



Tregony with Cuby Parish Council

Clerk: Mrs Mary Symons

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AGENDA

6th November 2023

To members of Tregony with Cuby Parish Council.

You are hereby summoned to attend the monthly meeting of Tregony with Cuby Parish Council.

On: **Monday, 13th NOVEMBER 2023**

Commencing: **at 7.00pm**

At: **Tregony Church Hall, Back Lane, Tregony**

for the purpose of transacting the following business:

Mary Symons, Clerk to the Council

1. **Apologies for absence**
2. **Declarations of interest:** agenda items, gifts over £50 Dispensations
3. **Open Period** – Public participation (up to 15 minutes) – For electors of Tregony with Cuby parish to make representation to the Parish Council.
4. **Matters Arising** –
385/23 – request for Bus Stop at Reskivers
5. **Planning** –
 - 5.1 PA23/07876 – Extend the existing commercial element of the building to the rear – Donnelly Opticians, Reskivers, Tregony TR2 5TE
 - 5.2 PA23/08473 – Extension, alteration and part demolition to facilitate reconfiguration of existing care accommodation from care home beds to care housing (both use Class C2) – Penlee House, Roseland Parc Retirement Village, Fore Street, Tregony TR2 5RN
 - 5.3 PA23/08474 – Listed building consent for Extension, alteration and part demolition to facilitate reconfiguration of existing care accommodation from care home beds to care housing (both use Class C2) – Penlee House, Roseland Parc Retirement Village, Fore Street, Tregony TR2 5RN
 - 5.4 Any other applications received.

Planning applications determined by Cornwall Council

- 5.5 PA23/06744 - Prior Approval for the proposed change of use of an agricultural barn to a single dwellinghouse and operational development. – Ferder Farm, Tregony TR2 5TP - *Prior approval not req'd (AF/TEL/DEM)*
- 5.6 PA23/06457 - Conversion and extension of garage, forming Annexe for family Use - The Stables Reskivers Tregony Truro Cornwall TR2 5TE - *Approved with conditions*

- 5.7 PA23/01244/PREAPP - Exception notice to fell a mature Ash tree (T001) showing significant signs of ash dieback within the crown - Roseland Care Ltd ,Fore Street Tregony, TR2 5RN - *Closed - advice given*
- 5.8 PA23/05868 - Proposed Alterations/Renovations and Extension -Trewarthenick Vean, Trewarthenick, Tregony TR2 5UB - *Approved with conditions*
- 6. Cornwall Councillor report** – Cllr Julian German
- 7. Youth Working Group** - Update / Skate park discussions/ proposals
- 8. Sustainability Group** - Update and further information
- 9. Tregony Clock Tower** – 9.1 Report of current situation –Listed building application now live.
- 10. Cemeteries Committee** – 10.1 update on cemetery trees
10.2 St. Cuby Churchyard closure notice
10.3 Footpath work in Old Cemetery
- 11. Sports Club-** Update from Autumn meeting with Sports Club committee
- 12. Parish Paths and Bridleways** – Lady Lane issues
- 13. Completion of External Audit** – Tregony with Cuby Parish Council accounts for 2022/23, council to note the auditor comments and amended account statement– *Appendix*
- 14. Financial Report** –
14.1 Clerk to report on the accounts and Schedule of payments for the month.
14.2 Completion of Internal 6 mnthly Audit – Tregony with Cuby Parish Council accounts for 2023/24
Appendix
- 15. Budget and Precept for 2024/2025**
To consider the forecast of the financial position for the remaining of the current year
To consider the draft budget proposal 2024/25
To set precept for 2024/25– *Appendix*
- 16. Correspondence** received by the parish council and which is relevant to the interests of the council: to be noted by members and to consider if any action is necessary as a result of such correspondence.
- 17. Items for future consideration/ Other Parish Concerns.**
17.1 Fore Street parking
- 18. Confidential Items**
- 19. Date of next monthly meeting** – *Monday, 11th December 2023 – Tregony Church Hall, Back Lane.*

Addendum: Item 20. members to consider a proposal by Cornwall Council to turn off street lights between midnight and 5 a.m.

