



A-barth Onan Hag Oll! Representing One and All

REPORTS FOR SEPTEMBER 2020 MEETING

AGENDA ITEM 5.1

Clerk's report for Meeting to be held on 15th September 2020

Council's Current Financial position

Decision Required:

To note the Council's current financial position.

Report:

Appendices 1, 2 and 3 to this Report (Below) show the Council's financial position as at 7th September 2020.

I do not propose to elaborate further on these Appendices but will be pleased to address any matters that Members may wish to raise at the meeting.

**JV Calvert,
Clerk and RFO
7th September 2020**

Appendix 1 to AGENDA ITEM 5.1

STITHIANS PARISH COUNCIL

FINANCIAL STATEMENT for 2020 - 2021

EXPENDITURE



Financial Position as at 07 September 2020

	Budget	Spend to Date	Current Balance
Finance & Administration			
Grants	300.00	2,100.00	-1,800.00
Grant to MVRG	100.00	0.00	100.00
Public Relations	200.00	0.00	200.00
Printing of "Spotlight"	500.00	0.00	500.00
Maintenance of Website	285.00	0.00	285.00
Maintenance of Cemetery Admin System	100.00	85.00	15.00
Clerk's Gratuity	785.00	Transferred to Clerks Gratuity Reserve	
Hire of Hall	550.00	0.00	550.00
Election Expenses	0.00	0.00	0.00
Clerk's Salary	20,440.00	8,515.70	11,924.30
Clerk's NI (Employer's) Contributions	1,600.00	0.00	1,600.00
Administration of PAYE	144.00	0.00	144.00
Admin Expenses	700.00	242.17	457.83
CALC/NALC Subscription	650.00	662.33	-12.33
Soc of Local Council Clerks Subs	300.00	0.00	300.00
Membership of ICCM	100.00	95.00	5.00
Contribution to Computer & Software Fund	0.00	0.00	0.00
Internal Audit Fees	400.00	394.00	6.00
External Audit Fees	400.00	0.00	400.00
Chairman's Allowance	100.00	0.00	100.00
Subsistence & Travelling for Members	100.00	0.00	100.00
Insurance	1,850.00	0.00	1,850.00
Training for Clerk & Cllrs	440.00	0.00	440.00
Bank Fees	20.00	0.00	20.00
Neighbourhood Development Plan	500.00	0.00	500.00
Contingency Fund	500.00	110.00	390.00
Contribution to General Reserve	675.48	Monies transferred to General Reserve - See Below	
Sub Total	31,739.48	12,204.20	18,074.80
Planning			
Travelling & Subsistence	50.00	0.00	50.00
Training/Seminars	100.00	0.00	100.00
Sub Total	150.00	0.00	150.00
Environment, Highways & Footpaths			
EMC - Highway Verges Maintenance	1,424.00	593.25	830.75
Litter Clearance Contract	1,715.00	714.45	1,000.55
Litter Clearance Materials	100.00	35.98	64.02
EMC - Haverigg Cemetery Maintenance	610.00	254.25	355.75
EMC - Lower Churchyard Maintenance	915.00	381.40	533.60
EMC - Closed Churchyard Maintenance	1,119.00	466.10	652.90
EMC - Meadowside Cemetery Maintenance	1,025.00	635.65	389.35
Meadowside Cemetery Maintenance Materials	500.00	10.82	489.18
Meadowside Cemetery - Locking & Unlocking	365.00	69.84	295.16
Meadowside Cemetery - NNDR	800.00	0.00	800.00
Water Supply - Cemeteries	100.00	9.34	90.66
Toilet Cleaning Contract	1,052.00	438.15	613.85
Toilet Cleaning Materials	300.00	55.77	244.23
NNDR Toilets	400.00	0.00	400.00
Electricity - Toilets	450.00	52.87	397.13
Water & Sewage - Toilets	450.00	80.78	369.22
EMC - Footpath Maintenance	2,339.00	974.60	1,364.40
Extra FP Maintenance & Waymarking	600.00	0.00	600.00
Toilet Repairs & Maintenance	500.00	8.72	491.28
Costs Associated with Village Green Status	300.00	0.00	300.00
Emergency Plan	300.00	0.00	300.00
EMC - Longdowns Bus Shelter Cleaning	305.00	127.15	177.85
Bus Shelter Repairs & Maintenance	700.00	1.00	699.00
EMC - Crollow Fields Amenity Area Carotaking	559.00	233.05	325.95
EMC - Crollow Fields Amenity Area Grass Cutting	559.00	273.05	285.95
EMC - Crollow Fields Amenity Area Hedge Trimming	356.00	148.30	207.70
EMC - Wood Treatment	458.00	190.70	267.30
Maintenance of Notice Boards	100.00	0.00	100.00
Maintenance of Grit Bins	500.00	0.00	500.00
Maintenance of Speed Signs	600.00	250.00	350.00
Sub Total	20,001.00	6,005.22	13,995.78
Playing Field Maintenance			
EMC - Playing Field Carotaker	7,526.00	2,811.59	4,714.41
Water	300.00	14.84	285.16

