

17<sup>th</sup> June 2021



Dear Councillor,

You are summoned to attend a meeting of Mawnan Parish Council on Thursday 24<sup>th</sup> June 2021 at 7.30pm in the Mawnan Memorial Hall.

Suitable covid mitigations will be in place and as such there is a restriction on numbers that can be in attendance. We ask that you take note of the information below explaining how we will be holding our public meetings at this time.

### **Ensuring a Covid secure Parish Council meeting**

If at all possible we would suggest that anyone who intends on coming to any Parish Council Meeting take a Lateral Flow Test at home before attending. These tests are available free of charge, from local collection points or posted direct to your door – <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests> and are being advised to be taken twice weekly by the Government. Please do not attend our meetings if you have a positive or inconclusive result – contact NHS 111 for further help

### **For our meetings:**

- The number of attendees which can be accommodated with the Memorial Hall is limited at present. Consider if you have to physically attend or if your questions or comments can be sent on to the clerk for submission instead.
- Nobody should attend the hall if they have symptoms of COVID-19 or are self-isolating due to symptoms in their household or support bubble.
- Contact details from everyone attending the meeting will be required – these will be held for 21 days and may be used for track and trace purposes. A QR code is available if you wish to use it rather than manually providing details. Please bring your own pen/pencil to sign in.
- We ask that anyone developing covid-19 symptoms within 10 days of attending our meeting notify the parish clerk.
- Everyone entering the hall is required to sanitise their hands upon entry and at exit.
- A one way system for larger meetings is in place. Please follow guidance at the main doors.
- Social distancing measures still apply. Currently the Rule Of 6 or 2 households applies to public indoor events. We are asking that masks be worn if a 2m distance between individuals not from the same household or within a single support bubble cannot be maintained.
- Only the disabled toilet in the foyer is to be used during our meeting and we ask that all surfaces that have been touched are wiped or sprayed down before exiting – including inside & outside door handles.
- A separate bin for waste generated in the meeting (such as tissues, masks & papers) will be provided at the exit.
- Please be prepared for a cooler than normal venue as doors and windows will remain open to allow fresh air to circulate.

Mawnan Parish Council – contact 01326 251022 or email [clerk@mawnan.org.uk](mailto:clerk@mawnan.org.uk)

Please find attached the agenda for our meeting. We ask that if any member of the public has issues they would like to raise that they contact the clerk prior to the meeting so that we can best manage them- ideally if you could make contact by noon on Monday 21<sup>st</sup> so we have time to distribute out to all interested parties. Please remember that the time allotted for *Matters of Community Concern* is not a forum to discuss what has taken place during this meeting and that any matter raised here would likely be added to the NEXT meeting agenda for discussion.

Yours faithfully,



Lisa Clements, Clerk to the Council

### **Agenda**

- 1) TO RECEIVE APOLOGIES**
- 2) MEMBERS TO DECLARE ANY INTERESTS IN ITEMS ON THE AGENDA OR REQUEST DISPENSATIONS.**
- 3) PUBLIC COMMENTS ON ITEMS ON THE AGENDA ONLY**
- 4) TO RECEIVE AND APPROVE THE MINUTES OF THE 20<sup>TH</sup> MAY 2021 FULL COUNCIL MEETING + TO RECOGNISE THE 'VIRTUAL MINUTES' OF THE MAY 2021 MEETING & DELEGATED DECISIONS TAKEN**
- 5) TO REVIEW THE USE OF THE EMERGENCY SCHEME OF DELEGATION**
- 6) ANY MATTERS ARISING FROM PAST MINUTES NOT ON THE CURRENT AGENDA**
- 7) TO CONSIDER PLANNING APPLICATIONS RECEIVED AND RECEIVE A LIST OF PLANNING DECISIONS MADE TO DATE BY CORNWAL COUNCIL**
  - Ref. No: PA21/04803** Higher Penpol Cottage Higher Penpol Mawnan Smith TR11 5JS  
Listed building consent for structural repairs, replace doors, re-open window and add transparent corrugated sheets to barn
  - Ref. No: PA21/04806** Kinvara Trelawney Close Maenporth TR11 5HS  
Proposed extension and alterations
  - Ref. No: PA21/05597** Penavon Helford Passage Mawnan Smith TR11 5LB  
Non material amendment for retention of existing staircase and internal ground floor walls and alterations to window design to PA21/01287
  - Ref. No.:PA21/05247** Boskensoe Farm Mawnan Smith TR11 5JP Conversion of barn to a dwelling with associated parking and amenity space with variation of condition 2 in respect of decision PA19/07615
  - Ref. No: PA21/05437** Tregoan The Fairway Mawnan Smith TR11 5LR  
Proposed extensions providing additional accommodation and boat shed / garden store
  - Ref. No: PA21/05281** Roskellan Bosanath Valley Mawnan Smith TR11 5LL  
Proposed Garage
- 8) TO RECEIVE RECOMMENDATIONS FROM THE OFFICE & FINANCE COMMITTEE RE:** end of year accounts; internal auditors report; budget amendments & updates'; new office accommodations plans & the future of dealing with planning applications – along with consideration of amending the automatic position of vice chair as head of the planning committee

- 9) TO COMPLETE THE ANNUAL GOVERNANCE STATEMENT FOR THE YEAR ENDING 31ST MARCH 2020**
- 10) TO RECEIVE AND APPROVE THE ACCOUNTING STATEMENTS FOR THE YEAR ENDING 31ST MARCH 2020**
- 11) APPROVAL OF THE LIST OF PAYMENTS FOR JUN 2021 & TO RECEIVE MAY 2021 BANK STATEMENT AND RECONCILIATION**
- 12) TO DISCUSS REVISIONS ON THE GRAVEYARD MAINTENANCE CONTRACT (ENDING 31/8/21) FOR IMMEDIATE PUBLICATION**
- 13) CORRESPONDENCES (LIMITED LIST)**
- 14) PARISH UPGRADING WORKS – any further information on previously discussed works to toilets, benches & water fountain**
- 15) TO RECEIVE INFORMATION ON NOTED ENVIRONMENT ISSUES including Traffic, Roads, Footpaths and Climate Conscious Mawnan**
- 16) REPORTS FROM OTHER GROUPS / INDIVIDUALS**
- 17) REPORT FROM CORNWALL COUNCIL WARD MEMBER**
- 18) ITEMS FOR INCLUSION AT THE NEXT MEETING**
- 19) MATTERS OF COMMUNITY CONCERN**
- 20) DATE & TIME OF NEXT MEETING: 15<sup>TH</sup> JULY 2021 AT 7.30PM** - similar Covid precautions will still be in place.

