

Botus Fleming Parish Council

www.botusfleming.org.uk



Notice of the Public Meeting of the Parish Council

Members of the Public and the Press are invited to attend all Council meetings

(Public Bodies (Admission to Meetings) Act 1960)

Date: Wednesday 25th November 2020

Time: 7.30pm

Location: Virtual Meeting by remote access Microsoft Teams

To : Chairman & Parish Councillors

Chairman D Edwards

M Ellis, M Fletcher, J Oakes, J Robinson, S White, and D Willey (Vice Chair).

You are hereby summoned to attend the above meeting to consider the items of business.

(LGA 1972 sch.12 para.10(2))

Councillors will be discussing all the items as listed overleaf on the Agenda.

Christopher Cook (CILCA)

Christopher Cook

Clerk to the Council

9th November 2020

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film and audio record proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the Clerk know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public.

Should you wish to record the meeting, you are asked to act in a reasonable manner and not to disrupt the conduct of meetings by, for example, using intrusive lighting, flash photography, or in asking people to repeat statements for the benefit of the recording. Oral commentary may not be made during the meeting. The Chairman has the power to control public recording, and recording must be clearly visible to anyone at the meeting.

Please be aware that whilst every effort is taken to ensure that members of the public will not be filmed, we cannot guarantee this, especially if you are speaking or taking an active role. Members of the public will be permitted to speak for a period of 3 minutes. Please note that members of the public exercising their right to speak during Public Questions Time may be recorded.

The Parish Council recommend that any questions for Members should be submitted in writing to the Parish Clerk 24 hours before the Meeting and that responses may be put in writing at a later date.

Parish Clerk & Responsible Financial Officer
24 Rashleigh Avenue - Saltash - Cornwall - PL12 4NS
Tel. 07523 005414
clerk@botusfleming.org.uk

7.30pm – Item 625 below (Public Bodies (Admission to Meetings) Act 1960 s.1 extended by LG Act 1972 s.100)

Questions and comments from members of the public (limited to 15 minutes in total)

This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate before the start of the meeting by asking questions, raising concerns or making comments on matters affecting Botus Fleming and Hatt. No decision can be taken during this session*, but the Chairman may decide to refer matters raised for further consideration. Items of a sensitive nature are not discussed in public and the Council passes a resolution under the above Act

* Councils cannot lawfully decide items of business that are not specified in the Summons/Agenda (LGA1972 Sch.12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88Ch.119

Agenda | 25 November 2020

624/2020 Chair's Welcome & Announcements

Health and Safety housekeeping announcement,
Recording of Meetings – Please notify the Chair if you are intending to record this meeting.

625 Public participation

626 To receive Apologies for Absence and approve the reasons given.
(LGA 1972 s.85 (1))

627 Declarations of interest

Parish Councillors will be asked to make any declarations of interest in respect of items on this Agenda. Items A to C accord with the requirements of the Parish Council's Code of Conduct and Item D accords with the Localism Act 2011 s33(b-e). This does not preclude any later declarations.

A. Pecuniary/Registerable Declarations of Interests – Members must declare an interest, which has been declared on their Register of Financial Interests Form, relevant to this Agenda.

B. Non-registerable Interests – Members must declare non-pecuniary interests at the start of the meeting or whenever the interests become apparent.

C. Declaration of Gifts – Members must declare any gift or hospitality with a value in excess of £50.

D. Dispensations – Members to consider any written requests for dispensations.

628 To approve and sign as a correct record the draft Minutes of the Public Meeting of the Parish Council held on Wednesday 28th October 2020 (virtual remote meeting).
(LGA 1972 sch.12.para 41(1))

629 Matters arising from the Minutes for report purposes only.

630 A Report from Cornwall Councillor Jesse Foot

631 Finance

A Accounts for Payment.

Members are asked to note the following items of expenditure for the month of **November 2020**.

