

# ST KEW PARISH COUNCIL

**Chairman:** Cllr Anthony Godden

**Clerk:** Stephanie Tiplady, The Barn, Kitt Hill, Chapel Amble PL26 6EP

Email: [stkewparish@gmail.com](mailto:stkewparish@gmail.com): Tel: 01208 880060

[www.stkewparish.org.uk](http://www.stkewparish.org.uk)



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A Meeting of St. Kew Parish Council will be held via **Conference Call** on Tuesday 12th May 2020 commencing at 7.00 p.m.

**The meeting is being held remotely due to the current COVID-19 outbreak.**

Members of the public are welcome to join in the conference call, and joining details can be obtained from the Clerk using the above contact details.

**The Meeting will open for discussion period between members of the Public and the Council, this period is limited to a maximum of fifteen minutes.**

## A G E N D A

1. **PUBLIC DISCUSSION**
2. Chairman's announcements and apologies for absence.
3. Cornwall Councillor Report
4. To consider and approve the Minutes of the previous Parish Council Meetings (April).
5. Matters Arising
  
6. Correspondence
  - a) Any other important items of correspondence which the Chairman considers appropriate.
  
7. **Planning Applications**

**PA20/02214– Mr A Holmes, Bulls Court, Hendra Lane, St Kew, Cornwall PL30 3EQ**  
**(Case Officer: Mark Wigley)**  
Change of use from holiday to residential.

**PA20/02987 – Mr & Mrs H Singer, Land adj to the Cottage, St Kew Highway, Bodmin, PL30 3DP**  
**(Case Officer: Mark Wigley)**  
Proposed dwelling
  
8. **Planning Decisions**

**PA20/00359– Mrs L Sproull, The Barton, St Kew Road, St Kew, Bodmin, PL30 3EP** **APROVED**  
Listed building consent to rebuild part of a stone boundary wall.

**PA20/02647– Mr A Parkinson, Trewethen Cottage, Trewethen Lane, Trelill, Bodmin, PL30 3HX** **APROVED**  
Variation of Condition 3 (Use of Extension) of Decision Notice PA19/10466 dated 3<sup>rd</sup> March 2020 (To convert an existing outbuilding into two en-suite bedrooms. Pitched roof to be extended to meet main dwelling, thus removing the flat roof section over the existing garage, replacing the corrugated roof with natural slate).
  
9. AGM – revised date (either postpone post Covid, or until May 2021)
10. Sign off and approval of Annual Accounts 2019/20
11. Sign off of Annual Audit forms 2019/20
12. Schedule of Monthly Accounts April 2020
13. Parish Councillor reports and any other matters
14. Items for Pieces of Eight
15. Register of gifts and hospitality for Councillors and staff.

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## Minutes of the Meeting of St Kew Parish Council Meeting held on Tuesday 14<sup>th</sup> April 2020 at 7.00 pm via conference call due to Covid 19 pandemic

**Present:** Chairman Cllr A Godden, J Rowe, T Mott, A Prophet, J Lethbridge, A McMahon, B Finnemore

**Apologies:** Cllr P Bishop, CC S Knightley, CC R Moorcroft,

0 member of the public was present.

**6269. Public Discussion**  
None

**6270. Chairman's Announcements and apologies for absence** – Apologies listed above.

**6271. Cornwall Councillor and Police Reports**  
None

**6272. Council Meeting Minutes – To confirm and sign the Minutes of the Parish Council Meeting on 11<sup>th</sup> February 2020 and 10<sup>th</sup> March 2020**

It was proposed by Cllr R Godden seconded by Cllr B Finnemore it was **AGREED** that the Minutes of the meetings on 11<sup>th</sup> February be a true and accurate record. All present at the meeting. All in favour.

It was proposed by Cllr A Mc Mahon seconded by Cllr Tony Mott it was **AGREED** that the Minutes of the meetings on 10<sup>th</sup> March be a true and accurate record. All present at the meeting 7 in favour with 1 abstention.

**6273. Matters Arising**

Church wall planning permission is being held in abeyance at the present time until after the Covid-19 pandemic.

**6274. Correspondence**  
None

**6275 Planning Applications**

**PA19/06113– Mr P Chapman, Chapmans Field, Pendoggett Road, St Kew, Cornwall PL30 3HH  
(Case Officer: Mark Evans)**

Outline application for residential development for up to 8 houses with all matters reserved except access.