## Associated papers:

**Item 4** - Draft minutes of previous meeting (available on parish website) along with the 'virtual minutes' showing Delegated Decisions made

**Item 5** – Now we are meeting regularly and in public do we want to rescind the power granted to the clerk/chair in the Emergency Scheme of Delegation?

**Item 6** - Cllr Bate has now gone through the authorisation process and should be ready for online banking. She may not yet have been added to the Carwinion Trust account as this is always a sticking point.

**Item 7** – 6 outstanding planning applications + **Planning decision to date: May to Jun 21**

**Items in red** are summaries of conditions applied to applications, other than the conditions within 3 years & as to provided plans (Tree works are 2 years & to BS3998 standards)

**Ref. No: PA21/04654** 1 Goldmartin Close Mawnan Smith TR11 5HG Status: Approved with conditions  
Proposal for - extension and reconfiguration of existing dwelling. Amendments to Existing Planning Consent  
ref: PA20/03103

**Ref. No: PA21/03995** Llansenwith Budock Vean Lane TR11 5LH | Status: Approved with conditions  
Works to trees namely - T1, T2, T3 Oaks - remove torn branches - T4 Sycamore - fell - T5 Sycamore - fell - Hazels (at northern end of site) - re-coppice - subject to a Tree Preservation Order(TPO)

**Ref. No: PA21/03627** Tresnic Carlidnack Lane TR11 5HE Status: Approved with conditions  
Works to trees namely - Tree 1 Sycamore, Remove Sycamore - Tree 2 Oak, lightly reduce low branches and thin crown- subject to a Tree Preservation Order(TPO)

**Item 8** – O&F minutes attached for reference along with the Future of Planning discussion document.

**Items 9 & 10** – Annual Return statements; this was sent onto you last week explaining what you will be asked to agree

**Item 11** - payments for Jun 21 & May 2021 bank rec. –

Voucher	Code	Supplier	VAT	Total
47	Postages	Royal Mail	0.00	1.32
48	Postages	Royal Mail	0.00	2.28
49	NDP - Grant Funding	1&1 Ionos	2.00	11.99
50	Grass Cutting	R Sanders	30.00	180.00
51	Telephone & Internet	BT	10.64	63.87
52	S19 - Carwinion Playing Field	R Sanders	60.40	362.40
53	S19 - Junior Playing Field	R Sanders	26.00	156.00
54	Maintenance/ Grounds	R Sanders	105.00	630.00
55	Office Supplies	Complete Business Solutions	43.07	258.42
56	Toilet - Cleaning & Materials	Complete Business Solutions	4.29	25.75
57	Miscellaneous Expenses	We Store Cornwall	39.60	237.60
58	Graveyard Contingency	R Sanders	195.00	1,170.00
59	Toilet - Cleaning & Materials	KC Payne	0.00	206.00
60	Clerks Salary (inc PAYE & NI)	clerk	0.00	1,000.51
61	Inland Footpaths	R Sanders	127.08	762.49
62	Postages	clerk	0.88	5.28
63	Toilets - Utility Charges	EDF energy	0.00	11.00
64	Clerks Pension Contribution	Nest Pensions	0.00	34.39
65	Land Registry Searches	land registry	0.00	3.00
66	Parish Pension Contribution	Nest Pensions	0.00	75.24
67	Clerks Salary (inc PAYE & NI)	HMRC	0.00	119.42
68	Parish NI contribution	HMRC	0.00	139.86
69	Future Office Costs	Hormann Architects	0.00	500.00
70	H&S	onBuy	0.00	12.99
71	Inland Footpaths	R Sanders	127.08	762.49
			<b>771.04</b>	<b>6732.30</b>

**Item 12** – Graveyard maintenance contract has already been circulated. This needs to have the specification details agreed to and a decision if to publicise via newspaper advert as well as social media / website etc. to be made. This needs to have tender back by the 15<sup>th</sup> July meeting for a decision.

**Item 13** - Correspondences. Once again a limited list of those correspondences not dealt with by the clerk already that you might want to be involved with.

	Rec'd	Description	From	actions	Agenda
1	20.5.21	20 is plenty campaign	Various	Pending	15
2	28.5.21	Thanks for Elgin Close planning deliberation	Resident	For info	
3	2.6.21	Permission to use info provided to support Solar Grant funds in wider media	GreenNation	Clerk dealt	
4	4.6.21	CRHA (rural housing) board member vacancy	CRHA	For info	
5	5.6.21	CNP reminder of dates (18/6)	N Drewitt – localism	Cllr Toland/Smeed	
6	7.6.21	SLCC National Forum minutes	C Drake – local rep	For info	
7	8.6.21	Clean Ocean sailing newsletter	CoS	For info	15
8	10.6.21	Open Spaces contract – storage request	R Sanders	Pending trusts	
9	11.6.21	Hedgerow issues – shute hill - various	Resident & Cormac	Clerk reported	15
10	11.6.21	Start of complaint about Meudon Hotel licensing issue	Various - although		
11	14.6.21	Agreed road projects update	Cllr Bastin	Full council	15
12	15.6.21	Season tickets at Helford carpark	Non resident	Clerk dealt	
13	15.6.21	Parish contracts & Register of interest changes (question from Chair)	S Mason CALC	To chair	
14	15.6.21	Making space for nature – photo competition	E Richmond –CC localism	To facebook	
15	17.6.21	Tank track reopening	Non-resident	Clerk dealt	15
		Various G7, Cornwall Council & CALC bulletins & info received during this period,			

**Explanation of actions:**

for info - no action required

Full council – already on agenda

Clerk dealt – clerk has replied/actioned

Pending –may need further investigation/discussion

**Item 14** – ongoing discussions on parish upgrading works. Info on possible bench choices.

**Item 15** – now called 'Environmental Issues' to cover things like climate change, footpaths, roads & traffic, Anna Maria as they do tend to relate to each other. No reports from Cllrs or outside bodies specific to this received but some items may be under correspondences that need discussion



## MINUTES OF THE PARISH MEETING HELD ON THURSDAY 20<sup>TH</sup> MAY 2021 AT 7.30PM, ON THE CARWINION PLAYING FIELD

**Present:** Cllrs Bate, Caunter, Moyle, Sadler, Smeed, Toland & Whibley

**ALSO PRESENT:** Mrs L Clements, Clerk + 5 members of the public

3372.21 **TO RECEIVE APOLOGIES – Cllr Haigh**

3373.21 **TO ELECT A CHAIRMAN FOR THE MUNICIPAL YEAR 2021/22 AND SIGNING OF THE DECLARATION OF ACCEPTANCE OF OFFICE**

It was proposed by Cllr Whibley, seconded by Cllr Bate and  
**RESOLVED** that Cllr Sadler is elected as chair

on a vote being taken the matter was approved unanimously

3374.21 **TO APPOINT A VICE CHAIRMAN FOR THE MUNICIPAL YEAR 2021/22**

It was proposed by Cllr Sadler, seconded by Cllr Moyle and  
**RESOLVED** that Cllr Caunter is elected as vice-chair

on a vote being taken the matter was approved unanimously

3375.21 **MEMBERS TO DECLARE DISCLOSABLE PECUNIARY AND NON-REGISTERABLE INTERESTS (INCLUDING DETAILS THEREOF) IN RESPECT OF ANY ITEMS ON THE AGENDA AND ANY GIFTS OR HOSPITALITY EXCEEDING £50 - none noted**

