

St Erme Parish Council

REPORT

for the

Meeting held on Tuesday 7th September 2021
at the St Erme Community Centre
at 7.30pm

Please register to attend the meeting by
12.00noon on 7th September 2021
to
clerk@stermeparishcouncil.org.uk

APPENDIX 1

Agenda Item

4) To approve the minutes of the extraordinary meeting held on Tuesday 24th August 2021

The DRAFT minutes of the extraordinary meeting held on Tuesday 24th August 2021 at the St Erme Community Centre.

Those present:

Cllr Trethewey (Chairman), Cllr Hodgkinson (Vice-Chairman), Cllr P Jones, Cllr Light, Cllr Barnes, Cllr Riggs, and Cllr S Jones

In attendance:

Mrs Sally Trethewey (Clerk)

92/21 To accept apologies

Apologies were received from Cllr Glasson (Cornwall Councillor)

93/21 Declarations of Interest in items on the agenda

a) Councillors to disclose any declarations of interests on any agenda items.

Cllr Light declared a pecuniary interest on the following agenda item:

5) Planning: -

- a) To consider any planning applications received up to the date of the meeting: -
 - b) PA21/07027: Squirrel Cottage, St Erme, Truro
Single storey extension to existing dwelling

94/21 Dispensations

- Member/s to request a dispensation for an item on the agenda that has just become apparent at this meeting.

There were no dispensations requested

95/21 To approve the minutes of the meeting held on Tuesday 6th July 2021

The minutes previously circulated were agreed and it was therefore

RESOLVED that the minutes of the meeting held on Tuesday 6th July 2021 be approved as a true record and duly signed.

Public Participation (15 minutes)

The public are given 15 minutes to discuss any items on the agenda, after this period the members of the public may stay in the meeting but will not be able to comment or participate.

There were no members of the public present

96/21 Planning: -

- a) To consider any planning applications received up to the date of the meeting: -
 - PA21/06005: Tresithick Barton, St Erme, Truro
Proposed erection of a detached annexe and the installation of a kitchen and bathroom in an existing building to serve the annexe.

This application was discussed, and it was proposed and seconded and therefore

RESOLVED to object to the application for the following reasons:

The proposed annexe is too far from the main dwelling house to be classed as an annexe. The proposals are closer to the neighbouring property. The kitchen and bathroom facilities should be attached to the annexe and not in a separate location.

The wooden chalet would not be in keeping with the existing buildings and stone courtyard.

If the proposal was to be looked at for approval the annex should be tied to the main dwelling, so that it cannot be rented or sold separately from the main dwelling house and for family use only.

The block plans show the property boundary of neighbouring property Tresithick Veian and not Tresithick Barton.

Cllr Light had declared a pecuniary interest on the next item and left the room.

- **PA21/07027: Squirrel Cottage, St Erme, Truro**
Single storey extension to existing dwelling

This application was discussed, and it was proposed and seconded and therefore

RESOLVED to support this application with no recommendations

Cllr Light rejoined the meeting

- **PA21/07584: Tresithick House, St Erme, Truro**
Internal alterations and construction of a new study on the site of an existing conservatory to be demolished

This application was discussed, and it was proposed and seconded and therefore

RESOLVED to support this application with no recommendations

b) To update on Cornwall Council planning decisions.

PA21/05348: Pengelly View, Pengelly Farm, St Erme – APPROVED

PA21/03548: St Erme Medical, St Erme, Truro - APPROVED

97/21 To discuss and decide options for registering an interest for the ‘Celebrate with a Landmark Tree’ scheme

This item was discussed, and it was suggested that as the St Erme WI’s Centenary is in 2022 and the Diamond Jubilee of Queen Elizabeth II, this would be a celebration landmark for this scheme. After discussion it was agreed by all and therefore

RESOLVED to register an interest for an Oak tree suitable to be planted on the open space to the north of the new Burrington Estate and write to the St Erme WI to see if they would be in support of this.

98/21 To receive and approve invoices for payments.

To be approved at the meeting held on Tuesday 24th August 2021				
Name	Details of payment	Cost	VAT	Total
Sage UK	Payroll	£ 7.00	£ 1.40	£ 8.40
O2	Mobile Phone	£ 11.97	£ 2.39	£ 14.36
Cornwall Council	Printing of Annual Report	£ 67.25	£ 13.45	£ 80.70
Printerland	Ink Toner	£ 191.82	£ 38.36	£ 230.18
Wicksteed Leisure Ltd	Yellow Paint-Gym Equip Repairs	£ 33.50	£ 6.70	£ 40.20
Cornwall ALC Ltd	Code of Conduct Training	£ 80.00	£ 16.00	£ 96.00
Fenland Leisure Products Ltd	Rubber Mulch Repair Kit	£ 57.00	£ 11.40	£ 68.40
GLS Educational Supplies	Refuse Sacks - Street Cleansing	£ 21.94	£ 4.39	£ 26.33
Mrs S Trethewey	Salary Month 4			
Mr Brunsdan	Salary Month 4			
Cornwall Council	Seagull Proof Bags (Open Event)	£ 60.00		£ 60.00
Tarquín Entertainment Services	Childs Enteratiner (Open Event)	£ 160.00		£ 160.00
				£ 2,169.82
Sage UK	Payroll	£ 7.00	£ 1.40	£ 8.40
O2	Mobile Phone	£ 11.97	£ 2.39	£ 14.36
St Erme PFL	Hall Hire (July)	£ 33.00		£ 33.00
M Pearson	Grass Verges	£ 185.00		£ 185.00
M Pearson	Play Equipment Repairs	£ 150.00		£ 150.00
M Pearson	LMP Maintenance	£ 535.00		£ 535.00
Mrs S Trethewey	Salary Month 5			
Mr G Brunsdan	Salary Month 5			
M Pearson	Weed Treatments	£ 495.00		£ 495.00
				£ 2,806.01

An additional invoice had been received which required payment as follows:
M Pearson (Weed treatments): £495.00

This item was discussed and approved by all, and it was therefore

RESOLVED for the invoices to be approved as correct for payment.

99/21 To receive the Clerk's update and report

The Clerk reported on the following:

Community Open Event

The Community Open Event went very well with positive feedback from the community and local organisations. The Clerk had arranged for Tarquin to attend to entertain the children and Cornwall Council's Waste and Recycling Van attended to hand out free recycling bags and equipment and to give advice. Seagull proof bags were purchased from Cornwall Council to sell to residents for £3.50, these costs were within the budget of £300.00 that was set for the event. Advice had been received regarding the VAT in reselling the seagull proof bags and as this would be under the value of £1,000, we would not be required to register for VAT.

Play Equipment maintenance

The maintenance of the play equipment at the football field and the school playing field has nearly been completed. The only outstanding items are replacing the bolts for the buddy board, the incorrect bolts were sent, and we are waiting for a credit note and the replacements to be received.

It had been noticed that some work had been carried out on the Council's gym equipment where the equipment has been greased and an area repainted, which had not been instructed by the Council. This has caused some over greasing of the equipment which has leaked out. The Clerk was asked to put a polite notice on the Council's Facebook page.

Picnic Bench – School Park

The picnic bench has been ordered and we are waiting for delivery which has been delayed

Draft Precept for 1st April 2022

Members were asked to consider any items that they feel should be looked at to include in the draft precept to discuss at the next meeting.

CALC – teams briefing

The clerk attended a remote meeting of Cornwall Council regarding a financial update and a briefing on the new on-line precept data collection

Carbon Neutral Cornwall 2030

Cllr Barnes and the Clerk have registered to attend Climate Literacy Training for Local Council's

Truro & Roseland Community Network meeting

At the last meeting the new Casework Assist Pilot Project starting on 1st August 2021 was discussed, and members were shown how it will work. Further details will be forwarded to all members once received.

The following training was approved, and members were reminded of future meetings and informed of all correspondences received.

CALC Chairmanship Training via Zoom

Wednesday 22nd September 2021: Cllr Trethewey and Cllr Hodgkinson are booked in.

Truro & Roseland Community Network meeting

Tuesday 21st September 2021 – Microsoft Teams

CALC Finance for Councillors

Monday 20th September 2021

£30.00 per person – Cllr Trethewey is booked in

NALC On-line Event: Making Rural Housing More Affordable

17th November 2021

£30.00 per person – Cllr Light is interested in attending

**100/21 To agree the date and time of the next meeting of the Council being held on Tuesday
7th September 2021**

The above date and time were agreed. Cllr Light gave his apologies in advance for this meeting.

SIGNED

CHAIRMAN

DATED

APPENDIX 2

6) Clerks update and report

- Rouses Corner damaged curbing
- Killigrew Gardens 'Emergency Vehicles Only' signage
- St Erme WI Centenary – Badge sponsorship and parish emblem
- CALC – Report on Localism 'Principal Council's working with Local Council's'
- Cornwall Council – Community Ownership fund 'First Round Applications'
- Defibrillator – St Erme Village Hall
- Daffodil Bulbs for Eglos Road

Training events, invitations & meetings

Truro & Roseland Community Network meeting

Tuesday 21st September 2021 at 7.00pm via Microsoft Teams

CALC Chairmanship Training via Zoom

Wednesday 29th September 2021: Cllr Trethewey and Cllr Hodgkinson are booked in.

CALC Councillors Finance Training via Zoom

Monday 20th September 2021: Cllr Trethewey

Forthcoming Training Events – CALC (Breakthrough Communications)

Previously emailed for Clerks and Councillors

Correspondences - previously e-mailed to members.

Updates from GOV.UK: Coronavirus (COVID-19)

Town and Parish Council COVID-19: fortnightly updates

Forest for Cornwall – Newsletter July 2021

NALC: Newsletters

The Rural Bulletin

APPENDIX 3

7) Planning: - Appendix 3

a) To consider any planning applications received up to the date of the meeting: -

- **PA21/07843: Land at Fidders Green, Carland Cross Windfarm, St Newlyn East**
Construction and operation of a 10MWp solar photovoltaic development within the parameters of the existing Carland Cross Windfarm with variation of Condition 2 and 3 of Decision Notice PA19/08080 dated 26.05.21

This planning application can be viewed from the following link:

https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QX7S9TFGHOZ00&fbclid=IwAR24QyVQzlyWuf-1n3oPFX3niua_9lib-7yFNTXKgaLjASbFYQdq5Psi5g

APPENDIX 4

9) To update on the St Erme Emergency Plan response to COVID 19 and community support.

There are around 40/50 families attending the Community Larder who collect regularly, 36 of these are registered, the additional attend and collect waste that would otherwise go to land fill.

We have received a couple of requests over the last month to help with prescriptions collections for those that have been self-isolating.