**PROPOSED:** by Cllr T Prophet and seconded by Cllr R Godden that the Council **REFUSE** the application for the same reasons that the Council gave for refusal on previous occasions, namely concerns over access being too narrow and lack of visibility, lack of need as there is sufficient housing in the local area, lack of

infrastructure to support the additional housing, lack of public transport as there is currently a very limited bus service for the area and invasion of privacy for existing properties. 7 in favour with 1 abstention.

**PA20/02647 – Mr A Parkinson, Trewethen Cottage Trewethen Lane Trelill Bodmin PL30 3HX**

Variation of Condition 3 (Use of Extension) of Decision Notice PA19/10466 dated 3rd March 2020 (To convert an existing outbuilding into two en-suite bedrooms. Pitched roof to be extended to meet main dwelling, thus removing the flat roof section over the existing garage, replacing the corrugated roof with natural slate)

**(Case Officer: Megan Arnold)**

**PROPOSED:** by Cllr R Godden and seconded by Cllr T Mott that the Council **APPROVE** the application. All in favour.

**6276. Planning Decisions**

**PA19/11056– Mr & Mrs P Plant, Pencreege, Trelill, Bodmin, PL30 3HT**

Conversion of barn and extension to form new dwelling.

**APPROVED**

**6277. Grass Cutting Contract**

One tender had been received for the grass cutting contract from Mr Graham Tiplady.

**PROPOSED:** by Cllr T Mott and seconded by Cllr B Finnemore that the contract be granted to Graham Tiplady for the grass cutting contract. All in favour.

**6278. Footpath Contract**

An email has been received by Cormac to advise that the first cut does not need to be carried out by a certain time by the approved contractor due to the Covid 19 situation.

One tender had been received for the footpath contract from Mr Graham Tiplady.

**PROPOSED:** by Cllr J Lethbridge and seconded by Cllr J Rowe that the footpath contract be granted to Mr Graham Tiplady. All in favour.

**6279. Common land at Tregellist**

Cllr R Godden mentioned that contractor mentioned that there were issues with cars parking on the common land which was causing difficulties in carrying out the cutting of the grass.

**PROPOSED:** by Cllr R Godden and seconded by Cllr J Lethbridge that an article is written for the parish magazine to request quotations for posts/fencing to provide a parking deterrent around the common ground at Tregellist. All in favour.

**6280. Covid-19 – Update and volunteers**

Cllr A McMahon provided a briefing regarding the volunteer efforts within the parish.

**PROPOSED:** by Cllr J Lethbridge and seconded by Cllr J Rowe that an emergency post for liaison officer between the St Kew Volunteers and the parish council is created with immediate effect and a draft proposal outlining the Council's support is documented for discussion at the next parish council meeting. All in favour.

**6281. Schedule of Monthly Accounts**

**PROPOSED:** by Cllr T Mott and seconded by Cllr J Lethbridge that the March monthly accounts be approved en bloc. All in favour.

**6282. Parish Councillor Reports and any other matters**

**Cllr R Godden** advised that the Auditors were due to audit the parish accounts next month, but this may be deferred due to the current Covid-19 pandemic. The Annual Parish Council meeting was also discussed and it was agreed that this would be postponed until the isolation situation has been lifted.

**Cllr J Lethbridge** mentioned that a closure sign for footpath 15 is put in the wrong place. The dangerous wooden bridge is still in place and is due to be removed shortly.

**Cllr A Prophet** asked if there was anything that could be done in relation to the people who have second homes or holiday homes in the St Kew Parish.

**ACTION:** Clerk advised that the number for reporting holiday homes and places that are not main residence is a Cornwall Council telephone number, 0300 1234 100, option 5.

**Cllr A Prophet** also advised that Cindy Powell's husband has recently passed away. It was agreed that Cllr J Rowe would send a card of condolence on behalf of the Parish Council.

**6283. Items for Pieces of Eight**

Possible piece on the common land at proposed fencing at Tregellist.

Annual general meeting being postponed.

Parish Council meeting held via conference call.

**6284. Register of gifts and hospitality for Councillors and Staff**

None to report.