3376.21 **TO CONFIRM STANDING COMMITTEES & TO APPOINT MEMBERS FOR THE MUNICIPAL YEAR 2021/22**

Planning Committee	All council members (quorum of 4 to vote)
Office and Finance Committee	Cllr Caunter, Moyle, Sadler, Toland & Whibley (5)
Burials Committee	Cllrs Moyle & Toland (3)
Emergency Planning Committee	Cllr Sadler & Moyle (2)
Staffing Committee	Cllr Sadler & Toland (4)

<b>NEW for 2021/22</b>	
Special Projects OR task/finish groups	New office accommodations (2+) <b>PENDING</b>
Climate change	Cllr Haigh + Whibley (1 + reserve)

<b>OUTSIDE BODY</b>	
Community Network Panel (CNP)	Cllr Toland + Smeed (1 + reserve)
Junior Playing Field & Carwinion Playing Field Trusts	All sitting councillors
Memorial Hall Committee	Cllr Moyle (1)
Helford Marine Conservation Group & Helford River Association	Cllr Whibley (1)
Rendlesham Trust	Cllr Sadler + either Caunter or Moyle (2)
<b>NEW FOR 2021/22</b>	
Carwinion Self Management Group	<b>PENDING</b> 2 members

**3377.21 TO RECEIVE INFORMATION ON CURRENT COUNCIL VACANCIES & POSITION OF NOMINEES FOR CO-OPTION**

2 members of the public had expressed via the clerk their wish to stand for co-option. Both had provided statements as to what attributes they would bring which were circulated to all councillors before the meeting for review. Both members of the public, Mr Sean Ahearne & Mr Peter Bradley, came to the physical meeting and presented themselves.

It was proposed by Cllr Sadler, seconded by Cllr Whibley and

**RESOLVED** that both Mr Ahearne & Mr Bradley be accepted and co-opted onto Mawnan Parish Council as of the next Full Council Meeting

on a vote being taken the matter was approved unanimously.

**3378.21 REQUEST FOR ADDITIONAL SIGNATORIES TO UNDERTAKE ONLINE BANKING**

It was proposed by Cllr Sadler, seconded by Cllr Moyle and

**RESOLVED** that Cllr Bate become a signatory for the Parish Council bank account (Trust to follow) with Online Banking authority

on a vote being taken the matter was approved unanimously

**3379.21 APPROVAL OF THE LIST OF PAYMENTS FOR MAY 2021** (since cheques will need to be signed this evening)

It was proposed by Cllr Sadler, seconded by Cllr Toland &

**RESOLVED** that accounts totalling £7629.15 (inc. VAT be approved for payment & duly signed (including agreement on insurance quote)

on a vote being taken the matter was approved unanimously

**3380.21 TO AGREE A DATE FOR THE POSTPONED O&F COMMITTEE MEETING** (needs to be before June's full council meeting ) **& POSSIBLE REVISED DATE FOR JUNE'S PC MEETING**

The clerk was given latitude to call an O&F meeting as appropriate in early June.

It was agreed to postpone the Full Council meeting until 24th June at which time we could (all willing) be able to undertake this in the Memorial Hall as a physical, community meeting. The clerk would confirm with the memorial hall any additional measure that would need to be in place to have this happen.

**3381.21 DATE & TIME OF NEXT MEETING: 24<sup>TH</sup> JUNE 2021 AT 7.30PM IN THE MEMORIAL HALL**

Please remember that non-statutory items undertaken by the parish council have been dealt with under powers granted through the Emergency Scheme of Delegation and are given as separate 'virtual' minutes'.

**Item 8: list of May 2021 payments**

Those in red will need cheques raising and signing by current signatories on 20<sup>th</sup> May.

Voucher	Code	Supplier	VAT	Total
25	Telephone & Internet	Norton	5.83	34.99
26	Office Supplies	paperstone	4.58	27.52
27	Postages	Royal Mail	0.00	1.32
28	Postages	Royal Mail	0.00	1.98
29	Postages	Royal Mail	0.00	1.98
30	Postages	Royal Mail	0.00	6.12
31	Toilet - Cleaning & Materials	KC Payne	0.00	200.00
32	Clerks Salary (inc PAYE & NI)	clerk	0.00	1,000.71
33	Grass Cutting	R Sanders	0.00	0.00
34	Telephone & Internet	BT	9.37	56.23
35	Toilets - Utility Charges	EDF energy	0.00	11.00
36	Clerks Pension Contribution	Nest Pensions	0.00	34.39
37	NDP - Grant Funding	1&1 Ionos	2.00	11.99
38	Parish Pension Contribution	Nest Pensions	0.00	75.24
39	Meeting Room Hire	Zoom Ltd	2.40	14.39
40	Internal Audit Fee	Hudson Accounting Ltd	0.00	225.00
41	Miscellaneous Expenses	Stephens Scown LLP	179.60	1,077.60
42	Toilets - Utility Charges	SWW/ Pennon Water	0.00	96.62
43	Donations/ Grants	Outdoor Play People	658.00	3,948.00
44	H&S	Rex Sadler	0.00	50.00
45	Insurances	Zurich Insurance	0.00	673.28
46	Insurances	Zurich Insurance	0.00	80.79
<b>TOTAL</b>			<b>861.78</b>	<b>7629.15</b>





Given the legislation change that has stopped the use of online meetings Mawnan Parish Council decided to revert to a 'virtual agenda' which was produced to cover those items to be decided under Delegated Powers which were deemed necessary for the ongoing and continued functioning of the Parish Council. Consideration of these items were undertaken via email and phone conversations between councillors and the parish clerk, with comments from involved parties passed around if received.

These "virtual minutes" are to cover the decisions made and will look to be entered into the public record at such time as they Parish Council can meet again to explain decision taken during the restriction period.

**3382.20VM PUBLIC COMMENTS ON ITEMS ON THIS AGENDA ONLY** – none noted

**3383.20VM UPDATE OF PARISH OFFICE ACTIONS SINCE 19.4.21** – as per listed in the virtual agenda

**3384.20VM PLANNING – CURRENT APPLICATIONS FOR CONSIDERATION**

*Additional comments where received from the homeowner and/or neighbours & residents directly to the parish council are included as part of the agenda.*

**Ref. No: PA21/03214** Building At Bosaneth Farm Bosanath Valley TR11 5LL

Mawnan Parish Council object to this application. It is felt that this is less a conversion of an existing agricultural building and more of a replacement building.

It is felt that this would be almost a new build (since only the foundation and lower level concrete blockwork is to be retained) within an area that has currently no immediate neighbours and would be a stand-alone development within the AONB.

This development goes against several policies within our emergent NDP as they relate to design principle, location and the criteria for a replacement dwelling

6 councillors notified the clerk of their votes & 2 did not respond.

**support= 1                      object = 3                      abstentions = 2**

**Ref. No: PA21/03627** Tresnic Carlidnack Lane Mawnan Smith TR11 5HE

Mawnan Parish Council support this application but will defer the specifics to the Tree Officer's expertise.

6 councillors notified the clerk of their votes – 1 logged an interest & 2 did not respond.

**support= 3                      object = 1                      abstentions = 1**

**Ref. No: PA21/03512** Trevean Carwinion Road Mawnan Smith TR11 5JD

Mawnan Parish Council are in support of the principle for this application but have concerns with the use of cladding on a building noted within our NDP for it's 'dressed killas rubble & granite construction ...a fine example of pre-WW1 construction'.

We would ask that this inclusion be revisited for the use of a more in-keeping material such as render.

6 councillors notified the clerk of their votes & 2 did not respond.

**support= 3                      object = 1                      abstentions = 2**

**Ref. No: PA21/03812** 5 Elgin Close Mawnan Smith TR11 5HH

Mawnan Parish Council object to this application.

It is felt that the proposed garage would be too close to the boundary of the neighbouring property and that despite the existing fence would have a detrimental effect on the amount of natural light entering their kitchen area, as based on the Cornwall Design Guide outlines.

We also feel that the use of shiplap cladding & mineral felt is out of context with the rest of the development even though there is a similarly constructed structure further down the development site.

It is also felt that the impact of this additional on the S106 and any subsequent sale would have a detrimental effect on the affordable nature of this property.

6 councillors notified the clerk of their votes & 2 did not respond.

**support**= 0      **object** = 4      **abstentions** = 2

**Ref. No: PA21/04089** Highfields Grove Hill Mawnan Smith TR11 5ER

*(it should be noted the Cllr Toland has expressed an interest in this item and has not been involved in any discussions or decisions made)*

Mawnan Parish Council object to this application.

A site visit was undertaken on Friday 28th April by several members of the Parish Council.

We have concerns about the overlooking that this extension and especially the proposed balcony will have to the outside spaces of the adjoining Mawnan C of E Primary School, both in the immediate and longer term, especially with the removal of the established hedgerow for substitution with a metal fence.

Our other worries focus not so much on the minimal increase to the overall building footprint but the addition of such a large 2nd storey. It is felt that the addition to the bungalow required by this application would be out of context with the original dwelling and would go against the principles stated within Policy 5 of our draft NDP where they relate to visual integration within the surrounding structures – even though permission has been granted to the adjoining bungalow for an increase in height and scale. It is felt that consideration needs to be given

into explaining the necessity for such a large 2nd floor to accommodate the 2 proposed carers. We do not consider that we are in the position to comment on the need or scope of any internal changes that have been submitted, however do feel that the height level that now exists between the rear garden and the School's playground need to be noted and some form of mitigation actions to stop garden run-off onto the playground put in place, even though this is not part of the immediate application submitted.

6 councillors notified the clerk of their votes – 1 logged an interest & 2 did not respond.

**support**= 0      **object** = 4      **abstentions** = 1

**3385.20VM TO RECEIVE APR 2021 BANK STATEMENT AND RECONCILIATION**

These were noted and would be dealt with by the O&F committee

**3386.20VM TO RECEIVE THE INSURANCE QUOTE(S) FOR 2021/22**

The quotes from Came & Company (broker x 3 quotes) and Zurich were distributed to councillors. It was decided that the Zurich quote for a single year policy was most acceptable.

3 councillors notified the clerk of their votes – 5 did not respond

**support**= 3      **object** = 0      **abstentions** = 0

**3387.20VM CORRESPONDENCES (LIMITED LIST)**

There were no additional comments on these correspondences – it was accepted that the clerk was responding as appropriate and necessary

	<b>Rec'd</b>	<b>Description</b>	<b>From</b>	<b>actions</b>
1	16.4.21	FOI request – flytipping & litter	E Blacow	Clerk dealt
2	21.4.21	CIL payments information	Cornwall Council	For info
3	22.4.21	FTC response to Mawnan NDP statutory Consultation	M Williams (clerk)	To NDP team
4	26.4.21	Match funding for Mawnan School fencing	Mawnan CofE School	Clerk dealt
5	27.4.21	Ash dieback study in Carlidnack woods	Cllr Whibley	
6	1.5.21	Provisional CNP dates for 2021	N Drewitt – Localism	pending
7	3.5.21	WW11 Home guard info	Member of Public	To history grp
8	6.5.21	Issues with Carwinion Field – complaints from parents	Preschool	Clerk dealt
9	6.5.21	Footpath 15 issues	Countryside Access team	Clerk dealt
10	6.5.21	Use of Carwinion Carpark – resurfacing @ Meudon hotel	Manager, Meudon Hotel	Clerk dealt
11	7.5.21	Traffic through Mawnan – cc'd email	Resident	
12	10.5.21	Mawnan NDP Reg16 consultation info	Cornwall Council	To NDP team
13	12.5.21	Query on DMMO for Tank Road	Cornwall Council	pending
14	12.5.21	Census 2021 thank you	John Floyd	
15	13.5.21	Complaint about jetty at Helford Village	Member of Public	Clerk dealt
		Also a number of emails Re: PC use of ZOOM, election outcomes, covid changes		

**3388.20VM WRITTEN REPORT FROM CORNWALL COUNCIL WARD MEMBER** (if available/necessary)

No report was received

**3389.20VM ITEMS FOR INCLUSION AT THE NEXT MEETING**

New office plans

Annual return / governance statements



**MINUTES OF A MEETING OF THE OFFICE AND FINANCE COMMITTEE OF MAWNAN PARISH COUNCIL HELD ON MONDAY 7<sup>TH</sup> JUNE AT 7.00PM THE RENDLESHAM ROOM, MAWNAN MEMORIAL HALL.**

**PRESENT:** Cllrs Caunter, Moyle, Sadler, Toland & Whibley

**ALSO PRESENT:** Mrs L Clements, clerk

Cllr Sadler, as chairman of the Full Parish Council started off this meeting.