b) To receive and discuss the council's receipts and payments against budget

BUDGET EXPENDITURE 2021/2022															
<u>RUNNING COSTS</u>	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Actual	Budget	Last Year
Clerks Salary/Inl Rev															
Hall Hire				£33.00	£33.00								£66.00	£295.00	£32.00
Administration	£162.97	£411.04	£36.97	£296.04	£18.97	£125.99							£1,051.98	£2,700.00	£2,077.00
Subscriptions	£200.00	£501.67	£166.00										£867.67	£900.00	£749.44
Insurances		£816.40											£816.40	£900.00	£782.30
Audits		£175.00				£200.00							£375.00	£500.00	£375.00
Councillors Allow													£0.00	£100.00	£0.00
Chairmans Funds													£0.00	£100.00	£0.00
Loan Repayments						£3,005.82							£3,005.82	£6,300.00	£6,156.99
Defibrillator				£96.67									£96.67	£500.00	£116.00
<u>REVENUE RESERVES</u>															
Gratuity Fund													£0.00	£6,676.00	£0.00
Election Expenses													£0.00	£2,300.00	£0.00
Office Equipment													£0.00	£700.00	£0.00
Misc/Repairs													£0.00	£500.00	£0.00
Play Equipment	£938.54			£640.46	£150.00	£562.00							£2,291.00	£3,000.00	£0.00
Highways Schemes													£0.00	£6,366.00	£0.00
<u>OPTIONAL COSTS</u>															
Community Open Event					£220.00								£220.00	£300.00	
Neighbourhood Plan													£0.00	£500.00	£0.00
Books/Training				£80.00									£80.00	£500.00	£0.00
S137													£0.00	£2,000.00	£2,721.00
Grants													£0.00	£2,000.00	£1,700.00
Transfer of Open Space costs													£0.00	£2,000.00	£0.00
K6 Kiosk													£0.00	£100.00	£49.25
Noticeboards													£0.00	£0.00	£800.00
Replacement Dog/Litter Bin													£0.00	£450.00	£0.00
LM P Signage/Mapping													£0.00	£400.00	£0.00
Repairs to Historical F/Posts													£0.00	£500.00	£0.00
Repairs to Wooden Benches													£0.00	£100.00	£0.00
<u>ENVIRONMENTAL</u>															
Devolution Costs													£0.00	£2,000.00	£0.00
Street Cleaning													£0.00	£100.00	£106.81
Street Cleaning Salary															
FPN Salary															
FPN Equipment													£0.00	£170.00	£100.00
Weed M maintenance			£495.00		£495.00								£990.00	£1,200.00	£990.00
Grass Verges	£185.00	£185.00	£365.00	£185.00	£185.00								£1,105.00	£3,300.00	£1,840.00
Dog Bin Emptying													£0.00	£45.00	£35.63
Weed Ripper/Sweeper													£0.00	£1,000.00	£275.00
Footpath M maintenance		£575.00			£535.00								£1,110.00	£1,100.00	£1,125.00
VAT	£216.70	£154.24	£3.79	£129.42	£3.79	£152.40							£660.34		£657.65
TOTAL	£3,187.91	£4,203.60	£2,452.01	£2,932.78	£3,026.01	£4,046.21							£19,848.52	£68,969.00	£36,785.96

BUDGET INCOME 2021/2022																
		April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Actual	Budget	Last Year
Footpath Grant														£0.00	£578.00	£578.74
Bank Interest		£0.23	£0.23											£0.46	£12.00	£6.99
Street Cleaning Grant			£4,145.31											£4,145.31	£4,145.00	£4,145.31
CC Weed/Grass Grant														£0.00	£101.00	£101.07
Precept		£17,933.00												£17,933.00	£35,866.00	£34,786.00
Council Tax support grant		£368.69												£368.69	£0.00	£813.00
VAT		£1,047.23												£1,047.23	£0.00	
TOTAL		£19,349.15	£4,145.54											£23,494.69	£40,702.00	£40,431.11

a) To receive the external report of the Annual Return for year ending 31st March 2021

Section 3 – External Auditor Report and Certificate 2020/21

In respect of **St Erme Parish Council – CO0141**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2020/21

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

23/08/2021

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

b) To discuss items for the Council's draft precept for 2022/2023

The current precept for this financial year (2021/2022) is as follows:

	BUDGET 2019/2020	BUDGET 2020/2021	EXPECTED EXPENDITURE 2020/2021	PROPOSED BUDGET 2021/2022
RUNNING COSTS				
Clerks Salary				
Hall Hire	£ 260.00	£ 295.00	£60.00	£ 295.00
Administration	£ 2,300.00	£ 2,383.00	£2,750.00	£ 2,700.00
Subscriptions	£ 760.00	£ 835.00	£815.00	£ 900.00
Insurances	£ 1,100.00	£ 900.00	£783.00	£ 900.00
Audit Fees	£ 700.00	£ 600.00	£375.00	£ 500.00
Cllr Allowances	£ 200.00	£ 100.00	£100.00	£ 100.00
Chairman's Fund	£ 100.00	£ 100.00	£100.00	£ 100.00
Loan Repayment	£ 6,500.00	£ 6,300.00	£6,300.00	£ 6,300.00
Defibrillator Costs	£ 500.00	£ 500.00	£300.00	£ 500.00
	£ 23,463.00	£ 24,013.00	£23,583.00	£ 24,795.00
REVENUE RESERVES				
Gratuity Fund	£ 5,418.00	£ 6,085.00	£0.00	£ 6,676.00
Election Expenses	£ 2,300.00	£ 2,300.00	£0.00	£ 2,300.00
Office Equipment	£ 1,000.00	£ 700.00	£0.00	£ 700.00
Misc./repairs	£ 500.00	£ 500.00	£500.00	£ 500.00
Play Equipment	£ 2,000.00	£ 2,000.00	£0.00	£ 3,000.00
Flashing Speed Sign/Highways Scheme	£ 7,000.00	£ 7,000.00	£366.00	£ 6,000.00
	£ 18,218.00	£ 18,585.00	£866.00	£ 19,176.00
OPTIONAL COSTS				
Neighbourhood Plan	£ 1,500.00	£ 500.00	£0.00	£ 500.00
Books/Training	£ 500.00	£ 500.00	£200.00	£ 500.00
Grants (Inc. S137)	£ 3,700.00	£ 3,700.00	£2,807.00	£ 2,000.00
Grants			£1,900.00	£ 2,000.00
Trees Works Trispen Hill	£ 1,000.00	£ -		£ -
Transfer of OS land/Maintenance	£ 2,000.00	£ -	£2,000.00	£ -
K6 Kiosk	£ 500.00	£ 100.00	£200.00	£ 100.00
Noticeboards	£ 1,000.00	£ 1,000.00	£1,000.00	£ -
Replacement Dog Bin & Litterbin	£ 550.00	£ 450.00	£450.00	£ -
LMP Signage & Mapping	£ 500.00	£ -	£400.00	£ -
Repairs to historical Finger Posts		£ 500.00	£0.00	£ 500.00
Repairs/maintenance to wooden benches	£ -	£ 100.00	£100.00	£ -
	£ 11,250.00	£ 6,850.00	£9,057.00	£ 5,600.00
ENVIRONMENTAL COSTS				
Devolution costs				£ 2,000.00
Street Cleaning	£ 60.00	£ 60.00	£100.00	£ 100.00
Street Cleaning Salary				
Weed Maintenance	£ 1,100.00	£ 1,200.00	£990.00	£ 1,200.00
Grass Maintenance	£ 2,500.00	£ 3,300.00	£2,030.00	£ 3,300.00
Dog Bin Emptying	£ 35.00	£ 40.00	£40.00	£ 45.00
Weed ripper/road sweeper	£ 1,000.00	£ 1,000.00	£750.00	£ 1,000.00
Tregassow Gully Clearing	£ 200.00	£ 200.00	£0.00	£ -
FPN Equipment		£ 2,000.00	£1,000.00	£ 170.00
FPN Salary				
Footpath Maintenance	£ 1,000.00	£ 1,100.00	£1,100.00	£ 1,100.00
	£ 10,100.00	£ 13,352.00	£10,462.00	£ 15,782.00
C/Benefits - Tregassow Solar Farm	£ 10,986.00	£ -		

TOTAL BUDGET		£ 74,017.00	£ 62,800.00		£ 65,353.00
		2019/2020	2020/2021		2021/2022
TOTAL BUDGET B/F		£ 74,017.00	£ 62,800.00		£ 65,353.00
Opening Bank Balance		£ 42,254.00	£ 51,846.00		£ 46,051.00
Expected Income		£ 52,991.00	£ 39,099.00		£ 40,418.00
		£ 95,245.00	£90,945.00		£ 86,469.00
Expected Expenditure		-£ 42,339.00	-£ 50,360.00		-£ 43,968.00
		£ 52,906.00	£40,585.00		£ 42,501.00
Street Cleansing Grant Contingency			-£ 1,500.00		-£ 1,500.00
1/4 budget for contingencies		-£ 17,000.00	-£ 15,500.00		-£ 16,350.00
TOTAL CARRIED FORWARD		£ 35,906.00	£23,585.00		£ 24,651.00
Estimated Income					
Footpath Maintenance		£ 510.00	£ 566.00		£ 578.00
Bank Interest		£ 12.00	£ 12.00		£ 12.00
Street Cleaning Grant		£ 3,768.00	£ 3,768.00		£ 4,145.00
Grass Main Grant		£ 101.00	£ 101.00		£ 101.00
TOTAL ESTIMATED INCOME		£ 4,391.00	£ 4,447.00		£ 4,836.00
Estimated income		£ 4,391.00	£ 4,447.00		£ 4,836.00
C/forward funds		£ 35,906.00	£ 23,585.00		£ 24,651.00
TOTAL		£ 40,297.00	£ 28,032.00		£ 29,487.00
BUDGET		£ 74,017.00	£ 62,800.00		£ 65,353.00
Minus income		-£ 40,297.00	-£ 28,032.00		-£ 29,487.00
PRECEPT		£ 33,720.00	£ 34,768.00		£ 35,866.00
% increase/decrease		1%	3%		3%
Band D (pa) Provisional Tax Base2019/20	£438.01	£76.99			
Band D (pa) Provisional Tax Base2020/20	£478.55		£ 72.65		
Band D (pa) Tax Base2021/2022	£504.87				£ 71.04
Increase per year		£1.12	-£4.34		-£1.61
Increase per month		.09p	-16p		-14p