Proposed bus stops at Reskivers

Some residents at Reskivers have asked if official bus stops can be designated in the hamlet of Reskivers. Some buses stop for passengers to board or alight informally but this is dependent on the discretion of the particular driver.

There are now about 25 individual residential properties in Reskivers and having official bus stops in the hamlet would encourage more use of public transport.

It is proposed that stops are installed at:

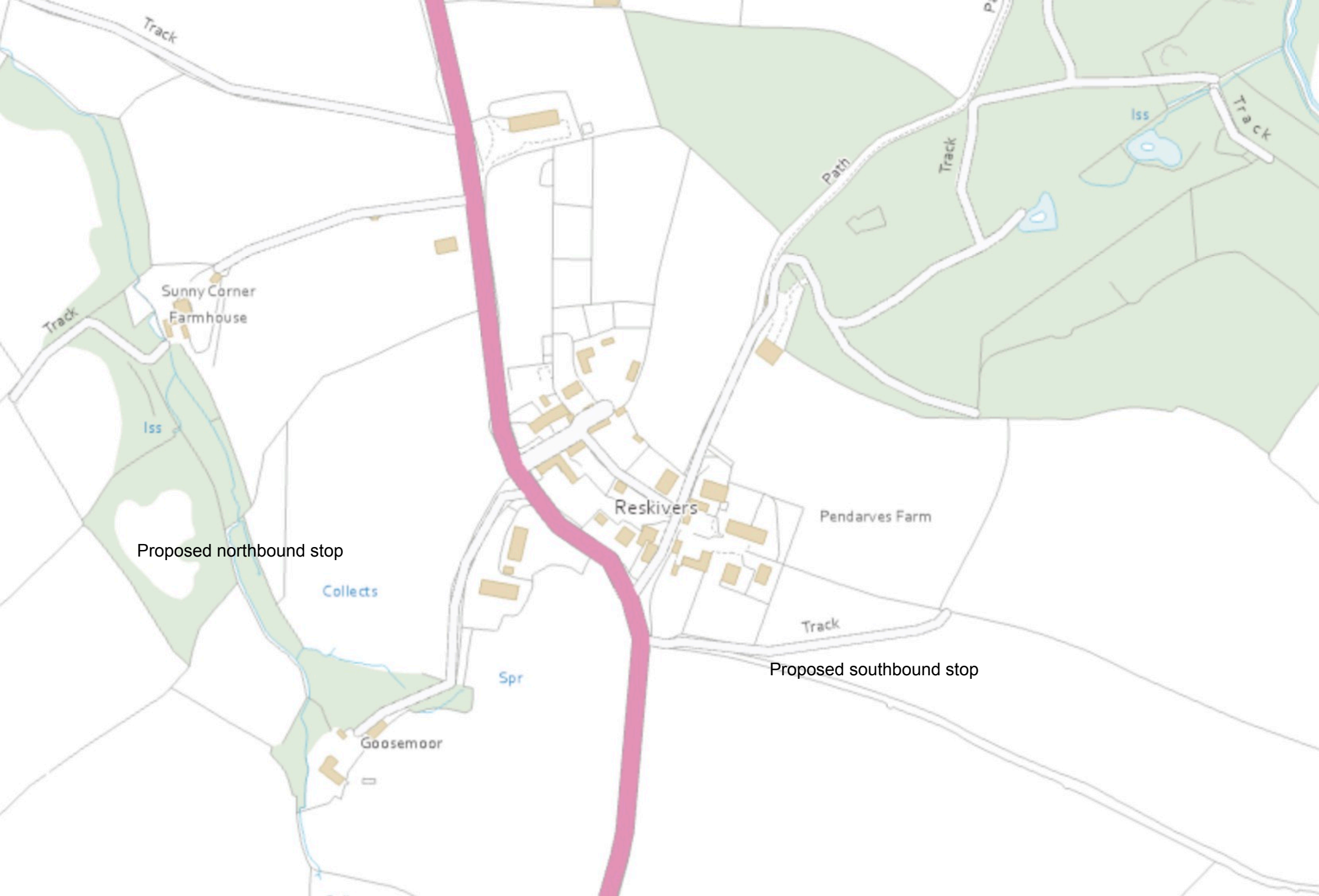
- Northbound, outside the properties of Sunny Glen and Gobans.
- Southbound, adjacent to Elmsdale, at the entrance to the concrete road that leads to Pendarves Farm and other properties.