355.21F **TO RECEIVE APOLOGIES FOR ABSENCE** – none noted

356.21F **TO ELECT A CHAIRMAN FOR THE MUNICIPAL YEAR 2021/2022**

Cllr Sadler (as chairman of the PC) asked that a review of the current state where the vice chair of the parish council automatically becomes chair of planning be tabled for the next full parish council meeting – he feels that Cllr Caunter (vice chair) has greater experience in finance but feels less comfortable with planning. He suggests the pro-forma be amended to 'chair of planning OR office & finance, depending on experience'

It was proposed by Cllr Sadler, seconded by Cllr Moyle and  
**RESOLVED** that Cllr Caunter is elected as Chair

on a vote being taken the matter was approved unanimously

357.21F **MEMBERS TO DECLARE ANY INTERESTS IN THE ITEMS ON THE AGENDA (OVER £50) OR REQUEST DISPENSATIONS** – none noted

358.21F **PUBLIC COMMENT ON ITEMS ON THE AGENDA** – none noted

359.21F **TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THIS COMMITTEE HELD ON THE 25<sup>th</sup> JANUARY 2021 AND THE CHAIRMAN TO SIGN THEM (and to not the inquorate April meeting)**

It was proposed by Cllr Toland, seconded by Cllr Sadler and  
**RESOLVED** that the minutes of the meeting held on 25<sup>th</sup> January 2021 be approved and signed by the Chair. The inquorate nature of the meeting in April was also noted.

on a vote being taken the matter was approved unanimously

360.21F **TO BE ADVISED OF ANY INFORMATION PERTAINING TO PREVIOUS MINUTES, AMENDMENTS AND ACTIONS AGREED THEREIN.**

The clerk explained that due to the notice period required on the Nationwide Solar Grant account the funding of £3295 agreed to cover costs for the now set-aside CET project had already been requested and received. She has therefore set them against the £5000 claim to be made against this years' award to Grants & Donations rather than return it.

361.21F **REVIEW OF END OF YEAR BUDGET POSITION 2020/21 (4th quarter) AND DISCUSSION OF ANY AMENDMENTS FORESEEN** (including signing off on quarter's bank statements)

The clerk explained the large variance to the Admin line – this was due to the unexpected Rates bill(s) received for the parish offices. She also explained that she had allocated the ZOOM subscription against the meeting hall budget, as they were in effect the same thing; that Subscriptions now included the HRVMG corporate subscription as well as the ICCM (graveyard); Public Services overspend was the toilet water leak and that Misc. included spending on the future office plans.

Cllr Sadler asked that the process for receiving tenders be reviewed and that no electronic or email submissions be accepted. He also asked that all information be recorded in a book

It was proposed by Cllr Sadler, seconded by Cllr Toland and  
**RESOLVED** that the information as presented shows a true and accurate financial position

on a vote being taken the matter was approved unanimously

362.21F **TO RECEIVE THE INTERNAL AUDIT REPORT AND DISCUSS ANY AND ALL NOTIFIED AUDIT REQUIREMENTS; TO INCLUDE AGREEMENT OF THE DRAFT AGAR AND SETTING THE DATE TO START THE PUBLIC REVIEW OF ACCOUNTS 2020/21**

The Internal Audit report was discussed – the only action needed was amendment to the Reserves & Investment Policy to include the legal standing, which the clerk was undertaking. The accounting figures given on the draft AGAR were accepted as per the agreement on the previous item.

It was proposed by Cllr Caunter, seconded by Cllr Sadler and  
**RESOLVED** that the Internal Audit report be accepted and any actions required undertaken

on a vote being taken the matter was approved unanimously

The Clerk also explained that the dates for the public review needed to include the first 10 days of July, but that notices for this were in hand to follow on immediately from the Full parish council meeting on the 24<sup>th</sup> June.

363.21F **TO REVIEW THE CURRENT DIRECT DEBITS AND TO AGREE THEIR CONTINUATION FOR 2021/22.**

It was proposed by Cllr Caunter, seconded by Cllr Sadler and  
**RESOLVED** that the list of direct debits as provided by the clerk is accurate and should continue

on a vote being taken the matter was approved unanimously

364.21F **REVIEW OF BUDGET FOR 2021/22 GIVEN END OF YEAR FIGURES RECEIVED**

The clerk explained that a review of the proposed budget, based on end of year figures, was usually done in April – it would then show internal movements already agreed, thus giving the ACTUAL budget figures for the upcoming year.

It was proposed by Cllr Caunter, seconded by Cllr Toland and

**RESOLVED** that the changes to the budget for 2021/22 as provided are appropriate

on a vote being taken the matter was approved unanimously

**365.21F CONTINUING DISCUSSIONS ON OFFICE ACCOMMODATIONS**

Cllr Sadler (as full council chairman) had asked that given the number of new councillors that this item be returned to Full Council for consideration, however this request missed the publication deadline for this agenda. He also felt that the ring-fencing of £50,000 within reserves had never been agreed to and should not be allowed to continue until a full council decision had been made. The clerk said that although noted on the Reserves report no funds had been transferred into this budget line as yet.

**366.21F THE FUTURE OF DEALING WITH PLANNING APPLICATIONS – A DISCUSSION DOCUMENT FOR CONSIDERATION**

The clerk had produced the discussion document when the NDP policy draft was finalised in Oct 2020 since it was obvious that there would need to be additional considerations made by the parish council when deliberating on planning applications. Since this point additional changes to National Planning Policy, through a new White Paper, had also come into force. The options presented for amending how planning is dealt with by the parish council were considered and it was decided that Option 2 – a smaller planning committee of 4/5 members reporting their conclusions back to Full Council – would be recommended for adoption.

Cllr Sadler also stated that he had already had talks with the NDP Steering group lead about some training sessions to explain how the NDP policies would be best incorporated into our planning decisions.

Cllr Sadler also made a request that the minutes be sent out to all council members, not just those on this committee. The clerk noted that the draft O&F minutes were included as part of the Full Council agenda pack where the recommendations were tabled.

The meeting finished at 8.05 pm

## **Changing the way Mawnan Parish deal with planning applications**

Currently all councillors are part of the planning committee. Plans are sent out as they are received and each planning application is reviewed and discussed at the next Full Council meeting. If a site visits needs to have a decision made at the same time this means it needs to have 4 councillors in attendance and is publically advertised.

The clerk currently takes comments made at decision meetings and relates them back to the NPPF & Cornwall Local Plan and policies included in them, as has been requested by the Planning Officers. Since she is not there to comment at meetings, drafting comments without councillors being fully aware of the limitations of the NDP will start to make this more difficult.