There being no further business, the meeting closed at 19.53.

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## Minutes of the Meeting of St Kew Parish Council Meeting held on Tuesday 11<sup>th</sup> February 2020 at 7.00 pm in St Kew Parish Hall

**Present:** Chairman Cllr A Godden, B Finnemore, P Bishop, R Godden,  
CC S Knightley, CC R Moorcroft

**Apologies:** Cllr J Rowe, T Mott, A Prophet, J Lethbridge

2 members of the public were present.

**6240. Public Discussion**

An update on the status of the Surgery at St Kew was requested and it was confirmed that the Surgery is not intending to close at the present time.

**6241. Chairman's Announcements and apologies for absence** – Apologies listed above

**6242. Cornwall Councillor and Police Reports**

Cllr Knightley introduced Cllr Moorcroft who is the new Cornwall Council for Wadebridge West and given the proposed new boundaries both Cllrs will cover parts of the St Kew Parish.

Cllr Knightley wished to thank Cllr Godden for arranging the recent parish visit with Oliver Jones of the Highways Team and found the meeting very successful in identifying issues in the parish and to encourage building greater working relationships between Cornwall Council, the Parish Council and the Highways Team.

Cornwall Council are promoting the 'Forest for Cornwall' to help promote additional tree planting and help towards the Climate Change targets set for Cornwall. If there were any parishioners who were interested in taking part or if the Parish Council were able to identify any possible areas, Cllr Knightley would be pleased to help or advise of any possible grants available.

**6243. Council Meeting Minutes – To confirm and sign the Minutes of the Parish Council Meeting on 10<sup>th</sup> December 2019**

This item was adjourned until the next meeting on 10 March as there were no Councillors in attendance who were present at the last meeting.

**6244. Matters Arising**

**(6224)** The highways visit had taken place and a number of issues had been identified, with Oliver Jones confirming action to be taken via email.

**PROPOSED:** by Cllr R Godden and seconded by Cllr Bishop that an email of thanks be sent to Oliver Jones for his prompt action. All in favour.

**(6225)** Mr McMahon was in attendance to speak to the Cllrs regarding his request to Co-opt onto the Parish Council.

**PROPOSED:** by Cllr R Godden and seconded by Cllr Finnemore that Mr McMahon be co-opted onto the Parish Council. All in favour

**6245. Correspondence**

A letter requesting the use of the Parish Clean Up Funds for the repair to the old water pump and painting of the decorative lamp posts in the Chapel Amble Conservation area had been received.

**PROPOSED:** by Cllr R Godden and seconded by Cllr Finnemore that the funding is used for the purchase of materials, but to see if a volunteer working party could carry out the works required.

**6246 Planning Applications**

**PA19/10466 – Mr A Parkinson, Trewethen Cottage, Trewethen Lane, Trelill, Bodmin, PL30 3HX**

(Case Officer: Megan Arnold)

To convert an existing outbuilding into two en-suite bedrooms. Pitched roof to be extended to meet main dwelling, thus removing the flat roof section over the existing garage, replacing the corrugated roof with natural slate.

This application had not had a site visit so it was agreed that no comment be made.

**PA19/11056 – Mr & Mrs P Plant, Pencreege, Trelill, Bodmin, PL30 3HT**

(Case Officer: Jonathan Stoneman)

Conversion of barn and extension to form a new dwelling.

Viewed by Cllrs Bishop and Cllr Rowe.

**PROPOSED:** by Cllr P Bishop and seconded by Cllr R Godden that the Council **APPROVE** the application. All in favour.

**6247. Planning Decisions**

**PA19/08173**

**WITHDRAWN**

**Applicant: Mr And Mrs Coster, Land North Of China Meadow, Pendoggett Road, St Kew, Bodmin**

Storage shed

**PA19/09421**

**REFUSED**

**REFUSED**

**Applicant: Mr R Harris, Land To The East Of Pendethys, Trelill, Bodmin, PL30 3HY**

Outline Planning Permission for two dwellings with all matters reserved

**6248. Ditches at Tipton**

This item had been included above **(6244)** and works have been agreed with Highways.

