

# 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 24<sup>th</sup> February 2021

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

8<sup>th</sup> February 2021

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 683 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 | 24 February 2021

### **682/2021 Chair's Welcome & Announcements**

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

### **683 Public participation**

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

### **685 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.

**686 To approve and sign as a correct record the draft Minutes of the Public Meeting of the Parish Council held on Wednesday 27<sup>th</sup> January 2021 (virtual remote meeting).**  
(LGA 1972 sch.12.para 41(1))

**687 Matters arising from the Minutes for report purposes only.**

**688 A Report from Cornwall Councillor Jesse Foot**

**689 Finance**

**A Accounts for Payment.**

Members are asked to note the following items of expenditure for the month of **February 2021**.

Date	Payee	Description	BACs ref.	£
24/02/2021	Christopher Cook	Salary	BACS111	239.78
24/02/2021	HMRC	PAYE	BACS112	60.00
24/02/2021	Tindle Newspapers (C/Times)	Grass cutting Tender advertisement	BACS113	246.00
24/02/2021	H C S Vallis	BOTHER Flyers (EMF)	BACS114	<b>51.31</b>
24/02/2021	WesternWeb Limited	Reprogramme laptop/Microsoft Licence	BACS115	253.98
24/02/2021	Cllr Sally White	Replacement Council printer	BACS116	279.99
24/02/2021	Professional Business Supplies	Parish Council Newsletter	BACS117	235.50
24/02/2021	BMS Landscaping	Grass cutting (Feb) & Fencing	BACS118	399.00
		<b>Account 1 = £ 1,714.25</b>		
		<b>Account 2 = £ 51.31 (EMF)</b>		
<b>All BACs payment amounts today</b>				<b>£ 1,765.56</b>

## B Direct bank Payments & Receipts for information

All bank receipts for this period **£0.00** Total receipts 2020/2021 are **£26,973.22**

Date 24th February 2021

Botus Fleming PC Current Year 2020/2021

Period 11

Bank Receipts statement as at 27/01/2021

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	27/01/2021		18,218.87	
Business Reserve Account - Lloyds A/c 2	27/01/2021		8,754.35	
Lloyds A/c 2 = Earmarked Funds *				
<b>Total Receipts</b>			<b>26,973.22</b>	
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	
Less - Payments made A/c1 - Dec			465.24	
Less - Payments made A/c1 - Jan			807.02	
<b>General Funds as per Bank Statement</b>			<b>20,499.02</b>	
Movement on A/c1 April to December		Receipts	Payments	Movement +/-
Receipts against Payments		18,218.87	10,268.40	7,950.47

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

27/01/2021 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	8,614.25
Neighbourhood Development Plan (NDP)		Account 2		Receipts	0.00
					8,754.35

RFO 24th February 2021

### C Bank reconciliation and Earmarked Funds (EMF) balances at 24<sup>th</sup> February 2021

Date 24th February 2021

Botus Fleming PC Current Year  
2020/2021

Period 11

Bank Reconciliation statement as at 27/01/2021  
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	27/01/2021		20,499.02
Business Reserve Account - Lloyds A/c 2	27/01/2021		16,788.76
A/c 2 = Earmarked Funds *			
<b>Total balance</b>			<b>37,287.78</b>

Unpresented Cheques (Minus)		0.00	0.00
			37,287.78
Receipts not banked / Cleared (Plus)		0.00	0.00
			37,287.78
		Balance per Cash Book is :-	37,287.78
		Difference is :-	0.00
General Funds as per Bank Statement		Available General Funds	20,499.02

27/01/2021 Earmarked Funds *		
Big Event / Christmas Fayre		3,285.52
Big Event / Assets		1,400.00
Sports & Recreation		1,921.64
BOTHER emergency response		8,762.94
Neighbourhood Development Plan (NDP)		1,418.66
		16,788.76