With the creation of an NDP for Mawnan this referencing is going to become harder. ALL COUNCILLORS will need to have a working knowledge of the NDP Policies if they are to make reasonable arguments for/against planning applications. This is likely to increase exponentially the time each application will need for discussion at Parish Council meetings.

Specific Planning Training (as supplied by Cornwall Council) is limited and has not been done by the majority of Councillors.

SO...

There are a number of options on the table.

1. Remain as we are. This would mean that ALL councillors are now expected to have at least a working knowledge of the policies we are intending to include in the NDP and how each application is affected by them.
2. Create a planning committee, bringing recommendations back to each Full Parish Council meeting. A limited number of councillors (4+) would be appointed and be sent all planning applications for review. They would review against the NDP, undertake site visits and produce a recommendations report to go out to Full Council for deliberation along with the regular agenda. They WOULD NOT be making final decisions.
3. Create a Planning Committee with delegated powers. A limited number of councillors (4+) would form a committee who are solely responsible for deciding the parish's planning applications. Other councillors could attend and make comments on all applications, but not be voting members of this committee.

From asking round it appears that many of the parish councils that are creating NDPs are also forming dedicated Planning Committees (or at least having separate Planning meetings) so that sufficient deliberation can be made against their NDP policies.

# Annual Governance and Accountability Return 2020/21 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
  - **Sections 1 and 2** **must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2021
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2020/21

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.



## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at <b>31 March 2021</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

*\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2020/21

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

**During** the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
<b>A.</b> Appropriate accounting records have been properly kept throughout the financial year.			
<b>B.</b> This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
<b>C.</b> This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
<b>D.</b> The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
<b>E.</b> Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
<b>F.</b> Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
<b>G.</b> Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
<b>H.</b> Asset and investments registers were complete and accurate and properly maintained.			
<b>I.</b> Periodic bank account reconciliations were properly carried out during the year.			
<b>J.</b> Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
<b>K.</b> If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")</i>			
<b>L.</b> If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			
<b>M.</b> The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .			
<b>N.</b> The authority has complied with the publication requirements for 2019/20 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

ENTER NAME OF 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 2021, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
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.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

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

DD/MM/YY

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

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2020/21 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>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.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>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.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>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.</i>
9. Total fixed assets plus long term investments and assets			<i>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.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 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

DD/MM/YY

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

## Section 3 – External Auditor’s Report and Certificate 2020/21

In respect of

ENTER NAME OF AUTHORITY

### 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 2021; 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 2020/21

(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. (\*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

### 3 External auditor certificate 2020/21

We certify/do not 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.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

# Mawnan Parish Council

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

<b>A</b>	<b>Bank Reconciliation at 01/06/2021</b>		
	Cash in Hand 01/04/2021		107,677.10
	<b>ADD</b> Receipts 01/04/2021 - 01/06/2021		28,407.90
	<b>SUBTRACT</b> Payments 01/04/2021 - 01/06/2021		16,616.42
	<b>Cash in Hand 01/06/2021</b> (per Cash Book)		<b>119,468.58</b>
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash 01/05/2021	0.00	
	95 Day Saver Account - Nationwide 31/05/2021	30,134.83	
	Deposit Account - Lloyds 31/05/2021	86,370.92	
	Current Account - Lloyds 31/05/2021	3,876.53	
			<b>120,382.28</b>
	Less unrepresented payments		913.70
			119,468.58
	Plus unrepresented receipts		0.00
	<b>Adjusted Bank Balance</b>		<b>119,468.58</b>
	<b>A = B Checks out OK</b>		



## **Graveyard Maintenance within Mawnan Smith Parish**

Tenders are invited for the contract to maintain graveyards as per the following for the period 1<sup>st</sup> August 2021 to 31<sup>st</sup> July 2024

It is intended to put in place a 3 year contract, which can be reviewed annually. This will only continue each year if positive performance, site reviews and assessments are made. It has been agreed that for the duration of this contract no annual increases will be made.

Intention to terminate the rolling contract may take place in writing from either party providing a minimum of 6 weeks' written notice is given to coincide with the end of each annual period (31<sup>st</sup> July).

It will be expected that the successful contractor provide their own transport and equipment, as well as being expected to wear appropriate personal protective equipment in line with Health and Safety legislation. Pre-work risk assessments, COSHH assessments and any other relevant Health and Safety paperwork will be expected prior to works commencing. Since these areas cannot be closed whilst being worked on, we would expect appropriate signage to be erected.

Anyone wishing to view the site can do so at their leisure but need to be aware that works are ongoing. If you have any additional questions please contact Lisa Clements the Parish Clerk (office hours Monday, Weds & Thurs 9am to 2pm)

All contractors submitting quotes need to be aware that they will be required to have a valid public liability and a personal accident insurance policy. The Parish Council will not be responsible for any maintenance to equipment or any damage caused to contractor's equipment.

**CLOSING DATE FOR RECEIPT OF TENDERS : 2pm, 8th JULY 2021 PLEASE RETURN TO THE CLERK TO MAWNAN PARISH COUNCIL, AT ADDRESS BELOW, IN A SEALED ENVELOPE, CLEARLY MARKED GRAVEYARD MAINTENANCE TENDER.**



## **Graveyard Maintenance within Mawnan Smith Parish**

Quotes are invited for the grass cutting and hedge maintenance of the grounds of Mawnan Church Graveyard. Because of the nature of the site we hope to work in close conjunction with any contractor deciding on the future specification for works.

### **Mawnan Church Graveyard: General conditions**

The area is in 3 sections, each being maintained to a separate but similar standard.

All clippings/ cutting and detritus are to be removed from the site by the contractor and disposed of.

Equipment cannot be left on site and regular cutting schedules need to be maintained as the site will remain open at all times - it is therefore essential that Health & Safety is of paramount importance when works are taking place. There is limited access to the New Graveyard for large equipment, and neither site currently has any storage areas.



### **Section A: Established Graveyard**

The majority of this area is established graveyard of a "lawn" type.

This is all to be maintained as a short lawn at a height of 2-3". There needs to be an initial cut before the end of March, followed by fortnightly cuts beginning in April through to the end of September & with a final regular cut expected in October. Dependent on weather and growth, 2 or 3 maintenance cuts may be required during the winter months to ensure the graveyard appearance is maintained.

During the period of primrose growth (between March-June), cutting in areas where there is significant growth of these should be limited to above the plants height.



Paved & gravelled areas should be sparingly treated with herbicide during periods of significant growth as necessary.

Please note: cutting of grass around memorials will be required but any damage to them is completely unacceptable.

A length of beech hedge of approx 25m lies on the south west boundary of the graveyard and will need trimming to maintain form once a year. There have been minor incursions of sycamore into this hedge which will need to be addressed and removed. The planting of supplementary plants may be necessary.