**6249. Schedule of Monthly Accounts**

**PROPOSED:** by Cllr P Bishop and seconded by Cllr B Finnemore that the January monthly accounts be approved en bloc. All in favour

**6250. Parish Councillor Reports and any other matters**

**Cllr R Godden** confirmed there was a caravan that was being lived in sited underneath the old railway bridge in the layby at St Kew Highway.

**ACTION:** Clerk to contact Planning Enforcement to carry out necessary action needed.

**Cllr B Finnemore** advised that the cobbles in the ford in St Kew need attention in the springtime once the weather improved.

Cllr Finnemore also confirmed that the salt bins in the parish had been replenished.

**ACTION:** Clerk to contact Highways to raise this issue at the ford and ensure it is on future work plans.

**Cllr P Bishop** advised there was an increase in dog waste being left in the Trellill/Trequite area.

**ACTION:** Cllrs to monitor litter and dog waste in the parish to identify possible areas requiring litter picking.

**6251. Items for Pieces of Eight**

Forest for Cornwall and litter picking activities.

**6252. Register of gifts and hospitality for Councillors and Staff**

None to report.

There being no further business, the meeting closed at 19.52.

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## Minutes of the Meeting of St Kew Parish Council Meeting held on Tuesday 10<sup>th</sup> March 2020 at 7.00 pm in St Kew Parish Hall

**Present:** Chairman Cllr A Godden, J Rowe, T Mott, A Prophet, J Lethbridge  
P Bishop, A McMahon, CC S Knightley, CC R Moorcroft

**Apologies:** B Finnemore, R Godden,

1 member of the public was present.

**6253. Public Discussion**

None

**6254. Chairman's Announcements and apologies for absence** – Apologies listed above.  
A Covid-19 update was given, and it was agreed that a link to the Cornwall Council Website be added to the Parish Council Website.

**6255. Cornwall Councillor and Police Reports**

Cllr Knightley provided a Forest for Cornwall update and confirmed that 52,000 trees have been planted in the first year of the project.

The network panel meeting was being held on Thursday 12 March and was focusing on Highways and the Doctors Surgery in the area.

Cornwall Council have confirmed they are now paying the real living wage to all employees and only using suppliers who are also paying the real living wage.

**6256. Council Meeting Minutes – To confirm and sign the Minutes of the Parish Council Meeting on 14<sup>th</sup> January 2020 and 11<sup>th</sup> February 2020**

Proposed by Cllr T Mott seconded by Cllr J Lethbridge it was **AGREED** that the Minutes of the meeting on 14<sup>th</sup> January be a true and accurate record. All present at the meeting in favour.

This 11<sup>th</sup> February minutes were adjourned until the next meeting on 14<sup>th</sup> April as there were insufficient Councillors in attendance who were present at the last meeting.

**6257. Matters Arising**

None

**6258. Correspondence**

None

**6259 Planning Applications**

**PA19/02605 – Mr & Mrs Rowe, 8 Meadowside Close St Kew Highway Bodmin Cornwall PL30 3DH**

(Case Officer: Jonathan Stoneman)  
Rear two storey extension

**PROPOSED:** by Cllr J Lethbridge and seconded by Cllr T Mott that the Council **APPROVE** the application. 4 in favour with 1 abstention.

**PA20/00359 – Mrs L Sproull, The Barton, St Kew Road, St Kew, Bodmin**

(Case Officer: Jonathan Stoneman)  
Listed building consent to rebuild part of a stone boundary wall.

**PROPOSED:** by Cllr J Lethbridge and seconded by Cllr J Rowe that the Council **APPROVE** the application. 4 in favour with 1 abstention.

**PA20/00001/NDP – St Endellion Parish Council**

(Case Officer: Emma Ball)

Plan Proposal received for the designated St Endellion Neighbourhood area. The Regulation 16, statutory six week consultation will run between 21st February and the 3rd April 2020.

No comments required and proposal noted.

**6260. Planning Decisions**

**PA18/01221**

**APPROVED**

**Applicant: Ms Elizabeth Tom, Cornish Tipi Weddings, Tregildrans Quarry, Trelill, St Kew, Bodmin**

Use of land as seasonal camping filed with seasonal/temporary wedding marquee and seasonal/temporary café tent and permanent staff shed (retrospective)

**PA19/10466**

**APPROVED**

**Applicant: Mr Andy Parkinson, Trewethen Cottage, Trewethen Lane, Trelill, Bodmin, PL30 3HX**

To convert an existing outbuilding into two en-suite bedrooms. Pitched roof to be extended to meet main dwelling, thus removing the flat roof section over the existing garage, replacing the corrugated roof with natural slate.

