

# 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 22<sup>nd</sup> September 2021  
Time: 7.30pm  
Location: St Marys Church Hall, Botus Fleming

### To: Chairman & Parish Councillors

Chairman D Edwards

Councillors. M Ellis, M Fletcher, J Oakes, J Robinson, M Solomon, 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  
6<sup>th</sup> September 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 822 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 | 22 September 2021

### **821/2021 Chair's Welcome & Announcements**

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

Cllr March Solomon to complete the Declaration of Acceptance of office as a Parish Councillor, the Register of Interests (ROI) form having already been completed.

### **822 Public participation**

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

### **824 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.

**825 To approve and sign as a correct record the draft Minutes of the Public Meeting of the Parish Council held on Wednesday 25<sup>th</sup> August 2021.**  
(LGA 1972 sch.12.para 41(1))

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

**827 A Report from Cornwall Councillor Martin Worth**



Less - Payments made A/c1 - Mar					0.00
General Funds as per Bank Statement					20,515.40

Movement on A/c1 September		Receipts		Payments	Movement +/-
Receipts against Payments		21,406.59		11,590.03	9,816.56

Precept payment due 7/4/21 £10,000.00

Precept payment due 7/9/21 £10,000.00

07/04/2021 Receipt A/c1		Cornwall Council		Precept April 2021	10,000.00
07/04/2021 Receipt A/c1		Cornwall Council		CTS Grant April 2021	80.39
09/04/2021 Receipt A/c1		HMRC		Vat recovery claim	1,245.81
14/09/2021 Receipt A/c1		Cornwall Council		Precept April 2021	10,000.00
14/09/2021 Receipt A/c1		Cornwall Council		CTS Grant April 2021	80.39
					21,406.59

22/09/2021 Earmarked Funds receipts *					
Big Event / Christmas Fayre		Account 2		Receipts	72.00
Big Event / Assets		Account 2		Receipts	0.00
Playground equipment fund		Account 2		Receipts	7,509.53
Sports & Recreation		Account 2		Receipts	50.00
BOTHER Climate emergency		Account 2		Receipts	0.00
Neighbourhood Development Plan (NDP)		Account 2		Receipts	0.00
RFO 22nd September 2021					7,631.53

### C Bank reconciliation and Earmarked Funds (EMF) balances at 22<sup>nd</sup> September 2021

Date 22nd September 2021

Botus Fleming PC Current Year  
2021/2022

Period 6

Bank Reconciliation statement as at 22/09/2021  
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	22/09/2021		20,515.40
Business Reserve Account - Lloyds A/c 2	22/09/2021		27,825.29
A/c 2 = Earmarked Funds *			
Total balance			48,340.69

Unpresented Cheques (Minus)		0.00	0.00
			48,340.69
Receipts not banked / Cleared (Plus)		0.00	0.00
			48,340.69
		Balance per Cash Book is :-	48,340.69
		Difference is :-	0.00
General Funds as per Bank Statement		Available General Funds	20,515.40

22/09/2021 Earmarked Funds *		
Big Event / Christmas Fayre		3,762.52
Big Event / Assets		1,400.00
Playground equipment fund		7,509.53

Sports & Recreation	1,971.64
BOTHER emergency response	8,762.94
Local Elections Fund 2025	3,000.00
Neighbourhood Development Plan (NDP)	1,418.66
RFO 22nd September 2021	27,825.29

#### D Monthly budget monitoring balances at 22<sup>nd</sup> September 2021

Summary Expenditure Account Year ended 31st March 2022  
Monthly Budget monitoring