A portion of this area contains a significant number of kerbed or edged graves and will therefore require works to ensure that plant growth does not overtake these areas. Paths between these graves are very limited, but still require cutting. You will **NOT** be expected to cut within the borders of the graves themselves, but if you note any grave with significant unmaintained in-growth please report this to the clerk.

### **Section B: Meadow**

This portion of the graveyard contains a number of the oldest memorials. This area will be maintained to a meadow style – allowing flowering bulbs to mature and provide an environment for wildlife without becoming overgrown and unmanaged. This area contains significant growth of Three Cornered Leeks (*Allium Triquetrum*) which we are trying to remove through persistent close cutting so an initial cut in the first week of February is required, thereafter monthly with the possibility of an extra cut during periods of rapid growth - grass cut to a height of 3-4". There are also small areas of cyclamen, bluebell and snowdrops that should be managed appropriately, with cutting limited to outside of their flowering periods.

The full length of the boundary hedge will need to be trimmed back of all overhanging growth in June & October on both sides. We hope that these cuts should allow the perennial flowering within this area to go ahead to its fullest extent.

### **Section C: New Graveyard**

This area is the active graveyard for the parish. The current section for burials will need to be cut fortnightly from mid March to the end of September with additional maintenance cuts as necessary. This is to be maintained as a short lawn at a height of 2-3". In areas where mowing is not possible due to ground undulation, strimming will be needed. Discretion in removal and replacement of floral tributes will need to be exercised, though any dead flowers/plants etc may be permanently removed.

There is a Cornish stone boundary wall along the northern edge of the site, which needs to be treated with herbicide on the front facia and top to be kept vegetation/weed free. The back of the hedge wall will also need to be cleared twice a year (May & September – specific dates to be arranged with the parish clerk as access will need to be established).

The three five-metre strips at the base of this Cornish hedge need to be cut to a height of 2-3" twice a month (early March to October). This area will be used to provide space

for the interment of cremated remains so will over time begin to include memorial stones.

We will also require the hardcore paths (in the new graveyard) to be free of vegetation/weeds growth, either by manual removal of weeds or by herbicide spraying on a regular basis.

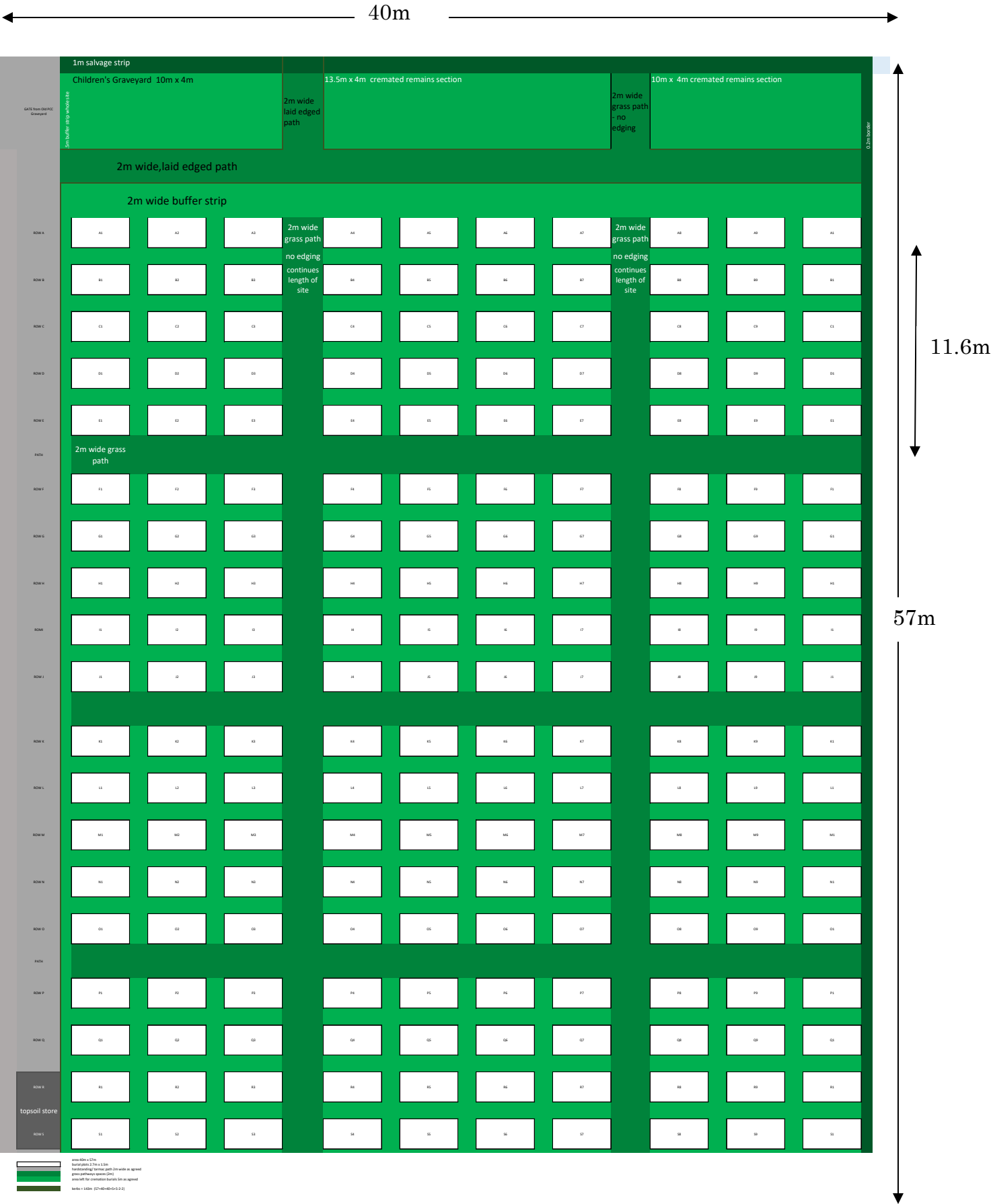
Grassed access paths – These will be marked out but will need to be cut in such a way that they begin to form natural access pathways.

### **Additional tree works:**

It should also be noted that there will be the occasional need for works to manage the existing trees. This is usually done after consultation with the contract holder, as it may be within their scope. Works will always be discussed first and it may be that these works, if of significant scope, will be put out to tender.

No works can be authorised by any individual councillor and all changes to the scope of the contract need to be verified with the Parish Clerk before they are undertaken.

New Graveyard Plan:



## TERMS & CONDITIONS

The purpose of this tender is to maintain the good state and attractive appearance of the parish and its public spaces. We reserve the right to request additional cuts as growing/ weather patterns dictate to ensure the best outcome is achieved. If we request additional cuts, we expect to pay for these.