Date	Payee	Description	BACs ref.	£
25/11/2020	Christopher Cook	Salary	BACS96	233.32
25/11/2020	HMRC	PAYE	BACS97	102.00
25/11/2020	Christopher Cook	Annual Leave payment	BACS96	175.19
25/11/2020	BMS Landscaping	Grass cutting (November)	BACS98	135.00
25/11/2020	SLCC	Annual membership fee BFPC	BACS99	92.00
25/11/2020	Mervyn Ellis	Expenses	BACS100	6.70
All BACs payment amounts today				£ 744.21

B Direct bank Payments & Receipts for information

All bank receipts for this period **£0.00**. Total receipts 2020/2021 are **£18,358.97**

Date 25th November 2020

Botus Fleming PC Current Year 2020/2021

Period 8

Bank Receipts statement as at 28/10/2020

for Cashbook - Current A/c 1 & Business Reserve A/c 2

Bank Statement Account Name(s)	Statement Date	Amount	Balances
Current Account - Lloyds A/c 1	28/10/2020		18,218.87
Business Reserve Account - Lloyds A/c 2	28/10/2020		140.10
Lloyds A/c 2 = Earmarked Funds *			
Total Receipts			18,358.97

Available General Funds from 31st March			12,548.55
Add - Receipts during April			9,746.08
Less - Payments made A/c1 - April			1,198.52
Less - Payments made A/c1 - May			1,884.38
Less - Payments made A/c1 - June			809.92
Less - Payments made A/c1 - July			1,681.99
Less - Payments made A/c1 - August			951.71
Less - Payments made A/c1 - Sept			1,060.44
Add - Receipts during September			8,472.79
Less - Payments made A/c1 - Oct			664.97
General Funds as per Bank Statement			22,515.49

Movement on A/c1 April to September	Receipts	Payments	Movement +/-
Receipts against Payments	18,218.87	8,251.93	9,966.94

1st Precept payment due 7/4/20 £8,080.38

2nd Precept payment due 7/9/20 £8,080.37

07/04/2020 Receipt A/c1	Cornwall Council	Precept April 2020	8,000.00
07/04/2020 Receipt A/c1	Cornwall Council	CTS Grant April 2020	80.38
07/04/2020 Receipt A/c1	HMRC	Vat recovery claim	1,665.70
01/09/2020 Receipt A/c1	Cornwall Council	Contract funding	392.42
14/09/2020 Receipt A/c1	Cornwall Council	Precept April 2020	8,000.00
14/09/2020 Receipt A/c1	Cornwall Council	CTS Grant April 2020	80.37
			18,218.87

28/10/2020 Earmarked Funds receipts *				
Big Event / Christmas Fayre	Account 2		Receipts	0.00
Big Event / Assets	Account 2		Receipts	0.00
Sports & Recreation	Account 2		Receipts	140.10
BOTHER Climate emergency	Account 2		Receipts	0.00
Neighbourhood Development Plan (NDP)	Account 2		Receipts	0.00
				140.10

RFO 25th November 2020

C Bank reconciliation and Earmarked Funds (EMF) balances at 25th November 2020

Date 25th November 2020

Botus Fleming PC Current Year 2020/2021

Period 8

Bank Reconciliation statement as at 28/10/2020

for Cashbook - Current A/c 1 & Business Reserve A/c 2

Bank Statement Account Name(s)	Statement Date	Amount	Balances
Current Account - Lloyds A/c 1	28/10/2020		22,515.49
Business Reserve Account - Lloyds A/c 2 A/c 2 = Earmarked Funds *	28/10/2020		8,225.82
Total balance			30,741.31

Unpresented Cheques (Minus)	0.00	0.00
		30,741.31
Receipts not banked / Cleared (Plus)	0.00	0.00
		30,741.31
	Balance per Cash Book is :-	30,741.31
	Difference is :-	0.00
General Funds as per Bank Statement	Available General Funds	22,515.49

28/10/2020 Earmarked Funds *		
Big Event / Christmas Fayre		3,285.52
Big Event / Assets		1,400.00
Sports & Recreation		1,921.64
BOTHER emergency response		200.00
Neighbourhood Development Plan (NDP)		1,418.66
		8,225.82

RFO 25th November 2020

D Monthly budget monitoring balances at 25th November 2020

Summary Expenditure Account Year **BOTUS FLEMING PARISH COUNCIL**
 ended 31st March 2021 Monthly Budget
 monitoring

YEAR END 2020-2021

Period 8 - November

Lloyds Current Account A/c 1 - 38772468	Budget 2019 2020 *	Expenditure 2019 2020	Budget 2020 2021 *	Expenditure as at 25/11/20	Budget available
Expenditure :					
Clerk's Salary & Locum expenses	4,000	3,000	4,000	2,269	1,731
HMRC	0	742	700	566	134
				2,835	
General & Administration :					
Postage & Admin.	400	446	400	178	222
Legal & Website	650	981	500	200	300
Legal - Recreation Field Lease	0	0	1,500	30	1,470
Elections & Adverts	0	0	0	0	0
Training & Expenses & Subscriptions	1,200	1,043	800	779	21
				1,187	
Contracts :					
Grasscutting	4,250	2,950	4,250	2,420	1,830
Insurance	1,000	837	1,000	709	291
Rent	2,150	2,170	2,500	0	2,500
Maintenance & equipment	200	253	500	516	-16
				3,645	
Other Payments :					
Grants & Donations	650	325	650	600	50
Projects & Newsletter	300	910	1,000	25	975
Big Event *	1,400	1,657	1,400	0	1,400
Neighbourhood Dev. Plan *	250	0	250	0	250
Budget other *	3,100	2,106	2,850	0	2,850
Vat recoverable amount	0	1,665	0	0	0
				625	
* includes Projects, Bother & (CAT)					
Total Budget £4,500					
Total Payments	19,550	19,085	22,300	8,292	14,008
Vat amount to date 2020 2021				703	

RFO 25th November 2020

E Public Works Loan Board - Loan Statement 25th November 2020

Date 25th November 2020

Botus Fleming PC Current Year 2020/2021

Period 8

Loan Payments statement
for Cashbook - Current A/c 1

Bank Statement Account Name(s)	Statement Date	Loan advance	Payments Principal & Interest	Balance to pay
Current Account - Lloyds A/c 1 PWLB Loan advance 24/06/2020*	25/11/2020	69,975.00		
Direct Debit payment - Dec 2020			2,732.22	
Total Loan amount outstanding				67,242.78

F Budget & Precept setting (LG Finance Act 1992 s.32 & 32(4)) (Briefing note as previously circulated)

632 Planning

New Planning Applications – Three received

Application link <http://planning.cornwall.gov.uk/online-applications>

Application : **PA20 / 08718**

Proposal : Replacement of Sewage treatment plant

Location : Barn 1 The Worksop Hatt Saltash

Applicant : Mr Washburn

Grid Ref : 240405 / 62525

Application : **PA20 / 09392**

Proposal : Proposed construction of two storey extensions to the east and west of the dwelling together with associated internal and external alterations

Location : Oaklands Hatt PL12 6PP

Applicant : Mr Simon Richards

Grid Ref : 239997 / 62773

Application : **PA20 / 09647**

Proposal : Proposed single storey rear extension and internal alterations.

Location : 4 Andrews Way Hatt PL12 6PE

Applicant : Mr Adam Coutts

Grid Ref : 239739 / 62045

Planning Application Decisions – None received

Planning Application – For Information

Communication has been received from the Planning Development Officer dated 6th November 2020 in connection with Planning Application **PA20 / 05087**. A site inspection has been offered in late December early 2021 enabling Parish Councillors to attend.

Planning Application received after the Agenda issue – To be advised

633 Neighbourhood Development Plan – Cllr Dave Willey (Vice/Chairman)

www.botusflemingandhattndp.com

Report deferred until 9th December 2020

634 Parish Plan - Cllr Dave Willey (Vice/Chairman)

Report deferred until 9th December 2020

635 Recreation Field - Parish Clerk

636 Councillor Reports

A Asset Audit - Cllr Sally White

B Bio diversity - Cllr Malcolm Fletcher

C Climate change emergency - Cllr Malcolm Fletcher

D Newsletter - Cllr Dave Willey (Vice Chairman) & Cllr Malcolm Fletcher

637 Matters for information purposes only

638 Clerk's items

Grass Cutting Tender procedure document, specification review and Tender timetable
Contract documents for adoption on 9th December 2020

Policies & Procedures www.botusfleming.org.uk

639 Councillor vacancy – Cllr Dave Willey (Vice Chairman)

Date of next meeting.

The next Meeting of the Council will be the Public Meeting on Wednesday 9th December 2020.
This Meeting will be held at 7:30pm as a virtual remote access meeting for residents.

641 End of meeting

