2020/21.

8. Election 2021.

9. Correspondence.

None.

10. Finance 2020/21.

10 a Payments for approval.

Payments to be formally approved Dec 2020 - Apr 2021					
Cllr Everard heating	100801	£8.00		£8.00	08/12/2020
C Allen clerking Dec	100802	£161.33		£161.33	31/12/2020
R Hoskin lights xmas	100803	£83.62		£83.62	01/02/2021
Tccoa footpath repair	100804	£1,000.00		£1,000.00	01/02/2021
C Allen wages Jan	100805	£159.33		£159.33	01/02/2021
Millbrook PC website ndp	100806	£20.00	£3.33	£16.67	02/02/2021
St John hall rent	100807	£40.00		£40.00	28/02/2021
C Allen wages Feb	100808	£159.33		£159.33	28/02/2021
C Allen wages March	100809	£168.33		£168.33	28/03/2021
Calc subscription	100810	£241.04	£36.14	£204.90	01/04/2021
TOTAL		£2,040.98	£39.47	£2,001.51	

10 b Asset Register

St John Parish Council Asset Register as 31/3/2021

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 2019	£1,040
Road signs purchased Apr 2019	£85
Neighbourhood watch signs 2019	£20
Lights 2020	£266
TOTAL	£10,788

10 c Bank Reconciliation 31/3/2021

BANK RECONCILIATION	CHEQUE	Payments	Receipts	Combined Bank balance
Payee and details		Dr	Cr	
Funds b fwd 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	100787	£75.00		£8,971.85

C Allen clerking July	100788	£149.00		£8,822.85
C Allen clerking Aug	100789	£158.00		£8,664.85
Freathy sports and social club	100791	£100.00		£8,564.85
Cornwall Council	Bacs		£3,000.00	£11,564.85
CTS GRANT	Bacs		£31.44	£11,596.29
C Allen clerking Sept	100790	£188.48		£11,407.81
Cormac	100792	£1,800.00		£9,607.81
Interest			£0.24	£9,608.05
C Allen clerking Oct	100793	£157.08		£9,450.97
Antony Parish Council Ict	100795	£100.00		£9,350.97
British Legion	100794	£50.00		£9,300.97
C Allen clerking Nov	100796	£178.46		£9,122.51
All seasons gardening services	100797	£690.00		£8,432.51
Cllr Hoskin Xmas light reimbursement	100798	£38.98		£8,393.53
Cllr Richards xmas lights reim	100799	£179.95		£8,213.58
Cllr Everard xmas tree	100800	£150.00		£8,063.58
Cllr Everard heating	100801	£8.00		£8,055.58
C Allen clerking Dec	100802	£161.33		£7,894.25
Interest			£0.04	£7,894.29
R Hoskin lights	100803	£83.62		£7,810.67
Tocoa	100804	£1,000.00		£6,810.67
C Allen wages Jan	100805	£159.33		£6,651.34
Millbrook PC website ndp	100806	£20.00		£6,631.34
Solar benefit fund			£3,083.20	£9,714.54
St John village hall rent	100807	£40.00		£9,674.54
C Allen wages Feb	100808	£159.33		£9,515.21
C Allen wages March	100809	£168.33		£9,346.88
Hmrc vat refund			£354.42	£9,701.30
Interest			£0.09	£9,701.39
TOTAL		£7,399.02	£9,603.73	

PROFIT/LOSS £2,204.71

Bank Statement 31/3/2021	Current	£4,661.85
Bank Statement 31/3/2021	Savings	£5,207.87
Uncleared cheques/ Income received		-£168.33

TOTAL FUNDS AVAILABLE 31/3/2021	£9,701.39
Solar benefit funds available 31/3/2021	£3,744.92
PARISH COUNCIL FUNDS AVAILABLE 31/3/2021	
(Excluding Solar Community benefit fund)	£5,956.47

10 d Solar benefit fund 31/3/2021.

ST JOHN COMMUNITY FUND
REPORT
as at 31/3/2021

		Receipts	Payments	St John	Freathy	Total
29/01/2016	British Renewables Community Fund	£3,083				
03/01/2017	British Renewables Community Fund	£3,083				
07/10/2016	St John recreation Club Flooring		£500	£500		£500
17/11/2016	Land Registry fee		£12	£12		£12
17/11/2016	Freathy Mgt donation Water tank		£500		£500	£500
16/03/2017	Footpath		£304	£304		£304
16/03/2017	Footpath		£96	£96		£96
16/03/2017	Footpath		£634	£634		£634
16/03/2017	Freathy Oil tank		£1,250		£1,250	£1,250
16/03/2017	Freathy Heating		£750		£750	£750
01/09/2017	St John recreation Club Defibrilator		£1,000	£1,000		£1,000
18/01/2018	British Renewables Community Fund	£3,083				
13/10/2018	Freathy Defibrillator		£2,000		£2,000	£2,000
11/01/2019	British Renewables Community Fund	£3,083				
25/03/2019	Freathy Hall maintenance		£1,668		£1,668	£1,668
25/03/2019	St John Village Hall		£3,000	£3,000		£3,000
31/01/2020	British Renewables Community Fund	£3,083				
14/03/2020	Freathy Hall maintenance		£1,540		£1,540	£1,540
14/03/2020	St John Church		£500	£500		£500
13/01/2021	British Renewables Community Fund	£3,083				
01/02/2021	Cliff path		£1,000	£500	£500	£1,000
	Total	£18,499	£14,754	£6,546	£8,208	£14,754
	Funds unspent	£3,744.92		£2,703	£1,042	

A donation of £ 1,000 was made to TCCOA to help fund the cliff path repairs at Tregonhawke – Agreed by all members of the Solar benefit fund committee via email.

10 e Management Report 31/3/ 2021

St John Parish Council

RECEIPTS AND PAYMENTS 2020/21 as 31/03/2021

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	£6,000
£63	CTS Grants	£67	£63
£5	Interest	£0	£1
£457	VAT refund	£500	£457
£3,083	Community Benefit funding	£3,083	£3,083
£9,608		£9,650	£9,604
	PAYMENTS		
£80	VAT	£400	£378
£1,540	Clerk Salary	£1,575	£1,522
£201	Clerking expenses	£210	£333
£184	Subscriptions CPD	£215	£199
£690	Grass control/ Footpaths	£775	£1,053
£2,040	Community benefit projects and donations	£4,745	£1,000
£1,390	Maintenance Bus shelter repair / Phone box/ Noticeboard	£0	
£120	Hall Rent	£180	£100
£286	Misc	£150	£461
£85	Replace Road signs in St John	£0	
£95	WW1 Monument	£0	
£0	Freathy road markings	£1,500	£1,500
£470	Website	£300	£242
£60	Audit fee	£70	£75
£100	Computer	£100	£100
£800	Section 137	£500	£100
£246	Insurance	£250	£249
£87	Printing Postage and Stationery	£100	£87
£8,474	TOTAL	£11,070	£7,399
£1,134	Profit/ (Loss)	-£1,420	£2,205
£7,497	Cfwd	£6,077	
	Represented by:-		
	Deposit Account Bank statement		£5,207.87
	Current Account bank statement		£4,661.85
	(less O/s cheques/ O/s Income)		-£168
	TOTAL		£9,701
	Community Benefit Fund		£3,745
	Total Funds excluding CB fund		£5,956

Prepared by

Caroline Allen - Responsible Financial Officer

10 f Revised budget for approval.

St John Parish Council

RECEIPTS AND PAYMENTS 2021/22 Revised Budget

	2021/22 Budget
RECEIPTS	£
Brought Forward	£9,701
Precept	£6,000
CTS Grants	£63
Interest	£1
VAT refund	100
Community Benefit funding	£3,083
	£9,247
PAYMENTS	
VAT	£100
Clerk Salary	£1,600
Clerking expenses	£350
Subscriptions CPD	£250
Grass control/ Footpaths	£1,250
Community benefit projects and donations	£6,828
Hall Rent	£180
Misc Wreath and Christmas tree project	£250
Replace Road signs in St John	£0
Election	£1,000
Graveyard repairs	£250
Freathy road markings	£0
Website	£300
Audit fee	£100
Computer	£100
Section 137	£500
Insurance	£260
Printing Postage and Stationery	£110
TOTAL	£13,428
Profit/ (Loss)	-£4,181
Cfwd	£5,520

10 g Additional items for approval.