c) To receive a report on the council's internal controls carried out by Cllr P Jones.

**St Erme Parish
Council**


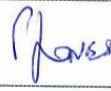





Clerk to the Parish Council
Sally Trethewey,
1 Forestry House, St Erme, Truro
Cornwall, TR4 9BW


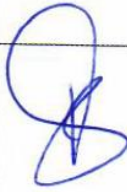
Tel. 07525130663
Email : clerk@stermeparishcouncil.org.uk
Website: www.stermeparishcouncil.org.uk


**Report of the Internal Controls carried out by members of the council
throughout the financial year:**

Date completed: 6/7/21

PROCEDURE DESCRIPTION	CHECKED BY	Comments/Report
INCOME		
Income received either by cash, cheque or direct credit to the Bank Account should be checked to ensure that the amount is correct and any queries reconciled.		OK
Income received should be entered in the cash book under the appropriate headings	P. Jones	all OK
Any payment advice should be retained and kept in a suitable file		all OK
Income received by cash or cheque should be paid into the Council's bank account		
EXPENDITURE		
All expenditure should be in accordance with Standing Orders and Financial Regulations and should be properly authorised by the Council at a meeting or by delegated authority. Before authorising expenditure the Council should satisfy itself that there is sufficient funds in the Council's budget to cover the expenditure.		
Upon receipt of an invoice, a check should be carried out to ensure that the relevant goods or services have been received and are satisfactory. The invoice should be checked to ensure that it is for the correct amount (as authorised by the Council) and any differences explained and justified.		

PROCEDURE DESCRIPTION	CHECKED BY	Comments/Report
<p>Cheques to pay authorised invoices should be signed by two authorised signatories not being the member who authorised the invoice. Signatories should, at the time of signing the cheque, initial the cheque book stub and the chairman or vice-chairman to witness and sign the cheque stub.</p>		
<p>Payment of invoices should be timely and not unduly delayed</p>		
<p>Details of the payment made should be recorded in the cash book under the appropriate headings ensuring that VAT is accurately analysed and recorded.</p>		<p>OK</p>
<p>A separate account of expenditure made under Section 137 Local Government Act 1972 should be kept and the Council should ensure that the limit on such expenditure is not breached.</p>		<p>OK</p>
<p>All invoices which have been paid should be retained in a suitable file.</p>		
<p>VAT VAT should be analysed and separately recorded in the cash book and VAT reclaims made promptly.</p>		<p>OK</p>
<p>CASHBOOK</p>		
<p>The cashbook should be run from April 1st to March 31st of each year with each page as it is completed, balanced off, and balanced off at the year end.</p>		

PROCEDURE DESCRIPTION	CHECKED BY	Comments/Report
Entries in the cashbook should be made promptly at the time of receipt or payment, with all details included under the relevant headings.		OK
BANK ACCOUNTS		
All bank accounts in the name of St Erme Parish Council shall be authorised by the council and all signatories shall be authorised by the Council.		
All cheque books, paying in books and bank statements (including used books) should be kept in a secure place in the custody of the Parish Clerk or another person authorised by the Council.		
All bank statements received should be reconciled with the cashbook and any differences investigated and resolved.		OK
Used cheque books, paying in books and bank statements shall be retained for 7 years.		
ASSET REGISTER		
All the Council's Assets should be recorded, as soon as they are acquired, in the Asset Register		
The entries in the Asset Register should be reviewed regularly and updated as appropriate		