Applicants are advised to inspect the site(s) before submitting their quotation. The price quoted should reflect the conditions as seen at the time of inspection. The Parish Council will not be responsible for any maintenance to equipment or any damage caused to contractor's equipment.

All materials, machinery, plant, expertise and health and safety precautions are to be provided by the contractor as part of this contract

No chemicals, equipment or plant is to be left unattended and appropriate arrangements for the safe storage and supervision need to be put in place by the contractor prior to and during the course of the fulfilment of this contract. Safety is of primary importance to the Parish Council and appropriate care needs to be taken to enact this contract with safety in mind as most areas where work is undertaken are open to the public.

Complaints from the public about the working practices or conduct of contractors are dealt with seriously and investigated; if found to be true and of a sufficiently serious nature, may result in the immediate termination of the contract.

We rely on the observances of the contractor to bring up instances where additional works are required outside of the normal scope of this contract to ensure the suitable & safe completion of contracted works. These works should be brought to the attention of the clerk as soon as possible to be assessed and should not be commenced without her agreement.

There will be no provision within the contract for annual increases of any kind, including equivalent RPI/ 'cost of living' adjustments.

It is a condition of this contract that the contractor carrying out the work must hold a valid (minimum £1 million) public liability insurance and a (minimum £5 million) Employers liability Insurance policy. A copy of these must be attached to this tender and updated annually.

Invoices for work completed should be supplied **monthly** (to arrive no later than the 10<sup>th</sup> of the month) and should include a full list of works undertaken and the work completed. These will be paid around the third week of each month (excepting August). Periodic and random assessments of compliance will be undertaken to ensure that contracts are being fulfilled to an acceptable standard.

Where there are any issues, problems or concerns with the fulfilment of the contract the first point of contact with the Parish Council shall be the clerk.

# **CLOSING DATE FOR RECEIPT OF TENDERS: : 2pm, 8<sup>th</sup> July 2021**

## **TENDER TO MAINTAIN THE PARISH GRAVEYARDS**

(both the closed site at Mawnan Church & the active Community Graveyard next door)

Please print clearly

NAME : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TELEPHONE NO. : \_\_\_\_\_

SELF EMPLOYMENT NUMBER : \_\_\_\_\_

Please find enclosed my tender for the contract for grass cutting and trimming etc. as per the published schedule for the period 1<sup>st</sup> August 2021 to 31<sup>st</sup> July 2024

By signing below I confirm that I have authority within the company named above to provide quotations for works and that they hold valid public liability and Employer/Personal accident insurance policies (and will for the duration of the contract).

SIGNED : \_\_\_\_\_

DATE : \_\_\_\_\_

We do not accept tender returns via email – they need to be returned by post.



**lisa**

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**Subject:** FW: Road Safety

**From:** Cllr John Bastin [mailto:cllr.john.bastin@cornwall.gov.uk]

**Sent:** 14 June 2021 19:46

**To:** lisa <clerk@mawnan.org.uk>

**Subject:** Re: Road Safety

Information Classification: CONTROLLED

Evening Lisa — well Viv tells me the Penwarn 30's are some time this month .  
The crossing should be done in November!!  
Speak soon re other issues. John

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**From:** lisa <clerk@mawnan.org.uk>

**Sent:** Monday, June 14, 2021 1:29:28 PM

**To:** Cllr John Bastin <cllr.john.bastin@cornwall.gov.uk>

**Subject:** FW: Road Safety

Hi John

This is the exact site of the agreed crossing on Shute hill and, I think,  
something to try to push this forward with some urgency if we can.  
Otherwise they're just going to keep reporting it to me!

Can you also try to find out when the white lining etc is set for the top of  
Penwarne ... we were promised it was imminent just before the start of  
lockdown and are still waiting.

Ta

Lisa C

Mrs Lisa Clements (Clerk)  
Mawnan Parish Council Offices  
MS Electrical  
The Square  
Mawnan Smith  
TR11 5EP

Email:clerk@mawnan.org.uk

Tel: 01326 251022

Office Hours: Monday, Wednesday & Thursday 9am to 2pm

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\*\*\*\*\*

Any communications made with Mawnan Parish Council are considered to be in  
the public domain unless explicitly stated by the sender. As such they are  
subject to disclosure under a Freedom of Information Request.

Personal data will only be held long enough to allow us to make reasonable responses (6 months) and then removed from our systems.

This Email and any files transmitted with it are confidential and intended solely for the use of the individual or organisation to whom they are addressed. If you have received this email in error please notify Mawnan Parish Council and DESTROY the original email.

-----Original Message-----

From: [REDACTED]

Sent: 11 June 2021 12:44

To: lisa <[clerk@mawnan.org.uk](mailto:clerk@mawnan.org.uk)>

Cc: [REDACTED]

Subject: Road Safety

Lisa

Please could you print off the picture and the following text and present to the Parish Council at the next meeting. I regret that I will be unable to attend as I will be out of county.

Dear Parish Councillors,

The picture you can see was taken on 11th June 2021 and is at the junction of Shute Hill and Grove Hill looking in the direction of Trebah. The view is taken at a height that a driver sat in the right hand seat of a VW Golf would see and is representative.

You will see to the right of the bus stop the high growing vegetation on the side of the road going uphill.

What a motorist would be unable to see until the last second is traffic coming downhill from the direction of Trebah. Speeding traffic adds a further dimension to road safety at this junction.

For some years now myself and a Mr Freeman (a former traffic policeman) have cut back that vegetation ourselves to improve the vision of motorists at this junction.

However we both believe that the control of this high growing vegetation should be subject to a regular contract of being cut to improve road safety. This is a very busy junction with twice daily school runs by parents, delivery vehicles, the householders of Shute Hill and the heavy flow of through traffic especially in the spring, summer and autumn months.

I have spoken to our County Councillor and Councillor Toland and they have agreed to meet myself and Mr Freeman as some point but an agreed time has yet to be decided.

The subject of speeding traffic in the opposite direction also needs to be examined but at this stage I feel the vegetation issue is an easy fix.

I hope action can be taken with some alacrity and cutting back can become a regular occurrence during the growing season.

Thank you



[REDACTED]

[REDACTED] Shute Hill.

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**lisa**

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**From:** Caroline <cllr.toland@mawnan.org.uk>  
**Sent:** 11 June 2021 15:52  
**To:** Clerk  
**Subject:** Lunch Alison Hernandez

Hi Lisa

I was invited to lunch with Alison and other PC who receive information from the OPCC.

I was the only person who turned up, we discussed the G7. Traffic came up and the 20 is plenty through the village, Alison is very keen to have this in any community that is keen to have lower speed limits. It's in her Vision one plan, she also said that Cornwall County Council is keen to reduce speeds. Do I needed to do a report?

Cheers

Caroline

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