Clerking expenses for annual approval.

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. £ 100 per annum on ink cartridges.

2021/22 Annual salary (national pay settlement has not yet been approved by the government and unions).

10 h Income.

British renewables made the annual payment of £ 3,083.20.

The annual Vat claim totalling £ 354.42 was received.

10 i Delegation of Authority to clerk.

Motion to approve the delegation of Authority to the Responsible finance officer to make payments on behalf of St John Parish Council for 1.4.21 – 31.3.22, to ensure the smooth running of the Council during these uncertain times. All cheques and invoices will be signed and countersigned by 2 Councillors.

11. Annual Audit 2020/21.

11 a Review Annual Governance Statement Appendix 1.

11 b Review Annual Accounting Statement Appendix 2.

11 c Approve exemption certificate Appendix 3.

12. St John Highway issues.

13. Millbrook traffic Issue with large vehicles/ zoom meeting.

14. AOB.

15. Date of next meeting.

Part 2PM Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

St John Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		*Yes' means that this Parish Meeting.
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this Parish Meeting to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this Parish Meeting's accounts.</i>
5. We carried out an assessment of the risks facing this Parish Meeting and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls met the needs of this Parish Meeting.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this Parish Meeting and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>

*For any statement to which the response is 'no', an explanation must be published or displayed

This Annual Governance Statement was approved at a Parish Meeting on:

and recorded as minute reference:

Signed by the Chairman of the meeting where approval was given:

Chairman

Part 2PM Section 2 – Accounting Statements 2020/21 for

St John Parish Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	6,363	7,497	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept	6,000	6,000	Total amount of precept received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	3,608	3,604	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received.
4. (-) Staff costs	1,540	1,522	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the Parish Meeting's borrowings (if any).
6. (-) All other payments	6,934	5,877	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	7,497	9,701	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	7,497	9,701	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments	10,522	10,788	"The value of all the property the Parish Meeting owns – it is made up of all its fixed assets and long term investments as at 31 March."
10. Total borrowings			The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in *Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices* and present fairly the financial position of this Parish Meeting.

Signed by the Chairman before being presented to the Parish Meeting for approval

Date

I confirm that these Accounting Statements were approved by this Parish Meeting on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Certificate of Exemption – AGAR 2020/21 Part 2PM

To be completed by all Parish Meetings that neither received gross income nor incurred gross expenditure exceeding £25,000 in the year of account ended 31 March 2021, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the Parish Meeting has certified itself as exempt at a Parish Meeting held between **1 April and 30 June 2021** and a completed Certificate of Exemption is submitted no later than **30 June 2021** notifying the external auditor.

St John Parish Council

certifies that during the financial year 2020/21, the higher of the Parish Meeting's total gross income for the year or total gross annual expenditure for the year did not exceed **£25,000**

Total annual gross income for the Parish Meeting 2020/21: £9,604

Total annual gross expenditure for the Parish Meeting 2020/21: £7,399

There are certain circumstances in which an Parish Meeting will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If a Parish Meeting is **unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Part 3PM to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- This parish has no Parish Council
- The authority was in existence on 1st April 2017
- In relation to the preceding financial year (2019/20), the external auditor **has not**:
 - issued a public interest report in respect of the Parish Meeting or any entity connected with it
 - made a statutory recommendation to the Parish Meeting
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If you are able to confirm that the above statements apply and that the Parish Meeting neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, and Annual Accounting Statements still need to be fully completed and, along with a copy of this certificate and notice of the period for the exercise of public rights, published on a suitable website or be publicly displayed in the local area before 1 July 2021. **By signing this certificate you are also confirming that you are aware of this requirement.**

Signed by Chairman

Date

I confirm that this Certificate of Exemption was approved by this Parish Meeting on this date:

as recorded in minute reference:

Email

Telephone number

st.johnparishcouncilcornwall@gmail.com

01752 823449

Place where this Certificate of Exemption is published or displayed (e.g. Parish Notice Board, Newsletter, Village website, etc.)

Noticeboard in St John and Freathy

ONLY a copy of this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor but no later than 30 June 2021. Reminder letters incur a charge of £40 +VAT.