

St John Parish Council

Draft minutes of The Annual meeting of St. John Parish Council on Thursday 15th May 2025 at 7.30pm at St John Village hall.

Those present : Cllr D Richards (Chairman), Cllr Hoskin, Cllr Honey, Cllr Tanner, Cllr Hirst, County Cllr Ewert, 7 members of the public and Mrs Allen Clerk to St John Parish Council.

1.25 Apologies for absence. None.

2.25 Cllr Hirst proposed Cllr Richards for Chair and Cllr Hoskin for Vice chair of St John Parish Council. Cllr Tanner seconded these proposals. Resolution to appoint Cllr Richards as Chair and Cllr Hoskin as Vice chair to St John Parish Council was approved unanimously by the full PC.

3.25 Declarations of interest relating to items on the agenda. Cllr Tanner declared an interest in item 4.25d as a resident in Mowhay meadow.

4.25 County Councillor report. Cllr Ewert reported that as it was election year very little had happened in April 2025 as far as the Cornwall Council was concerned. After the election Cornwall Council has no overall majority politically.

4.25 a 64.24 a Cllr Ewert confirmed The **local car parks** on the Rame peninsular have remained in Cornwall Council control.

4.25 b 64.24 c Cllr Ewert is following up a continuing **enforcement** issue within the parish.

4.25 c Military road subsidence is a continuing issue. Cllr Ewert will organise a face to face meeting with Highways and the Parish councils impacted by this. It is important the road is kept open for local businesses and residents.

4.25 d 64.24 e Unstable Mowhay meadow trees, have been inspected and deemed to be safe. They will be reviewed in 18 months. Cllr Ewert to request that they be pollarded or topped.

5.25 Public forum. None.

6.25 Minutes of the previous meeting 20th Feb 2025 were reviewed by the full PC and unanimously approved.

7.25 Matters arising from the previous meeting.

7.25 a 64.24 c **Enforcement issues.** See 4.25 b.

7.25 b 64.24 e **Unstable Mowhay meadow trees.** See 4.25 d.

7.25 c 67.24 a 48.24 b 36.24b 24.24 b 8.24 Public rights of way (PROW).

Concerns were raised about formalising various PROWs within the Parish. and the possible land registration of common land south of Military road. Mount Edgecumbe Country park is apparently currently undertaking a similar exercise.

Action : Cllrs Honey and Ewert to follow up.

7.25 d 68.24 20mph sign repair and road marking reinstatement (20mph and humps).

The road signs have been repaired. However the 20mph humps and road painting has been added to a schedule of work by Cornwall highways with no time scale.

8.25 Planning.

Planning Applications 2023/5			Application	Application
			Validated	Decision
PA23/06225	Stone farm slurry field	St John	05/09/2023	Refused
PA23/06850	Whitsand bay holiday pk	Freathy	20/09/2023	Approved
PA23/08572	Loventor	Freathy	04/12/2023	Approved
PA23/09841	Withnoe lane barn	Freathy	11/01/2024	Approved
PA23/08952	Seacroft Freathy field	Freathy	03/04/2024	Approved
PA24/01912	3 Pathfields St John	St John	07/03/2024	Approved
PA24/05043	3 Pathfields St John	St John	03/07/2024	Approved
PA24/05380	Jamaica	Freathy	08/08/2024	Approved
PA24/09674	Blue Lagoon	Freathy	06/01/2025	Withdrawn
PA25/00336	Sand view Freathy	Freathy	17/01/2025	Approved
PA25/09143	Blue Lagoon	Freathy	14/03/2025	Approved

9.25 Policies reviewed and approved by the full PC : Financial regulations, Standing orders , Scheme of delegation, Code of conduct policy and Financial risk policy.

10.25 Military Road subsidence issue. See 4.25 c.

11.25 Co-option of additional Councillor. As a result of the recent election, St John PC has a casual vacancy for an additional councillor. They will advertise shortly. Potential candidates are welcome to contact the Clerk or the existing councillors for further information.

Note : All members of the public left the meeting at 7.50pm.

12.25 Final 2024/25 Finance reports.

12.25 a Bank account update. The full PC unanimously agreed to add Cllr Honey to the current bank mandate and remove Mr Crane and Mr Everard. Cllr Richards to register for online banking.

12.25 b The Solar benefit fund report 2024/2025 was reviewed and approved unanimously by the full PC.