PROCEDURE DESCRIPTION	CHECKED BY	Comments/Report
PAYROLL		
The remuneration of all employees should be approved in advance by the Council		OK
The Council should operate a PAYE system for income tax and a national insurance unless agreement to the contrary has been received from the Inland Revenue in writing		
The accuracy of remuneration paid to employees should be checked.		
INSURANCE		
The Council, after taking advice if required, shall decide which risk/assets to insure and the extent of cover, that it will in any event insure those risks that it is required by law to cover		
The Council will review its insurance arrangements and the adequacy of cover and if appropriate obtain competitive quotations.		
RISK MANAGEMENT		
The Council should prepare a Risk Assessment and review it regularly		
THE COUNCIL'S BUDGET		
The Council should set a budget for each financial year which should be approved at a Council meeting.		
As a result of setting the Budget the Council should agree the Precept for the Financial Year.		

PROCEDURE DESCRIPTION	CHECKED BY	Comments/Report
The Council should monitor progress against budget during the Financial Year and where necessary, amend spending plans or the Budget		
YEAR END PROCEDURES		
Ensure that all appropriate income/expenditure has been received/paid in time for the financial year end.		
Balance the cash book, reconcile to the bank statement as at March 31 st and close off the cashbook for the Financial Year		
Draw up accounts for the year		
Complete Annual Return and draft Statement of Assurance (section 2 of Annual Return)		
Obtain the Annual Report of the Internal Auditor (Section 4 of Annual Return)		
Submit the Annual Return as drafted to the Council for approval		
Display a notice of Public Rights under Audit and confirm to the Auditor that this has been done		
Display the Statement of Accounts (Sections 1-3 of the Annual Return)		
Review the 'Effectiveness of the System of Internal Audit'		

Signature:
Printed: P Jones

Date completed: 6/7/21
Date of meeting reported to: 7/9/21

APPENDIX 6

- 11) To consider and agree the works required to include in the Council's tenders for grass verges, weed treatments and Public Rights of Way from 1st April 2022 for a three year contract and agree costs of advertisement.

GRASS VERGE MAINTENANCE – Current Schedule

The areas to be maintained are highlighted in green and are split into five categories specified in Schedules 1, 2, 3, 4 and 5 hereto, and such other areas as may from time to time be agreed in writing.

Schedules as follows:

- Schedule 1: 10 cuts per year (outside 30 mph limit)
- Schedule 2: 10 cuts per year (at least 4 cuts as per our contract with Cornwall Council')
- Schedule 3 : 10 cuts per year
- Schedule 4: 2 Strims around planted trees (Old A3076)
- Schedule 7: 2 Strims around planted trees and hedge (Trispen Hill)

The areas in schedule 2 shall be cut and trimmed at regular intervals a least four times (as stipulated by Cornwall Council) between 1st April and 31st October in any year. We have chosen to maintain additional areas and at a higher level.

All cuttings, trimmings and other waste material removed in the exercise of the function are to be immediately cleared from the highway and associated drains and disposed of in a manner approved by the authority and in accordance with all statutory provisions

One of the following must be held by the individual/s carrying out the work:

City & Guilds accreditation under NRSWA 1991 – unit 002 signing lighting and guarding

Or

CCC Traffic Management/Health & Safety Awareness Certificate

Insurance from a reputable insurance company covering personal risks in respect of all employees engaged in the discharge of the function and public liability risks in respect thereof. The insurance cover shall cover a minimum of £5,000,000 per separate event. No contract will be awarded to a contractor unless he has first produced to the council proof of having employer's liability and public liability insurance from a reputable insurance company covering a minimum of £5,000.000 per event.

To consider the maintenance of the Burrington North Public Open Space if the transfer goes ahead.