**PA19/11101**

**WITHDRAWN**

**Applicant: Mr & Mrs Singer, Land Adj To The Cottage, St Kew Highway, Bodmin, PL30 3DP**

Construction of a three bedroom, detached dwelling house and all associated works.

**6261. Wall by the Church Steps**

One tender had been received for the rebuilding of the collapsed wall, but there were concerns raised regarding possible listed and regular planning permissions required. It was agreed that confirmation of any planning permissions would be obtained and if permission was required Cllr Knightley offered his assistance for this.

**6262. Trees**

The proposal for landowners to encourage tree growth in the local hedgerows was put forward.

**PROPOSED:** by Cllr T Mott and seconded by Cllr J Rowe that Cllr McMahon would provide an article for the pieces of eight magazine. All in favour.

**6263. New Build Properties**

Cllr McMahon was keen to ensure that renewables and opportunities to help reduce climate change for new build properties in the parish should be encouraged.

**PROPOSED:** by Cllr T Mott and seconded by Cllr P Bishop that Cllr McMahon and Cllr T Mott would revisit the draft Environmental Policy and bring back a revised copy to a future Parish Council meeting. All in favour.

**6264. Schedule of Monthly Accounts**

**PROPOSED:** by Cllr P Bishop and seconded by Cllr J Rowe that the February monthly accounts be approved en bloc. All in favour

**6265. Parish Councillor Reports and any other matters**

**Cllr P Bishop** advised there was an increasing amount of litter on the lanes in the parish.

Concerns were raised in relation to the ongoing enforcement and additional building activities at Bromfields Yard, Trewethen.

**ACTION:** Clerk to distribute litter pickers and tabards to those interested in litter picking activities, and a further reminder is to be written for Pieces of Eight. Clerk also to obtain an update on the current enforcement query at Bromfields Yard.

**Cllr T Mott** advised that the highway repair works are ongoing and keeping to schedule.

**Cllr J Rowe** enquired about 1 Whitehall which is a Cornwall Housing property and has been vacant for approximately 10 months.

A mobile home has been noticed in the Church car park. No action required at present, but this is to be monitored as required.

Two portacabins are now in situ in the field on the sharp corner from the Primary School leading towards Tregellist/Hayle Farm.

**ACTION:** Clerk to enquire into the reasons for the vacant property and also to inform Planning Enforcement of the two portacabins.

**6266. Items for Pieces of Eight**

Encouraging tree growth in hedgerows.  
Litter picking and enhancement of local area.

**6267. Register of gifts and hospitality for Councillors and Staff**

None to report.

There being no further business, the meeting closed at 19.52.

**A Special Meeting of St. Kew Parish Council was held in St. Kew Parish Hall on Tuesday 10th March 2020 immediately after the main meeting.**

**Closed to members of the public.**

**6268 St Kew Garden Association accounts**

The accounts relating to St Kew Gardening Association were discussed.

**PROPOSED:** by Cllr J Lethbridge and seconded by Cllr P Bishop that a donation of £250 be given to the Gardening Association to enable the Garden Show in September to take place.. All in favour.

# PAYMENT SCHEDULE FOR St KEW PARISH COUNCIL

**April 2020**

## Payments to be agreed

<b>Date</b>	<b>Payment</b>	<b>Cheque No.</b>	<b>Amount</b>
30/04/2020	Mrs S Tiplady salary	1362	160.80
30/04/2020	Revenue & Customs	1363	40.20
30/04/2020	BHIB Insurance	1364	231.77
		<b>Total</b>	<b>432.77</b>

## Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

ST. KEW PARISH COUNCIL AUTHORITY

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 2020, that:

	Agreed			'Yes' means that this authority:
	Yes	No		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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 authority to conduct its business or manage its finances.	✓			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.	✓			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			responded to matters brought to its attention by internal and external audit.
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 authority and, where appropriate, have included them in the accounting statements.	✓			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.
			✓	

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

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

## Certificate of Exemption – AGAR 2019/20 Part 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2020, 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 authority has certified itself as exempt at a meeting of the authority after 31 March 2020 and a completed Certificate of Exemption is submitted no later than 30 June 2020 notifying the external auditor.