ST JOHN COMMUNITY FUND REPORT Income Payments St John Freathy Total as at 31/03/2025

British Renewables Community Fund	£3,083				£0
St John village hall trust		£1,193	£1,193		£1,193
Freathy sports and social club		£1,542		£1,542	£1,542
Total	£3,083	£2,735	£1,193	£1,542	£2,735

Amount unspent 31/03/2025	£348
NB St John Xmas tree allocation £ 348	

12.25 c Asset Management report 31st March 2025 was reviewed and approved unanimously by the full PC.

St John Parish Council Purchase Asset Register as 31/03/2025 Value

Bus shelter purchased 2008 W/Off	
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
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
Bus shelter purchased Sept/ Oct 2021	£4,865
Signage	£500
Bus shelter Tregonhawke purchased July 2022	£7,050
Tregonhawke Noticeboard	£834
Bench	£300
Xmas lights	£65
Xmas lights	£151
Signs purchased 2024	£264
Write off xmas lights	-£266
TOTAL	£19,644

12.25 d The year end Bank Reconciliation report 2024/2025 was reviewed and approved unanimously by the full PC.

BANK RECONCILIATION 31/03/2025	CHEQUE	Payments	Receipts	Combined
Payee and details		Dr	Cr	Bank balance
Funds bfwd 31/3/2024				£10,743.79
Hmrc Mar 24	100960	£34.40		
Calc	100962	£262.11		£10,481.68
C Allen clerking April 24	100963	£182.93		£10,298.75
Hmrc Apr 24	100964	£34.20		£10,264.55
Precept			£4,500.00	£14,764.55
All seasons gardening	100966	£300.00		£14,464.55
Zurich insurance	100966	£375.44		£14,089.11
C Allen clerking May 24	100967	£182.73		£13,906.38
Hmrc May 24	100968	£34.40		£13,871.98
Green thumb	100969	£25.00		£13,846.98
St John hall Solar benefit donation	100970	£500.00		£13,346.98
Freathy youth and social club solar donation	100971	£500.00		£12,846.98
St John church solar donation	100972	£2,083.20		£10,763.78
Interest			£15.37	£10,779.15
Hmrc June 24	100973	£40.00		£10,739.15
C Allen clerking June 24	100974	£220.50		£10,518.65
R I Hancock Audit	100975	80.00		£10,438.65
Elbec bench	100976	£299.99		£10,138.66
C Allen clerking July 24	100977	£226.13		£9,912.53
Hmrc July 24	100978	£45.00		£9,867.53
Print Options	100979	£15.00		£9,852.53
Green thumb	100980	£25.00		£9,827.53
C Allen clerking Aug 2024	100981	£182.73		£9,644.80
Hmrc Aug 24	100982	£34.40		£9,610.40
Precept			£4,500.00	£14,110.40
Service charge		£17.41		£14,092.99
Interest			£5.26	£14,098.25
Interest			£3.43	£14,101.68
D Richards Bench anchors	300001	£73.14		£14,028.54
Business web solutions	300002	£264.00		£13,764.54
C Allen clerking Sept 2024	300004	£236.83		£13,527.71
Hmrc Sept 24	300005	£34.40		£13,493.31
All seasons gardening	300006	£50.00		£13,443.31
H Everard A to Z signs	300007	£264.00		£13,179.31
Interest			£3.49	£13,182.80
Service charge		£18.00		£13,164.80
C Allen clerking Oct 24	300009	£220.58		£12,944.22
Hmrc Oct 24	300010	£43.80		£12,900.42
Freathy youth and social club RENT	300008	£20.00		£12,880.42
All seasons gardening services	300011	£990.00		£11,890.42
Service charge		£5.40		£11,885.02

Green thumb	300014	£25.00		£11,860.02
RBL	300013	£50.00		£11,810.02
D Richards stone cleaner	300012	£34.59		£11,775.43
C Allen clerking	300015	£369.76		£11,405.67
Hmrc Nov 24	300016	£49.60		£11,356.07
R Hoskin xmas lights	300017	£64.96		£11,291.11
R Hoskin xmas trees	300019	£280.00		£11,011.11
D Richards xmas lights	300018	£150.91		£10,860.20
Service charge Dec		£6.00		£10,854.20
C Allen Clerking Dec	300020	£248.56		£10,605.64
Hmrc Dec	300021	£49.80		£10,555.84
Interest			£32.98	£10,588.82
Service charge		£6.00		£10,582.82
C Allen Jan 25	300022	£294.40		£10,288.42
Hmrc Jan 25	300023	£61.40		£10,227.02
D Richards refreshments Xmas lights	300024	£15.20		£10,211.82
Business web solutions	300025	£168.00		£10,043.82
British renewables solar funding			£3,083.20	£13,127.02
Vat reimbursement			£188.84	£13,315.86
St John hall rent	300026	£140.00		£13,175.86
Clerking Feb 2025	300027	£262.12		£12,913.74
Hmrc Feb 2025	300028	£49.60		£12,864.14
Bank charge unity Jan		£6.00		£12,858.14
Green thumb	300029	£25.00		£12,833.14
Service charge Feb 25		£6.00		£12,827.14
St John village hall trust	300030	£1,193.00		£11,634.14
Freathy youth and social club	300031	£1,542.00		£10,092.14
Clerking March 2025	300032	£251.36		£9,840.78
Hmrc March 2025	300033	£49.80		£9,790.98
Service charge March 25		£6.00		£9,784.98
Interest			£48.44	£9,833.42
				£9,833.42
TOTAL		£13,291.38	£12,381.01	

Barclays Bank Statements 31/12/2024 Current/Dep £0.00

Unity bank current statement 31/03/2025 Current 4,826.44

Unity bank current statement 31/03/2025 Savings £7,741.98

Uncleared cheques/ Income received -£2,735.00

TOTAL FUNDS 31/3/2025 £9,833.42

Solar benefit funds available 31/3/2025 £348.27

PARISH COUNCIL FUNDS 31/3/2025 £9,485.15

(Excluding Solar Community benefit fund)

Highlighted items are uncleared items

12.25 e The Full year end Management report 2024/2025 was reviewed and approved unanimously by the full PC.

St John Parish Council

Financial Management Report 31st March 2025

2023/24		2024/25		Budget
Including Community Benefit Funding		Actual		2024/2025
Audited				%
£	RECEIPTS	£		
£4,765	Brought Forward Reserves	£10,743	£10,743	
£9,000	Precept	£9,000	£9,000	100
£50	Interest	£109	£0	0
£250	Grant bus shelter/bench	£0	£0	0
£199	VAT refund	£189	£250	76
£3,083	Community Benefit funding	£3,083	£3,083	100
£12,583	TOTAL RECEIPTS	£12,381	£12,333	100
	PAYMENTS			
£202	VAT	£173	£250	69
£2,212	Clerk Salary	£2,434	£2,600	94
£452	Clerking expenses	£545	£425	128
£216	Subscriptions CPD	£222	£250	89
£930	Grass control/ Footpaths/ Boulders	£1,423	£1,250	114
£695	Community benefit projects	£5,818	£6,166	94
£0	Bench / Signage St John	£543	£500	109
£200	Hall Rent	£160	£200	80
£409	Misc RBL wreath Xmas tree Queen posy NDP	£778	£400	195
£0	Election 2025	£0	£2,500	0
£0	Chairmans discretionary fund	£0	£250	0
£0	Website and new email accounts	£472	£350	135
£500	Village celebrations (VE 2025)	£0	£0	0
£75	Audit fee	£80	£100	80
£100	Computer and printer	£125	£100	125
£100	Section 137	£0	£250	0
£367	Insurance	£375	£375	100
£146	Printing Postage and Stationery	£142	£150	95
£6,604	TOTAL PAYMENTS	£13,291	£16,116	82
£5,979	Profit/ (Loss)	-£910	-£3,783	
£10,743	Cfwd	£9,833	£6,960	

13.25 2024/25 Annual Governance and Accountability return (AGAR)/ Audit.

13.25 a The Internal audit report was reviewed and unanimously approved by the full PC.

13.25 b The Annual statement of accounts was reviewed and unanimously approved by the full PC.

13.25 c The Certificate of exemption was reviewed and unanimously approved by the full PC.

13.25 d The Annual governance statement was reviewed and unanimously approved by the full PC.

13.25 e All members confirmed they had no conflict of interest with BDO LLB (government appointed external auditors.

13.25 f Note the notice of public rights and publication will commence on Monday 30th June 2025 and end on Friday 8th August 2025.

14.25 Finance Reports 2025/2026.

14.25 a Payments to be approved were reviewed and approved unanimously by the full PC April- Sept 2025.

Calc	300036	£275.39	£41.80	£233.59
C Allen clerking April 25	300035	£287.56		£287.56
Hmrc Apr 25	300036	£6.80		£6.80
Service charge April 25		£6.00		£6.00
Total		£575.75	£41.80	£533.95

Green thumb 2025 subject to invoice

CCC housing survey £241.48

Clerking costs subject to invoice May- Sept 25

Bank charge April - Sept 25 £6 pm

Insurance renewal max £400.

Christmas tree budget £348.

Trees by St John bench budget £ 30

Internal audit fee £80 R I Hancock

Cleaning of Tregonhawke bus stop if necessary.

14.25 b Asset Register no change £ 19,644.

14.25 c Solar benefit fund no change. Balance unspent £ 348 (allocated for tree purchase).

14 d The Bank statement reconciliation report 2025/2026 was reviewed and approved unanimously by the full PC.

BANK RECONCILIATION 30/04/25	CHEQUE	Payments	Receipts	Combined
Payee and details		Dr	Cr	Bank balance
Funds bfwd 31/3/2025				£9,833.42

Freathy sports & social solar	300031	£1,542.00		
St John village hall solar	300030	£1,193.00		

Calc	300036	£275.39		£9,558.03
C Allen clerking April 25	300035	£287.56		£9,270.47
Hmrc Apr 25	300036	£6.80		£9,263.67
Precept			£5,520.00	£14,783.67
Service charge		£6.00		£14,777.67
TOTAL		£575.75	£5,520.00	

Unity bank current statement 30/04/2025	Current	8,798.44
Unity bank current statement 30/04/2025	Savings	£7,741.98
Uncleared cheques/ Income received		-£1,762.75
TOTAL FUNDS 30/4/2025		£14,777.67
Solar benefit funds available 30/4/2025		£348.27
PARISH COUNCIL FUNDS 30/4/2025		£14,429.40
(Excluding Solar Community benefit fund)		
Highlighted items are uncleared items		

14 d 2025/2026 The Financial Management Report as 30th April was reviewed and unanimously approved by the full PC (some minor adjustments were made to the budget).

St John Parish Council

Financial Management Report 30th April 2025

2024/25		Including Community Benefit Funding		2025/26	Budget	
Audited				Actual	2025/2026	%
£	RECEIPTS			£		
£10,743	Brought Forward Reserves			£9,833	£9,833	
£9,000	Precept			£5,520	£11,040	50
£109	Interest			£0	£25	0
£0	Grant bus shelter/bench			£0	£0	0
£189	VAT refund			£0	£250	0
£3,083	Community Benefit funding			£0	£3,083	0
£12,381	TOTAL RECEIPTS			£5,520	£14,398	38
	PAYMENTS					
£173	VAT			£42	£250	17
£2,434	Clerk Salary			£249	£3,300	8
£545	Clerking expenses			£46	£425	11
£222	Subscriptions CPD			£234	£600	39
£1,423	Grass control/ Footpaths			£0	£1,200	0
£5,818	Community benefit projects			£0	£3,431	0
£543	Bench / Signage St John			£0	£200	0
£160	Hall Rent			£0	£200	0
£778	Misc RBL wreath Xmas tree Queen posy NDP			£0	£600	0
£0	Election 2025			£0	£325	0
£0	Chairmans discretionary fund			£0	£250	0
£472	Website and new email accounts			£0	£700	0
£80	Audit fee			£0	£100	0
£125	Computer and printer			£0	£125	0
£0	Section 137			£0	£250	0
£375	Insurance			£0	£400	0
£142	Printing Postage and Stationery			£6	£150	4
£13,291	TOTAL PAYMENTS			£576	£12,506	5
-£910	Profit/ (Loss)			£4,944	£1,892	
£9,833	Cfwd			£14,777	£11,725	

Note : Specific reserves

- Mid term election costs £ 6,000
- Staff £2,475 (long term sick cover)

15.25 Items to note.

15.25 a Concerns were raised about the issue of dog waste / bags in the Parish, especially along the cliffs . The PC have previously looked into this and found it financially prohibitive to provide dog waste bins in the Parish. **Action** : Cllr Honey to look at options.

15.25 b Concerns were raised about the condition of the bus shelter at Tregonhawke. **Action** : Clerk to contact TCCOA to see if they will clean it up.

15.25 c Migration to gov.uk domain. The internal auditor raised this issue which will probably become mandatory for the 2025-26 Audit. The members decided to investigate this further.

16.25 Provisional dates of St John Parish Council meetings for 2025/2026.

25th September 2025 (Freathy youth and social club)

20th November 2025 (St John village hall)

19th February 2026 (St John village hall)

21st May 2026 (St John village hall)