RFO 24th February 2021

**D Monthly budget monitoring balances at 24<sup>th</sup> February 2021**

Summary Expenditure Account ended 31st March 2021  
Budget monitoring

Year Monthly

**BOTUS FLEMIN G PARISH COUNCIL**

**YEAR END 2020-2021**

**Period 11 -February**

Lloyds Current Account A/c 1 - 38772468	Budget 2019 2020 *	Expenditure 2019 2020	Budget 2020 2021 *	Expenditure as at 24/2/21	Budget available
<b>Expenditure :</b>					
Clerk's Salary & Locum expenses	4,000	3,000	4,000	3,038	962
HMRC	0	742	700	758	-58
				<b>3,796</b>	
<b>General &amp; Administration :</b>					
Postage & Admin.	400	446	400	477	-77
Legal & Website	650	981	500	586	-86
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
				<b>1,872</b>	
<b>Contracts :</b>					
Grasscutting	4,250	2,950	4,250	2,797	1,453
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
				<b>4,022</b>	
<b>Other Payments :</b>					
Grants & Donations	650	325	650	600	50
Projects & Newsletter	300	910	1,000	698	302
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
				<b>1,298</b>	
<b>* includes Projects, Bother &amp; (CAT)</b>					
<b>Total Budget £4,500</b>					
<b>Total Payments</b>	<b>19,550</b>	<b>19,085</b>	<b>22,300</b>	<b>10,988</b>	<b>11,312</b>
<b>Vat amount to date 2020 2021</b>				<b>994</b>	

RFO 24th February 2021

**E Public Works Loan Board - Loan Statement 24<sup>th</sup> February 2021**

Date 24<sup>th</sup> February 2021

Botus Fleming PC Current Year 2020/2021

Period 11

Loan Payments statement  
for Cashbook - Current A/c 1

Bank Statement Account Name(s)	Statement Date	Loan advance	Payments	Balance to pay
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			Principal & Interest	
Current Account - Lloyds A/c 1 PWLB Loan advance 24/06/2020*	24/02/2021	69,975.00	2,732.22	67,242.78
Direct Debit payment – 24/12/20				
<b>Total Loan amount outstanding</b>				<b>67,242.78</b>

\* PWLB less loan admin fee £25

## 690 Planning

### New Planning Applications – One received

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

Application : **PA21 / 00460**

Proposal : Proposed single storey rear extension with raised patio

Location : 90 Sunnybanks Hatt PL12 6SA

Applicant : Mr D Kanaki

Grid Ref : 239636 / 61896

### Planning Application Decisions – One received

Application : **PA21 / 00046 (see also PA20 / 09647)**

Proposal : Non Material Amendment for new window added to North elevation; main entrance door relocated on West elevation; flat roof to extension amended to pitched roof (Application number PA20/09647 dated 17<sup>th</sup> December 2020 relates)

Location : 4 Andrews Way Hatt Saltash Cornwall PL12 6PE

Applicant : Mr Adam Coutts

Grid Ref : 239739 / 62045

Planning Application **Approved** 4<sup>th</sup> February 2021

### Planning Application – For information

### Planning Application received after the Agenda issue – To be advised

## 691 Neighbourhood Development Plan – Cllr Dave Edwards (Chairman)

[www.botusflemingandhattndp.com](http://www.botusflemingandhattndp.com)

Report deferred until 24<sup>th</sup> March 2021

## 692 Parish Plan - Cllr Dave Edwards (Chairman)

Report deferred until 24<sup>th</sup> March 2021

## 693 Recreation Field - Cllr Dave Edwards (Chairman)

**Motion;** Cllr. Edwards proposes that the installation costs for a stock proof fence at the Recreation Field (see condition 4 of memorandum of Sale) be carried out by BMS Landscaping in the sum of £320.00 with expenditure being met from the Existing Projects budget.

## 694 Councillor Reports

A Asset Audit - Cllr Sally White

- B Bio diversity - Cllr Malcolm Fletcher
- C Climate change emergency - Cllr Malcolm Fletcher
- D Saltash Area Road Safety (SARS) - Cllr John Robinson
- E BOTHER - Cllr Mervyn Ellis
- F Newsletter - Cllr Malcolm Fletcher

**695 Clerk's items**

Clerks' year calendar one day training seminar organised by the Society for Local Council Clerks.

General Power of Competence (information as previously distributed to Councillors)  
(Prescribed conditions order 2012 Article 2 Section 2 (1) (a) & Localism Act 2011 Chapter 1 Part 1)

**Part 2 – Awarding of Contracts**

**Councillors to Resolve that the Public are excluded from the discussions surrounding the award of the Grass cutting contract for 1<sup>st</sup> April, 2021.**

**The name of the successful contractor and the amount of the contract will be recorded in the Minutes under the Local Government Transparency Code 2015.**

**696 Public Bodies (Admission to Meetings) Act 1960**

To **resolve** that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

**697 Evaluation and Awarding of the Grass cutting Tender 2021**

**698 Public Bodies (Admission to Meetings) Act 1960**

To **resolve** that the public and press be re-admitted to the meeting.

**699 Correspondence**

**700 Date of next meeting.**

The next Meeting of the Council will be the Public Meeting on Wednesday 24<sup>th</sup> March 2021. This Meeting will be held at 7:30pm as a virtual remote access meeting for residents.

**701 End of meeting**