STITHIANS PARISH COUNCIL

FINANCIAL STATEMENT for 2020 - 2021

EXPENDITURE



Financial Position as at 07 September 2020

	Budget	Spend to Date	Current Balance
General Maintenance Expenses	1,800.00	534.75	1,265.25
Annual Painting/Staining of Equipment	750.00	0.00	750.00
EMC - Playing Field Grass Cutting	3,980.00	1,658.35	2,321.65
EMC - Playing Field Hedge Trimming	508.00	211.85	296.15
Lease from Globe	750.00	0.00	750.00
Annual Safety Inspection	240.00	240.00	0.00
Signage for Playing Field	200.00	0.00	200.00
Contribution to Pavilion Replacement Fund	5,000.00	Transferred to Pavilion Redevelopment Fund - See Below	
Contribution to Playing Field Development Fund	3,000.00	Transferred to PE Replacement Fund - See Below	
Contribution to Tennis Court Fencing Fund	2,000.00	Transferred to Tennis Court Fencing Fund - See Below	
Contribution to Longdowns Play Area Fund	1,000.00	Transferred to Longdowns PA Fund - See Below	
Repairs to PF Car Park Surface	500.00	0.00	500.00
Electricity for Footpath Lighting	300.00	125.21	174.79
Sub Total	27,854.00	5,596.59	11,257.41
Playing Field Development Project			
Public Works Loan Board			
Repayments on £50k Total Loans 1 & 2	3,679.90	1,839.95	1,839.95
Sub Total	3,679.90	1,839.95	1,839.95
Stithians Centre Development Project			
Public Works Loan Board			
Repayment on £20k Loan 3	1,566.72	783.36	783.36
Repayment on £20k Loan 4	1,566.74	783.37	783.37
Sub Total	3,133.46	1,566.73	1,566.73
GRAND TOTAL	86,557.84	27,212.69	46,884.67
Other Expenditure:			
VAT		1,235.21	
Expenditure from Reserves:			
Playing Field Development Fund	2,307.45	27,789.33	
General Reserves	2,680.00	33,396.38	
Pavilion Replacement Fund	0.00	35,104.95	
Tennis Court Fencing Fund	0.00	4,212.07	
Longdowns Play Area Fund	0.00	6,500.00	
Computer & Software Fund	119.90	3,460.48	
Community Fund	0.00	424.42	
Neighbourhood Development Plan Fund	0.00	0.00	
Stithians Institute Community Fund	3,600.00	53,720.11	
OVERALL TOTALS	86,557.84	37,155.25	211,482.41
Overall Total Income	86,557.84	58,937.48	
Surplus/Deficit of Income/Expend.	0.00	21,782.23	
VAT Expenditure:			
Finance		132.99	
Planning		0.00	
Environment, Highways & Footpaths		24.90	
Playing Field Maintenance		55.85	
Computer Fund		23.98	
Tennis Court Fencing Fund		0.00	
Longdowns Play Area Fund		0.00	
General Reserves		536.00	
Playing Field Development Fund		461.49	
Pavilion Replacement Fund		0.00	
NDIP Fund		0.00	
Community Fund		0.00	
Stithians Institute Community Fund		0.00	
TOTAL		1,235.21	
VAT Income to Date:	3,009.82	Including £1,836.91 from 2019/20	
VAT to be Claimed:		62.30	