#### YEAR END 2021-2022

#### Period 6 - September

Lloyds Current Account A/c 1 - 38772468	Budget 2020 2021 *	Expenditure 2020 2021	Budget 2021 2022 *	Expenditure as at 22/9/21	Budget available
<b>Expenditure</b>					
Clerk's Salary & Locum expenses	4,000	3,277	3,750	1,619	2,131
HMRC	700	818	686	406	280
				<b>2,025</b>	
<b>General &amp; Administration</b>					
Postage & Admin / Office allowance	400	529	350	146	204
Legal & Website fees	500	654	500	390	110
Legal - Recreation Field	1,500	1,138	50	50	0
Elections & Adverts (see EMF A/c2)	0	0	3,000	0	3,000
Training & Expenses & Subscriptions	800	824	800	521	279
				<b>1,107</b>	
<b>Contracts</b>					
Grass cutting	4,250	2,897	4,250	2,544	1,706
Dog bin cleansing			700	216	484
Insurance	1,000	709	1,000	710	290
Loan Repayments	2,500	2,757	5,464	2,732	2,732
Maintenance & Equipment	500	516	500	0	500
				<b>6,202</b>	
<b>Other Payments</b>					
Grants & Donations	650	600	300	0	300
Newsletter printing	1,000	698	400	75	325
Projects & CAT	2,850	0	1,000	1,200	-200
Big Event *	1,400	0	1,000	0	1,000
Neighbourhood Dev. Plan *	250	0	250	0	250
BOTHER	0	0	500	0	500
Vat recoverable amount^					
^see Receipts £1,245.81				<b>1,275</b>	
* includes Projects, Bother & (CAT)					
<b>Total Budget £4,500</b>					
<b>Total Payments</b>	<b>22,300</b>	<b>15,417</b>	<b>24,500</b>	<b>10,609</b>	<b>13,891</b>
Vat amount to date 2021 2022				<b>980</b>	

RFO 22nd September 2021

#### E Public Works Loan Board - Loan Statement 22<sup>nd</sup> September 2021

Date 22<sup>nd</sup> September 2021

Botus Fleming PC Current Year 2020/2021

Period 6

Loan Payments statement

Bank Statement Account Name(s)	Statement Date 22/09/2021	Loan advance	Payments Principal & Interest	Balance to pay
<b>Current Account - Lloyds A/c 1</b>	24/06/2020			
PWLB Loan advance 24/06/2020*		70,000.00		
Direct Debit payment - 24/12/2020			2,732.22	67,267.78
Interest 2019/2020		735.00		
Direct Debit payment - 24/06/2021			2,732.22	65,270.56
Interest 2020/2021		714.03		
<b>Total Loan amount outstanding</b>				<b>65,984.59</b>

\* PWLB less loan admin fee £25

**F External Audit (previously circulated)**

- (i) External Audit report
- (ii) Notice of conclusion of Audit
- (iii) AGAR section 2 amended

**829 Planning**

**New Planning Applications – None received**

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

**Planning Application Decisions – One received**

**Application PA21 / 06144**

**Proposal** Retrospective application for two storey rear extension, 2<sup>nd</sup> first floor Side extensions, reconstruction/enlargement of garage bedroom over

**Location** Trewarne Botus Fleming Saltash Cornwall PL12 6NJ

**Applicant** Mr & Mrs P Tennant

**Grid Ref** 240254 / 61459

Approved with conditions 9<sup>th</sup> September 2021

Planning Application – For information – None received

Planning Application received after Agenda has been issued – To be advised

**830 Neighbourhood Development Plan – Cllr Dave Edwards (Chairman)**

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

Report deferred until 27<sup>th</sup> October 2021

**831 Parish Plan - Cllr Dave Edwards (Chairman)**

Report deferred until 27<sup>th</sup> October 2021

**832 Recreation Field - Cllr Dave Edwards (Chairman)**

**MOTION**

Recreation Field - To improve and strengthen the security.

I propose a motion that we utilise the facilities of Mr Brian Venables' company and install a landfill and soil bank that runs the length of the wire fence. This will hopefully prevent vehicles and caravans cutting the fence and entering the field.

The costs will be borne by Mr Venables' company.

I also propose to fit a metal gate at the field entrance and also fit several strategically placed removable bollards to limit vehicle access.

Additional costs e.g. metal gate, removable bollards will be borne by residents and a small outlay from BFPC.