WEED TREATMENTS – Current Schedule

- The treatment and removal of weeds on the carriage way and footpaths specified in schedules 5, 6 and such other areas as may from time to time be agreed in writing as defined.
- Within the routes on schedule 5 all paved areas within the highway limit will be treated, including adjacent to;
 - Back edge, kerbs and channels
 - Structures/boundary walls
 - Trees
- Within the routes on schedule 6 only the following will be required, as not to approach onto privately owned areas.
 - Back edge, kerbs and channels
 - Structures/boundary walls
- The areas to be maintained as defined in the above schedules shall be treated and weeds removed at appropriate intervals to ensure that, within the specified treatment areas, the target of 90% freedom from weeds above 50mm in diameter and/or height if achieved
- All weeds and other waste material removed in the exercise of the function are to be immediately cleared from the highway and associated drains and disposed of in a manner approved by the authority and in accordance with all statutory provisions

- One of the following must be held by the individual/s carrying out the work:

City & Guilds accreditation under NRSWA 1991 – unit 002 signing lighting and guarding

Or

CCC Traffic Management/Health & Safety Awareness Certificate

- All persons applying pesticide shall individually hold the appropriate current National Proficiency Tests Councils qualifications for the operations being carried out. For example
 - PA1 (Foundation Module, assessment online)
 - PA 6A – knapsack application
 - PA9AW – application in or near water (including dry ditches)
- The spraying season extends between 1st March and 31st October each year. Spraying shall commence as soon as practical with the 1st spray being completed no later than 1st May. A second treatment should be carried out mid to late July unless determined otherwise.
- Glyphosate based herbicides shall be used as approved by the county council's BASIS qualified advisor. The trained operator shall be responsible for assessing that present and anticipated weather conditions (for the required drying time) are suitable for the application of herbicide
- Insurance from a reputable insurance company covering personal risks in respect of all employees engaged in the discharge of the function and public liability risks in respect thereof. The insurance cover shall cover a minimum of £5,000,000 per separate event. No contract will be awarded to a contractor unless he has first

produced to the council proof of having employers liability and public liability insurance from a reputable insurance company covering a minimum of £5,000.000 per event'

We need to consider if you would like to look at an environmental alternative to the current weed treatments

LMP – PROW's – Current Schedule:

Gold Footpaths - as per map (Solid Red Line)

Footpath 321/3/1 (91m)

(FP from Trispen A3076, opposite Trispen Stores, to opposite FP)

- 3 cuts per year (end of May, midsummer and end of August)
- 2 clearings per year (October/November and January/February)
- All debris to be removed from sight

Footpath 321/1/1 (64m)

- 2 cuts as per the small works contract

Footpath 321/7/1 (219m)

- 2 cuts as per the small works contract

Footpath 321/12/1 (85m)

- 2 cuts as per the small works contract

Silver Footpaths – as per map (Solid Blue Line on Map)

Footpath 321/4/1 (10m)

Cut required north of last Stile approx. 10m

- 2 cuts

Footpath 321/5/1 (60m)

Cut between 1st 2 stiles south of path

- 2 cuts

Footpath 321/6/1 (50m)

As marked in solid blue on map

Footpaths require 2 cuts per year (end of May and end of August)

Further details and requirements are attached in a copy of the 'Local Maintenance Partnership – Small works contract'

Not all areas of these footpaths require the full length of maintenance, as will become apparent when walked.

Stiles

Stiles are marked by a RED DOT and require 2 cuts per year

To consider including strimming around new way markers

APPENDIX 7

14) To consider and respond to the following consultations:

- Cornwall Council – Draft Cornwall AONB Management Plan 2022-2027

Please see the link below to the....

[Draft Cornwall AONB Management Plan 2022-2027](#) – the Draft Plan is now available for Stakeholder and Public Consultation. We would welcome your comments and feedback by asking you to please complete the [online survey](#). The survey will be available until Friday 8th October 2021.

The Cornwall AONB Unit, on behalf of the Cornwall AONB Partnership, commenced the Review of the current 2016-2021 Management Plan in Autumn 2020 and following the feedback from the initial Stakeholder and Public Consultation, this Draft has been written. We look forward to receiving your comments via the online survey.