Appendix 2 to AGENDA ITEM 5.1



INCOME

Financial Position as at 07 September 2020

	Budget	Actual to Date	
Comwell Council Precept	76,000.00	36,000.00	
Council Tax Support Grant	2,061.49	1,030.75	
OC Footpath Maintenance	2,796.48	0.00	
OC Closed Ch. Yd. Maint.	559.56	0.00	
Rugby Club - Use of Field (MOU)	794.01	794.80	
Tennis Court Fees	150.00	331.00	
Bowling Club (MOU)	275.00	275.00	
PGC - Churchyard Maintenance	762.50	0.00	
Wages/fees	20.00	29.45	
	0.00	14,075.98	
Burial Fees	1,000.00	1,050.00	
Refund of VAT	0.00	3,009.82	
Bank Interest	30.00	40.68	
Rent from Toilet Premises	1,000.00	300.00	5,023.27
Toilet Electricity from Tenant	300.00	0.00	
TOTAL INCOME	86,837.94	68,837.48	

Individual Relationships:

[illegible]

Appendix 3 to AGENDA ITEM 5.1



STITHIANS PARISH COUNCIL

RECONCILIATION OF BALANCES

Starting Balance	180,293.51
Plus Income to Date	58,807.48
Less Expenditure to Date	37,995.25
Balance	200,075.74
Represented by:	
Current Account	1,948.96
Business Call Account	200,295.78
Total	202,075.74

31 September 2020

Balance as at 31/09/20 BFC	
Business Account	170,306.10
Current Account	1,907.41
Less of: Cheques	0.00
	180,293.51
	180,293.51

Note: The above Balance of 202,075.74 includes the following Reserves:

General Reserve	33,306.38
Playing Field Development Fund	27,734.33
Pavilion Replacement Fund	35,104.86
Tennis Court Fencing Fund	4,212.87
Longdowns Play Area Fund	6,500.00
Harold Phillips & Albert Collins Legacies	10,572.37
Computer & IT Fund	3,483.48
Community Fund	424.42
Neighbourhood Development Plan Fund	0.00
Clerk's Gratuity	9,039.51
Stithians Institute Community Fund	53,735.11
Total Reserves	184,535.85

Contains Monies Ring Fenced for Specific Purposes, leaving 25,067.38 available
Contains Donations received for New Play Equipment totalling 5,023.27 to date

Interest Ring Fenced for Playing Field Development Fund. Capital remains in perpetuity

This Fund is earmarked for use on Community Projects

This Fund is a Grant Earmarked for use in connection with the NDP. Any monies unspent at 31/03/21 must be returned

This Fund is for the sole purpose of providing a Gratuity for the Clerk at retirement

This Fund is Earmarked for Community Projects, subject to the agreement of the Institute Trustees

UNALLOCATED BALANCE

17,537.12

To finance budgeted expenditure

AGENDA ITEMS 5.2 – 5.10

Clerk's Reports for Meeting to be held on 15th September 2020

Summary of Decisions Required:

- 1. To ratify the decision made by an e-mail vote to make a donation of £2,000 to Stithians Pre-School.**
- 2. To accept the offer from Mrs Lee Bowden to finance the placing of plaques to mark the positions where village pumps at Gribbas Corner and Crelow used to be situated and to authorise the Chairman and Clerk to agree suitable plaques.**
- 3. To note the arrangements for this year's Remembrance Services.**
- 4. To authorise the Clerk to purchase a 4.7m Working Height Scaffold Tower from Midland Ladders in the sum of £729.17 plus VAT.**
- 5. To authorise the Clerk to renew Kerry Goddard's lease for the Wellness Hut from 1st June 2020 on the same terms as the previous lease.**
- 6. To authorise the Clerk and Chairman to agree a new Council Website with Vision ICT.**
- 7. To endorse the response to Cornwall Council's Climate Emergency DPD prepared by Brian Piper.**
- 8. To agree to Mrs Rita Wood continuing to administer the Clerk's PAYE and the checking of transactions on the Council's bank account and to thank her for her services as a Councillor.**
- 9. To ratify the result of an e-mail vote to support an EDRF funding application by Kensa, taking care not to imply any endorsement of the actual company.**