### **833 Councillor Reports (Reports A to D previously circulated)**

- |          |                           |                                    |
|----------|---------------------------|------------------------------------|
| <b>A</b> | Asset Audit               | - Cllr Sally White                 |
| <b>B</b> | Bio diversity             | - Cllr Malcolm Fletcher            |
| <b>C</b> | Climate change emergency  | - Cllr Malcolm Fletcher            |
| <b>D</b> | BOTHER                    | - Cllr Mervyn Ellis                |
| <b>E</b> | Signage in the Parish     | - Cllr Dave Willey (Vice Chairman) |
| <b>F</b> | Playground equipment fund | - Cllr Dave Edwards (Chairman)     |
| <b>G</b> | Western web (webmail)     | - Cllr Dave Edwards (Chairman)     |
| <b>H</b> | CAT Team Litter pickers   | - Cllr Dave Edwards (Chairman)     |

**Motion – that the Parish Council purchase 8 Litter pickers equipment to be used by the Community Action Team, with the expenditure of £200 to be met from the maintenance budget. Item 818 (ii) 25<sup>th</sup> August 2021 refers.**

- |          |                                    |                                |
|----------|------------------------------------|--------------------------------|
| <b>I</b> | Newsletter                         | - Cllr Malcolm Fletcher        |
| <b>J</b> | Saltash Area Road Safety           | - Cllr John Robinson           |
| <b>K</b> | Cornwall Network Panel             | - Cllr Dave Edwards (Chairman) |
| <b>L</b> | Traffic hazards in Botus Fleming – | Cllr Malcolm Fletcher          |
| <b>M</b> | Big Event                          | - Cllr Dave Edwards (Chairman) |

### **834 Clerk's items**

Code of Conduct for Members and Co-opted Members of Local Councils.

Final versions of the following (CALC) documents as previously distributed, with amendments.

- (i) Code of Conduct document
- (ii) Code of Conduct Guide.

### **835 Correspondence**

#### **835 (i)**

Dear All,

We have received the following email from Bude Stratton Town Council.

*“Housing was the number one issue that our Cllrs came across when door knocking for May’s election, so they are keen to try and make a positive difference. Although this is difficult within the remit of a Town Council, hence the calls for policy changes at a government level and for Cornwall Council as the Housing Authority to take action. The Council has resolved to lobby government to:*

1. End the 'Right to Buy' scheme
2. Scrutinise the principles of Affordable Housing with a view to creating links to local earnings
3. New homes must be prioritised for local need and occupancy
4. Second Homes:
  - a. To allow a multiplier of council tax which is passed to local communities
  - b. Scrutiny of the principle of registering houses as businesses
5. Additions to our housing stock should be delivered to high sustainable living standards and offered with secure and humane tenancy agreements

*If this situation remains unchecked, we fear fracturing of our communities leading to long term social identity issues, workforce problems, loss of family support networks and empty homes bringing a loss of economic vitality and sustainability of our community. Bude-Stratton Town Council urges Cornwall Council to declare a housing emergency based on the BSTC statement.*

*The Council is sending this statement to Scott Mann MP and is also passing it to CALC and NALC for circulation to all Town and Parish Councils for support.*

*We would welcome other Councils passing a similar resolution and adding to the call for action."*

If you have any questions about the proposals please contact the Clerk direct ([KCornwell@bude-stratton.gov.uk](mailto:KCornwell@bude-stratton.gov.uk)) and I am sure he would also welcome feedback on the views of your members. Please remember to copy the CALC into your response as the CALC Executive is keen to understand your council's views.

Kind regards,

Sarah Mason  
County Executive Officer  
Cornwall Association of Local Councils  
1/1a, 1 Riverside House  
Heron Way  
Newham  
TRURO  
Cornwall TR1 2XN

**836 Date of next meeting.**

The next Meeting of the Council will be the Public Meeting on Wednesday 27<sup>th</sup> October 2021. This Meeting will be held at 7:30pm at the St Mary's Church Hall (covid safe).

**837 End of meeting**