It is proposed that the buses would stop on the highway. The forward visibility towards each of these proposed stops is reasonable.

If approved by Cornwall Council, provision could then be made for bus stop flags to be installed at the stops either with the consent of adjacent landowners or within the designated adopted highway. Details to be agreed in due course.

It is suggested that the parish council endorses this proposal and it is put forward to Go Cornwall Bus asking them to support it. If they support it, then a formal request would be put to Cornwall Council for their agreement to the proposal.

See attached map and Streetview pictures of the sites.



Track

Sunny Corner
Farmhouse

Iss

Proposed northbound stop

Collects

Spr

Goosemoor

Reskivers

Path

Track

Iss

Track

Pendarves Farm

Track

Proposed southbound stop



Southbound

3078



Budget and Precept 2024-25

Following an initial consideration of this year's income and expenditure at the October meeting of the parish council, the finance working group has met and reviewed the figures for this year and for next year, 2024-25. The most significant effect on this year's budget has been the expenditure required to remedy the problem with the clock tower where we anticipate the total cost could be close to £20,000.

A new draft proposal is being put forward for consideration at the November meeting of the parish council.

The figures include a preliminary proposal for a precept of £32,000 for next year (vs. £27,000 this year).

Councillors are asked to consider the figures and to agree on a final budget and precept figure at the November meeting.

Tregony with Cuby budgets as at October 2023				2023/24		
		2023/24		YTD	Forecast	2024/25
		Final budget		October	year end	Draft
Receipts						
	Precept	27,000		27,000	27,000	32,000
	CC agency footpaths	380		0	380	380
	Council tax support grant	0		0	0	0
	Car park rent	100		0	100	150
	Sports club ground rent & football club	100		0	100	100
	Wind turbine grant	4,485		4,571	4,571	4,891
	Bank account interest	800		191	380	800
	Cemetery fees	0		500	500	500
	War Grave Commission income	0	Note 1	0	0	0
	Rent from cemetery field	50		0	50	75
	Community Infrastructure Levy Receipts	0	Note 1	0	0	0
	Other receipts (South West Water)	0	Note 2	0	3,200	0
	Other receipts (National Grid wayleave)	0	Note 1	25	25	0
	Total receipts	32,915		32,287	36,306	38,896
Payments						
Staffing	Clerk's salary	9,434		4,889	9,810	10,500
Admin	Insurances	803	Note 3	0	908	1,000
	Office sundries	1,250		498	1,000	1,000
	Audit fees, internal and external	669	Note 4	225	605	660
	Hall hire	240		91	150	180
	Website management + email	500	Note 5	244	410	450
	Scribe accounts package	300		346	346	346
	Land registration legal fees	500		0	100	100
Subscriptions	CALC & SLCC	600	Note 6	459	636	636
Maintenance	Footpaths as per agency agreement	1,500		150	1,100	1,500
	Grass cutting, street maint'ce, general maint'ce	7,200		3,913	7,824	8,000
	Additional Street cleaning	1,000		0	0	0
	Memorial garden maintenance	535		250	500	500
	Additional rural maintenance	1,284		149	250	300
	Tyller Teg ROSPA and other expenses	214		306	500	500
	Public lighting electricity and maintenance	1,800		593	1,200	1,200
	Clock tower maintenance	500	Note 7	150	500	500
	Clock tower electricity	300		347	700	700
	VAS equipment maintenance	100		0	100	100
	Sports field	500	Note 11	1,687	2,000	2,000
Miscellaneous	Parish councillor expenses	339		0	0	0
	Miscellaneous	400		0	200	200
Cemetery	Cemetery grass cutting	1,498		899	1,500	1,500
	Cemetery maintenance + general expenses	4,280		0	0	2,000
	Cemetery IT system	545	Note 8	418	418	0
Grants given	Tregony wind farm grants or projects	0		0	0	0
	Other excl. wind turbine grants	2,000	Note 9	820	1,320	2,000
Capital items	Cemetery capital projects budget	5,000		0	1,500	500
	Other potential capital projects	10,000		0	0	10,000
New items	Benches and picnic tables	0		1,470	1,470	0
	Goalposts	0		166	166	0
	Defibrillator	0	Note 10	1,225	1,225	0
	Scaffolding for clock tower	0		5,163	6,000	0
	Major repairs to clock tower	0		0	12,000	0
	Total payments	53,291		24,458	54,438	46,372