5.2. Donation to Pre-School:

As Members are aware, the Pre-School made application to the Council for financial assistance in updating their outdoor equipment. They have been struggling as a result of the pandemic and were ineligible for several avenues of financial assistance.

They requested a sum of £2,000 and gave details of the equipment they wished to purchase. Because of the urgency of the situation, the matter was put to an e-mail vote on 13th August, which resulted in a unanimous vote in favour of making the donation from the monies granted to the Parish Council by Cornwall Council by way of assistance in the wake of the pandemic. Payment was made to them on 14th August and Members are requested to ratify this decision.

5.3. Village Pumps:

A Parishioner, Lee Bowden, has sent an e-mail saying that she would very much like to have installed a small plaque on the Gribbas site and the site by the stream in the Crelow area where the old Village Pumps were situated.

She would be very happy to fund the plaques, whilst she is "still on this planet" and points out that there are very few folks like herself (and her husband) who can still remember them. She points out that there are other sites in Foundry and South Road but the ones she mentions are the most obvious, being they are in the actual village area.

I have asked her for further details of what she is proposing and if they are forthcoming, in time, I shall report them to the meeting. If not, then I would ask Members to permit myself and the Chairman to agree suitable plaques.

In the meantime, Members are requested to approve her proposal in principle and to accept her offer to finance the plaques.

5.4. 2020 Remembrance Service:

A meeting was held at the Church on Wednesday 3rd September to discuss arrangements for this year's Remembrance Service. Because of the pandemic, it was not considered practical to hold the usual service in the Church on Remembrance Sunday and neither was practical to hold a parade. It was therefore agreed that a service of remembrance would be held at the war memorial on Sunday 8th November when wreaths would be laid and a low-key commemoration would take place at the war memorial.

5.5. Access Tower for Environmental Management Contractor:

Recently, one of Tyrone's Operatives had an accident making adjustments to the zip wire from a ladder, a practice which is not conducive with Health and Safety implications. The only safe way of doing this, which is necessary fairly often, depending on the amount of use of the zip wire, is by means of an access tower. I have looked at various options and, whilst not the cheapest, the best one is from Midland Ladders and can be seen via this link:

https://www.midlandladders.com/scaffold-towers/MLC_industrial_scaffold_towers/lewis-single-width-towers-c-278/mlc-single-width-4-7m-working-height-tower-p-1300

There have been other occasions in the past where a tower would have been useful and I'm sure there will be more in the future, not just accessing the zip wire.

There are ample funds (£25,887) in the General Reserve to finance the cost of £875 (inc. VAT) and I therefore urge Members to approve the purchase.

5.6. Wellness Hut Lease:

Members will be pleased to learn that Kerry Goddard has now resumed her full lease payments. Her lease, however, expired on 31st May and therefore needs to be renewed. The current one is for a period of three years in the sum of £1,800 per annum and I see no reason to change either the terms of the lease or the payments. I therefore seek Members' agreement to renew Kerry Goddard's lease on the same terms for a period of three years from 1st June 2020.

5.7. Parish Council Website:

The present website does not comply with new legislation relating to accessibility and cannot be made to comply. Even if it could, the work involved is far too onerous for the Chairman (the current webmaster) or myself to undertake. Some Members may recall that the Council's website was previously hosted by Vision ICT, who provided outstanding service and the only reason for moving away from them was the Chairman's offer to run a website in order to save some money. We still pay them for maintaining the domain name.

In order that we do not fall foul of this new legislation and any more that may come along in the future, I think we need to once again engage the services of professionals and the obvious choice is to go back to Vision ICT.

I have received a quotation from them based on the content of our existing website in the sum of approximately £2,500 and an annual maintenance fee of £250, the first year of which is included in the set-up fee. The capital expense can be met from the Computer Reserve, which currently stands at £3,460. There is already an item in the budget for website maintenance in the sum of £285.

5.8 Climate Change:

Cornwall Council are presently consulting on their Climate Emergency Development Action Plan which can be found at www.cornwall.gov.uk/climatechangedpd. The consultation period ends on 25th September.

MVRG will be submitting comments on behalf of the constituent Parishes and Brian Piper has also prepared a response which is attached as Appendix 1 to this report. **THIS MAY BE SEEN UPON APPLICATION TO THE CLERK**

Members are asked to endorse his response.

5.9 Resignation of Councillor Mrs Rita Wood:

Unfortunately, Rita recently suffered a particularly bad chest infection which has "knocked her for six" and feels that she can no longer carry on as a Councillor. I informed Cornwall Council of this on 4th September and notice of the vacancy has now been posted on the website and notice boards.

She has, however, agreed to carry on with the administration of the Clerk's PAYE and also checking transactions on the Council's bank account as she has been doing. Although she is no longer a Councillor, I see no reason for her not carrying on with the checking of the bank account. She merely has access to it: she can't authorise transactions. In some ways it is better that it is done by an independent person.

5.10 ERDF Funding Application – Kensa:

James Standley, the director of Kensa, is well-known through his involvement with the Stithians Energy Group.

Kensa has preliminary approval for a ERDF (European Regional Development Fund) grant to install ground source heat pumps in private houses. They have been asked to submit a full application and would like to concentrate their application in a supportive community. They are likely to be able to offer new GSHP heating systems for 150-200 properties with work needing to complete by the end of 2022 for no or little cost to the householder.

Retrofitting low carbon heating systems at a scale to private households is not really happening yet as there are a number of unique barriers. Investigating ways to understand and overcome these barriers is important, hence attracting grant subsidy.

If Kensa is successful they would like SEG and SPC to help promote the scheme to help ensure that they can have enough conversations to get the required take-up. They are more likely to be successful with the grant bid if they can demonstrate that the idea has community support. They are hoping that SEG and SPC can provide a letter supporting their application and offering assistance in promoting the idea within the community if successful.

Applications must be submitted by 13th September i.e. after the date of your meeting, and therefore the matter was put to an e-mail vote, the result of which was a unanimous vote in favour of supporting the application.

It should be noted that one Member raised the point that support should be in favour of support for the company's application and should not imply any endorsement of the company itself. The appropriate response along these lines has been sent.

Members are requested to ratify the decision as stated at the head of this report.

**JV Calvert,
Clerk and RFO
7th September 2020**

AGENDA ITEM 6.1

This is merely a list of current Planning Applications prepared for the convenience of Councillors and is not included here. Anyone wishing to see it may do so upon application to the Clerk.

AGENDA ITEM 6.2 (a)

Application Ref: PA20 05426

Proposal: Provision of an outdoor sand school for private equestrian use.

Location: Penmennor Farm, Hendra Road, Hendra, Stithians.

Applicant: Mr & Mrs M Vague

Decision Required:

This application was received too early for a response to be agreed at the September meeting and has therefore been dealt with under the procedure agreed under Minute 09/07/20.

Members are therefore requested, in the light of the report, to ratify the submission made to Cornwall Council on 6th August 2020 in support of the above planning application.

Date of Site Inspection:

Friday 31st July 2020.

Councillors who undertook the site inspection:

Cllr Jones and Cllr Bunclark.

REPORT:

Background:

The proposed site for the sand school is on a relatively flat piece of ground at a side of a field, near the existing yards and buildings.

The construction of the sand school involves little alteration to the selected site, the ground will need to be graded and levelled, with any surplus soil being relocated within the farm grounds. The surface will consist of 150mm deep drainage layer, topped with 125mm of arena surface. The level of the land will not change.

Drainage will be constructed beneath the surface of the sand school to reduce the occurrence of surface water.

