

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 9th December 2020

Time: 7.30pm

Location: Virtual Meeting by remote access Microsoft Teams

To : Chairman & Parish Councillors

Chairman D Edwards

Councillors. M Ellis, M Fletcher, J Oakes, J Robinson, S White, & D Willey (Vice Chairman).

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

1st December 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 643 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 | 9 December 2020

642/2020 Chair's Welcome & Announcements

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

643 Public participation

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

645 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.

646 To approve and sign as a correct record the draft Minutes of the Public Meeting of the Parish Council held on Wednesday 25th November 2020 (virtual remote meeting).
(LGA 1972 sch.12.para 41(1))

647 Matters arising from the Minutes for report purposes only.

648 A Report from Cornwall Councillor Jesse Foot

649 Finance

A Accounts for Payment.

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

Date	Payee	Description	BACs ref.	£
09/12/2020	Christopher Cook	Salary	BACS101	239.82
09/12/2020	HMRC	PAYE	BACS102	72.40
09/12/2020	Christopher Cook	Salary (NALC pay award arrears)	BACS101	50.02
09/12/2020	Christopher Cook	Office allowance contractual	BACS103	52.00
09/12/2020	BMS Landscaping	Grass cutting (December)	BACS104	51.00
All BACs payment amounts today				£ 465.24

B Direct bank Payments & Receipts for information

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

Date 9th December 2020

Botus Fleming PC Current Year 2020/2021

Period 9

Bank Receipts statement as at 25/11/2020

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	25/11/2020		18,218.87
Business Reserve Account - Lloyds A/c 2	25/11/2020		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
Less - Payments made A/c1 - Nov			744.21
General Funds as per Bank Statement			21,771.28

Movement on A/c1 April to November	Receipts	Payments	Movement +/-
Receipts against Payments	18,218.87	8,996.14	9,222.73

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

25/11/2020 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 9th December 2020

C Bank reconciliation and Earmarked Funds (EMF) balances at 9th December 2020

Date 9th December 2020

Botus Fleming PC Current Year 2020/2021

Period 9

Bank Reconciliation statement as at 25/11/2020
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	25/11/2020		21,771.28
Business Reserve Account - Lloyds A/c 2	25/11/2020		8,225.82
A/c 2 = Earmarked Funds *			
Total balance			29,997.10

Unpresented Cheques (Minus)		0.00	0.00
			29,997.10
Receipts not banked / Cleared (Plus)		0.00	0.00
			29,997.10
		Balance per Cash Book is :-	29,997.10
		Difference is :-	0.00
General Funds as per Bank Statement		Available General Funds	21,771.28

25/11/2020 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 9th December 2020

D Monthly budget monitoring balances at 9th December 2020

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

YEAR END 2020-2021

Period 9 - December

Lloyds Current Account A/c 1 - 38772468	Budget 2019 2020 *	Expenditure 2019 2020	Budget 2020 2021 *	Expenditure as at 9/12/20	Budget available

Expenditure :					
Clerk's Salary & Locum expenses	4,000	3,000	4,000	2,559	1,441
HMRC	0	742	700	638	62
				3,197	
General & Administration :					
Postage & Admin.	400	446	400	230	170
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
				1,239	
Contracts :					
Grasscutting	4,250	2,950	4,250	2,463	1,787
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
				3,688	
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	8,749	13,551
Vat amount to date 2020 2021				712	

RFO 9th December 2020

E Public Works Loan Board - Loan Statement 9th December 2020

Date 9th December 2020

Botus Fleming PC Current Year 2020/2021

Period 9

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

* PWLB less loan admin fee £25

650 Planning

New Planning Applications – None received

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

Planning Application Decisions – None received

Planning Application – For Information

PA19 / 05565 Heckberry Barn Vollards Lane Hatt – Proposed residential development Application reported to the Planning Committee 7th December 2020.

Planning Application received after the Agenda issue – To be advised

651 Neighbourhood Development Plan – Cllr Dave Edwards (Chairman)

www.botusflemingandhattndp.com

Report deferred until 27th January 2021

652 Parish Plan - Cllr Dave Edwards (Chairman)

Report deferred until 27th January 2021

653 Recreation Field - Cllr Dave Edwards (Chairman)

654 Councillor Reports

A Asset Audit - Cllr Sally White

B Bio diversity - Cllr Malcolm Fletcher

C Climate change emergency - Cllr Malcolm Fletcher

Item 625 dated 25th November 2020 refers – MOTION – Cllr Fletcher

‘That Botus Fleming Parish Council seeks to resolve that Botus Fleming and Hatt Environmental Response (BOTHER) be permitted to make use of the Parish Council’s Survey Monkey facility under its present terms and conditions until the expiry of its account with the Survey Monkey on 25th February 2021, for the purpose of surveying the extent of residents’ support for the construction of a foot and cycle path from Hatt village to Carkeel. The survey must make it clear to residents that this in no way commits Botus Fleming Parish Council to any expenditure for such construction’

D Newsletter - Cllr Dave Edwards (Chairman) & Cllr Malcolm Fletcher

E Local Planning conference - Cllr Malcolm Fletcher

F Carlton Villas parking - Cllr Dave Edwards (Chairman)

G Grass cutting specifications - Cllr Dave Willey (Vice Chairman)

655 Matters for information purposes only

656 Clerk’s items

Grass Cutting Contract specification documents for approval see Item 654 (G)

Transparency Code 2014 – Council Action Plans 1 – 4 for approval

Meetings Schedule 2021 (for information)

MOTION – Cllr Edwards (Chairman)

'That Botus Fleming Parish Council approves that the Parish Clerk & RFO may vire the sum of £500 from reserves Account1 in order to meet Tender advertising costs, in the event that such costs fall due for payment before 31st March 2021'

Cornish Times Advertisement – Grass Cutting Tender (for information)

All information to be posted to www.botusfleming.org.uk

657 Councillor vacancy – Cllr Dave Edwards (Chairman)

658 Date of next meeting.

The next Meeting of the Council will be the Public Meeting on Wednesday 27th January 2021. This Meeting will be held at 7:30pm as a virtual remote access meeting for residents.

659 End of meeting