ST. KEW PARISH COUNCIL AUTHORITY

certifies that during the financial year 2019/20, the higher of the authority'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 authority 2019/20:

ENTER AMOUNT £00,000  
8144

Total annual gross expenditure for the authority 2019/20:

ENTER AMOUNT £00,000  
10234

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority 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 3 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:

- The authority was in existence on 1st April 2016
- In relation to the preceding financial year (2018/19), the external auditor **has not**:
  - issued a public interest report in respect of the authority or any entity connected with it
  - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
  - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has 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 authority 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, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on a public website\* before 1 July 2020. **By signing this certificate you are also confirming that you are aware of this requirement.**

Signed by the Responsible Financial Officer

Date

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

DD/MM/YYYY

Signed by Chairman

Date

as recorded in minute reference:

SIGNATURE REQUIRED

DD/MM/YYYY

MINUTE REFERENCE

Email of Authority

Telephone number

STKEWP@GMAIL.COM

01208 21

\*Published web address

WWW.STKEWPARISH.ORG.UK

**ONLY 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 2020. Reminder letters incur a charge of £40 +VAT**

## Section 2 – Accounting Statements 2019/20 for

St. Kew Parish Council AUTHORITY

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	13516	14906	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 or Rates and Levies	7369	7000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1966	1144	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	2420	2611	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	111	1011	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	5505	7623	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	14906	12816	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	14906	12816	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	11993	11993	The value of all the property the authority 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).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.
			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2020 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 authority. Signed by Responsible Financial Officer before being presented to the authority for approval

 SIGNATURE REQUIRED

Date

05/05/2020

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

St Kew Parish Council  
UK Balance Sheet - Standard  
As of 4 April 2020

	<u>4 Apr 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Cash at bank and in hand</b>	
Bus bank Instant	3,096.60
Footpaths	110.15
<b>Tresurers account</b>	
Undeposited Funds	1,032.27
Grant fund	1,284.20
Tresurers account - Other	7,293.24
	<hr/>
<b>Total Tresurers account</b>	9,609.71
	<hr/>
<b>Total Cash at bank and in hand</b>	12,816.46
	<hr/>
<b>Total Current Assets</b>	12,816.46
	<hr/>
<b>NET CURRENT ASSETS</b>	12,816.46
	<hr/>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	12,816.46
	<hr/>
<b>NET ASSETS</b>	<b>12,816.46</b>
	<hr/> <hr/>
<b>Capital and Reserves</b>	
Share Capital Account	12,385.99
Unrestricted Net Assets	430.47
	<hr/>
<b>Shareholder funds</b>	<b>12,816.46</b>
	<hr/> <hr/>

2:02 PM  
03/05/20  
Cash Basis

St Kew Parish Council  
Income & Expenditure  
8 April 2019 through 4 April 2020

	<u>8 Apr '19 - 4 Apr 20</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Grants	1,000.00
interest	0.48
Investment Income	1.28
Precept	7,000.00
Transition payment	0.00
Transitional grant	142.94
	<hr/>
<b>Total Income</b>	8,144.70
<b>Expense</b>	
Association membership fees	408.54
Audit fees	162.00
Awards and Grants	234.98
cancelled	0.01
Churchyard repairs	1,872.00
Footpath cutting	-804.54
footpath repair and matanence	540.00
GDPR regulations	120.00
Grants given	250.00
Grass Cutting	3,670.00
Hall hire	130.00
Insurance Expense	231.77
Miscellaneous Expense	11.59
Office Expense	
Stationery	132.56
Office Expense - Other	161.99
	<hr/>
<b>Total Office Expense</b>	294.55
<b>PAYE</b>	482.40
Professional Fees	40.00
protective colthing	58.85
Remembrance	50.00
Repairs and Maintenance	234.60
salaires	2,129.00
Training	118.80
	<hr/>
<b>Total Expense</b>	10,234.55
<b>Net Ordinary Income</b>	<hr/> -2,089.85
<b>Profit for the Year</b>	<hr/> <hr/> <b>-2,089.85</b>