The sand school will measure 50m x 20m.

Matters of Concern:

None

Cllr H Jones

Cllr A Bunclark

1st August 2020

AGENDA ITEM 6.2 (b)

Application Ref: PA20 05354

Proposal: Certificate of lawfulness for residential dwelling being occupied with an agricultural occupancy condition.

Location: Quarry Bank, Penhalurick.

Applicant: Mr K Burley.

Decision Required:

This application was received too early for a response to be agreed at the September meeting and was considered too contentious to be dealt with under the procedure agreed under Minute 09/07/20.

It was therefore decided by an e-mail vote on 5th August, when it was agreed to support the application. Cornwall Council was informed of this decision on 6th August 2020.

Members are therefore requested, in the light of the report, to ratify the submission made to Cornwall Council on 6th August 2020 in support of the above planning application.

Date of Site Inspection:

Friday 31st July 2020.

Councillors who undertook the site inspection:

Cllr Jones and Cllr Bunclark.

REPORT:**Background:**

The original owners of the land (Mr & Mrs Jeffrey) were granted planning permission with an agricultural tie in 1969 to build a bungalow and garage at Quarry Bank. The small holding was sold in 1996 and then sold on again in 2012 to the current occupiers, each time with the agricultural tie in place.

At the most recent sale in 2012, the farm was sold as a small holding in receipt of single farm payments entitlements and the environmental stewardship scheme.

Quarry Bank is a small holding, with substantial outbuildings & workshop set in just over 6 acres of gently sloping grazing land.

An agricultural tie is a planning condition placed, by the council, upon the planning permission for a house built in the open countryside where development would not normally be permitted. The tie seeks to restrict the occupancy of the dwelling to those employed within agriculture.

Matters of Concern:

We do not believe that we should support the removal of the agricultural tie and the small holding at Quarry Bank should retain this condition.

Cllr H Jones

Cllr A Bunclark

1st August 2020

AGENDA ITEM 6.2 (c)

Application Ref: PA20 05740

Proposal: Proposed erection of a replacement dwelling.

Location: Durian House, Trevales, TR3 7DD.

Applicant: Mr & Mrs Iles.

Decision Required:

This application was received too early for a response to be agreed at the September meeting and has therefore been dealt with under the procedure agreed under Minute 09/07/20.

Members are therefore requested, in the light of the report, to ratify the submission made to Cornwall Council on 6th August 2020 in support of the above planning application with the proviso that the new dwelling be tied to Durian House and not be able to be sold separately.

Date of Site Inspection:

Friday 31st July 2020.

Councillors who undertook the site inspection:

Cllr Jones and Cllr Bunclark.

REPORT:

Background:

The proposed dwelling, a 2-bedroom bungalow, will replace an existing lawful (tired) residential caravan on the site.

The proposed bungalow walls would be finished with timber boarding, and the roof covering would be slate. Foul drainage for the bungalow will be via a septic tank.

The proposed bungalow would be provided with private garden, parking space and separate designated areas for the storage and recycling of refuse.

Vehicular and pedestrian access to the bungalow would be from the existing lane, which connects to the public highway.

The site does not lie within an area subject to any special landscape designations.

Matters of Concern:

None

Cllr H Jones

Cllr A Bunclark

1st August 2020

AGENDA ITEM 6.2(d)

Application Ref: PA20 06004

Proposal: Proposed demolition of conservatory & construction of single storey extension

Location: Avalon, Foundry Hill, Stithians

Applicant: Mr & Mrs Johns

Decision Required:

Members are requested to consider the following report to reach an informed decision regarding the above planning application.

Date of Site Inspection:

Cllrs Howard Jones & Adam Bunclark, Friday 28th August

REPORT:**Background:**

This detached bungalow, situated on Foundry Hill, has an older style conservatory that the current owners have found to be an unusable space, being too hot in the summer and too cold in the winter to enjoy. The proposal is to demolish the existing conservatory and build a single-story extension with a slated, pitched roof complimented with skylights. The walls will be rendered to 'tie' in with the existing property.

The proposed new extension only has a small foot-print increase over the existing conservatory.

With the large frontage to this bungalow, and no neighbours overlooking the front of the property there are no negatives to this proposal; the change will make a significant improvement to the enjoyment of their family home.

Matters of Concern:

None

Cllrs H Jones & A Bunclark

28th August 2020

AGENDA ITEM 7

**Clerk's Report for Meeting to be held on
15th September 2020**

Correspondence Received**SUMMARY OF DECISIONS REQUIRED (Details in Report):**

- 1. To note receipt from the Police and Crime Commissioner of her July 2020 Newsletter.**
- 2. To note receipt from the Police and Crime Commissioner of her August 2020 Newsletter.**
- 3. To note receipt from Cormac of their Highways Update dated 7th September 2020.**

REPORT:

Since the last meeting, there has been very little correspondence other than that relating to the Coronavirus pandemic, which has been circulated as soon as it was received and is not reported here. The following correspondence has, however, been received:

<u>Date</u>	<u>Type</u>	<u>From</u>	<u>Subject</u>	<u>Action Taken/Required</u>
31/07	E-mail	Police & Crime Commissioner	July 2020 Newsletter	See Section 1 of Report
03/09	E-mail	Police & Crime Commissioner	August 2020 Newsletter	See Section 2 of Report
07/09	E-mail	Cormac	Highways Update	See Section 3 of Report

1. I circulated this to Members on 3rd August.

2. I circulated this to Members on 7th September.
3. I circulated this to Members on 7th September.

JV Calvert,
Clerk
8th September 2020

AGENDA ITEM 9

Authorisation of Payments – September 2020

Decision Required:

To approve payment of the sums shown in the report totalling £9,602.70.

Report:

The table below shows, as usual, invoices received since the last meeting as well as the usual monthly and other payments to be made. Figures in the last column relate to the explanatory notes below the table.

Type	Date Due	Payee	For	VAT	Total Amount	See Note
DD	29/07	Everflow	Water Supply – Toilet, Playing Field & Cemetery		0.00	1
DD	29/08	Everflow	Water Supply – Toilet, Playing Field & Cemetery		0.00	2
Visa	25/07	Tool Station	Nuts for Zip Wire		11.38	3
Visa	25/07	Tesco	Large Black Bags for Oil Drum Litter Bins		11.50	3
E	28/07	Wiztek Computers	Computer Repair		55.00	4
Visa	12/08	Tool Station	Parts for Toilet Cistern	1.74	10.46	5
E	14/08	Pre School	Donation		2000.00	6
Visa	24/08	Bookers	Black Bags	3.60	21.59	7
Visa	28/08	Fast Fix	Hedge Trimmer	26.66	159.95	8
Visa	01/09	Amazon	Mole Traps	2.50	14.98	9
Visa	02/09	Zoom	Subscription	23.98	143.88	10
E	15/09	Clerk	September Salary		1,587.31	11
E	15/09	Clerk	Expenses		0.00	
E	15/09	HMRC	Clerk's Tax under PAYE – September		396.80	
E	15/09	M White	Toilet Cleaning – September		87.63	
E	15/09	M White	Litter Picking – September		142.89	
E	15/09	M White	Locking/Unlocking Meadowside Cemetery - Sept		30.42	
E	15/09	Tyrone Martin	Environmental Management Contract – Sept		1,848.69	12
E	15/09	Tyrone Martin	Maintenance of MSAS – September		50.00	
E	15/09	Tyrone Martin				
E	15/09	MVRG	Annual Subscription		100.00	
E	15/09	PKF Littlejohn	External Audit	120.00	720.00	13
E	15/09	Savills	Playing Field Lease – 29 th Sept – 24 th March		300.00	
E	15/09	Came & Company	Annual Insurance Premium		1,909.22	14
TOTALS				£178.48	<u>£9,602.70</u>	

Notes:

1. Because I submitted corrected meter readings, our account was in credit to the tune of £62.97 and so there was no payment due at the end of July.
2. Because I submitted corrected meter readings, our account was in credit to the tune of £31.71 and so there was no payment due at the end of August.
3. These were purchased by Tyrone Martin using the Council's debit card with my prior approval. The nuts for the zip wire were necessary to prevent the seat from being removed as had happened on several occasions.
4. Members are aware of the problems I had with my main computer, which proved to be uneconomical to repair. This is the cost of transferring everything to the laptop. The main computer has now been written off on the Asset Register.
5. On 10th August I was advised by Michael White that he had had to keep the toilet locked because it wouldn't flush. I asked Tyrone to investigate and repair if he could. He needed to purchase some parts for the cistern, and I authorised the necessary

expenditure, using the Council's Debit Card in order for them to be reopened as soon as possible. This is that expenditure.

6. Stithians Preschool sought a donation towards a shortfall in their income as a result of Coronavirus and it was agreed via an e-mail vote on 14th August to make a donation of £2,000 from the £10,000 received from Cornwall Council under the Government's Covid19 Business Grant Funding Scheme.
7. With my approval, Tyrone purchased, using the Council's Debit Card, black bags for both his and Michael White's use.
8. Members agreed last year, and therefore set a precedent, to finance the purchase of equipment for Tyrone to save him the cost of VAT. His hedge trimmer needed replacement and I therefore agreed to his purchasing one using the Council's debit card and this is that purchase. He has repaid the amount (less VAT).
9. The problem with moles has escalated recently, particularly in the playing field, and it is not always easy to get Leighton Moyle to deal with them as expeditiously as we would like. I therefore authorised Tyrone to purchase five traps using the Council's Debit Card. This is that expenditure.
10. In order to facilitate meetings by Zoom, it was necessary to purchase a subscription. This is that subscription, which lasts for twelve months, and will auto-renew if not cancelled. I have made a note in the Council's Outlook Calendar, as I hope that in twelve months' time, it won't be needed!! The expenditure has been charged to the Computer Reserve.
11. With effect from 1st April, under the National Agreement, the Clerk's salary increased by 2.75%. This payment is the Clerk's revised gross salary (£1,749.97) plus 5 months' backdated pay less income tax due from the Clerk under PAYE for the month of September and the backdated payments.
12. As Members are aware, the Environmental Management Contractor is paid in twelve equal monthly instalments for the various elements of the contract as follows:

Element of EMC	Annual Payment	Monthly Payment
Footpath Maintenance	2,339.10	194.92
Verge Maintenance	1,423.80	118.65
Closed Churchyard Maintenance	1,118.70	93.22
Lower Churchyard Maintenance	915.30	76.28
Haverigg Cemetery Maintenance	610.20	50.85
Meadowside Cemetery Maintenance	1,525.50	127.13
Crellow Fields AA Grass Cutting	559.35	46.61
Crellow Fields AA Hedge Trimming	355.95	29.66
Crellow Fields AA Caretaking	559.35	46.61
Weed Treatment	457.65	38.14
Cleaning Longdowns Bus Shelters	<u>305.10</u>	<u>25.43</u>
Total for Environment Portfolio	10,170	847.50
Playing Field Caretaker	7,525.80	627.15
PF Grass Cutting	3,980.00	331.67
PF Hedge Trimming	<u>508.50</u>	<u>42.37</u>
Total for Playing Field Portfolio	12,014.30	1001.19
Grand Total	<u>22,184.30</u>	<u>1,848.69</u>

13. The External Audit Fee is normally £400 + VAT, which is for what is known as a "limited audit". This year, however, because the Council agreed to administer the fund generated by the sale of the Institute, our finances were such that the threshold for a limited audit was exceeded and we were subjected to an "intermediate audit", which is considerably more in-depth and therefore costs more, both in terms of the fee and my time. I therefore deducted the difference in cost (£200 ex. VAT) from the Institute Fund in order to compensate for the extra expenditure and informed the Trustees accordingly. They accepted the deduction.
14. This payment is more than the budgeted item because of the addition of the storage container, zip wire and new climbing frame.

JV Calvert
Clerk & RFO

8th September 2020