VAT movements	VAT reimbursement from HMRC			0	4,272	5,000
	VAT paid on invoices			2,277	5,000	4,000
	Movements into/(out of) reserves				(18,860)	(6,476)
	Forecast bank balance at year end				48,702	42,226

Note 1	Unable to predict, prudent to forecast nil
Note 2	Payment promised by SWW £3,000 plus £200 for bulbs
Note 3	Insurance premium for this year paid March 2023, will pay in March 2024 for following year
Note 4	Paid for internal audit; external audit bill to follow
Note 5	Paid monthly direct debit for website and Mary's email
Note 6	Paid CALC subscriptions, SLCC subscription due in January
Note 7	Clock tower maintenance not including current major works, see below
Note 8	Cemetery IT package not being used as much as anticipated, recommended to drop it next year
Note 9	Grants paid to date: Xmas lights £500, Coronation £300, village hall £20
Note 10	Goviley defibrillator
Note 11	Sports field: £1,000 to Sports Club for grounds maintenance, £650 for tree works to date

RESERVES

Election	2000
Sports Field	5000
Computer	1000
Parish Plan	1700
Play Area	3000
Unforeseen incidents	5000
Cemeteries Potential capital projects	5000
6 months' running costs	12000
Planned future capital projects	0
Grants received/ noy yet allocated	0
Total Reserves	34700

Annual accounting statement 2022-23

At the June meeting of the parish council, the council endorsed the annual governance statement and the accounting statement for 2022-23. The accounting statement contained the income and expenditure figures for 2022-23 and the comparative figures for 2021-22.

When the papers were put to the external auditor, the auditor pointed out a discrepancy between the figures shown for 2021-22 with the figures provided a year ago. See copy attached of the auditor's comments. This was because of a couple of transactions restated for that year after the close of the year's accounts. This did not affect the closing balance for 2022-23 which has been verified by the auditor.

However, for the record, we need to formally note the auditor's comments and agree again the accounting statement for 2022-23 amended in line with their comments.

Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

Tregony with Cuby Parish Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

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 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2022/23

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return 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.

The smaller authority has incorrectly restated prior year comparisons and figures do not agree to prior year signed off Accounting statements.

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

3 External auditor certificate 2022/23

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 2023.

External Auditor Name

BDO LLP - Southampton

External Auditor Signature

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BDO LLP
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Date 29 September 2023

Section 2 – Accounting Statements 2022/23 for

Tregony with Cuby Parish Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	84,521	79,839	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	25,000	25,106	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	13,968	16,241	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	8,512	9,811	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments		43,813	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	79,839	67,562	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	79,839	67,562	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	410,209	491,347	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	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 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

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

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED