

# 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 27<sup>th</sup> October 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

11<sup>th</sup> October 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 839 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 | 27 October 2021

### **838/2021 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.

### **839 Public participation**

### **840 To receive Apologies for Absence and approve the reasons given.**

(LGA 1972 s.85 (1))

### **841 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.

### **842 To approve and sign as a correct record the draft Minutes of the Public Meeting of the Parish Council held on Wednesday 22<sup>nd</sup> September 2021.**

(LGA 1972 sch.12,para 41(1))

### **843 Matters arising from the Minutes for report purposes only.**

### **844 A Report from Cornwall Councillor Martin Worth**

## 845 Finance

### A Accounts for Payment.

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

#### Payments Schedule

27 October 2021

Period 7

Date	Payee	Description	BACs ref.	£
27/10/2021	Christopher Cook	Salary	BACS160	239.78
27/10/2021	HMRC	PAYE	BACS161	60.00
27/10/2021	Christopher Cook	Administration expenses	BACS162	12.16
27/10/2021	BMS Landscaping	Grass cutting (Oct)	BACS163	402.00
27/10/2021	Cllr Sally White	Administration expenses	BACS164	57.18
27/10/2021	Barriers Direct	Security bollards	BACS165	566.57
27/10/2021	WesternWeb	Website cloud programme	BACS166	108.00
<b>All BACs payment amounts today</b>				<b>£ 1,445.69</b>

### B Direct bank Receipts & Payments for information

All bank receipts for this period **£1,746.04** Total receipts 2021/2022 are **£30,784.16**.

Date 27th October 2021

Botus Fleming PC Current Year 2021/2022

Period 7

Receipts & Payments statement as at 27/10/2021

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	27/10/2021		21,406.59
Business Reserve Account - Lloyds A/c 2	27/10/2021		9,377.57
Lloyds A/c 2 = Earmarked Funds *			
<b>Total Receipts</b>			<b>30,784.16</b>

Available General Funds from 31st March			14,103.84
Less - Payments made A/c1 - Apr			2,383.23
Add - Receipts during April			11,326.20
Less - Payments made A/c1 - May			1,989.66
Less - Payments made A/c1 - June			1,277.38
Less - Payments made A/c1 - June - Loan			2,732.22
Less - Payments made A/c1 - July			1,119.98
Less - Payments made A/c1 - August			704.18
Less - Transfer from A/c1 to A/c2			3,405.00
Less - Payments made A/c1 - Sept			1,383.38
Add - Receipts during September			10,080.39
Less - Payments made A/c1 - Oct			1,445.69
Less - Payments made A/c1 - Nov			0.00
Less - Payments made A/c1 - Dec			0.00
Less - Payments made A/c1 - Dec - Loan			0.00
Less - Payments made A/c1 - Jan			0.00

Less - Payments made A/c1 - Feb				0.00
Less - Payments made A/c1 - Mar				0.00
General Funds as per Bank Statement				19,069.71

Movement on A/c1 October		Receipts		Payments	Movement +/-
Receipts against Payments		21,406.59		16,440.72	4,965.87

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

27/10/2021 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	9,255.57
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 27th October 2021					9,377.57

## C Bank reconciliation and Earmarked Funds (EMF) balances at 27<sup>th</sup> October 2021

Date 27th October 2021

Botus Fleming PC Current Year  
2021/2022

Period 7

Bank Reconciliation statement as at 27/10/2021  
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	27/10/2021		19,069.71
Business Reserve Account - Lloyds A/c 2	27/10/2021		29,571.33
A/c 2 = Earmarked Funds *			
<b>Total balance</b>			<b>48,641.04</b>

<b>Unpresented Cheques (Minus)</b>		<b>0.00</b>	<b>0.00</b>
			<b>48,641.04</b>
<b>Receipts not banked / Cleared (Plus)</b>		<b>0.00</b>	<b>0.00</b>
			<b>48,641.04</b>
	<b>Balance per Cash Book is :-</b>		<b>48,641.04</b>
	<b>Difference is :-</b>		<b>0.00</b>
<b>General Funds as per Bank Statement</b>	<b>Available General Funds</b>		<b>19,069.71</b>

27/10/2021 Earmarked Funds *		
Big Event / Christmas Fayre		3,762.52
Big Event / Assets		1,400.00

Playground equipment fund	9,255.57
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 27th October 2021	29,571.33

## D Monthly budget monitoring balances at 27<sup>th</sup> October 2021

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

### YEAR END 2021-2022

#### Period 7 - October

Lloyds Current Account A/c 1 - 38772468	Budget 2020 2021 *	Expendit ure 2020 2021	Budget 2021 2022 *	Expendi ture as at 27/10/21	Budget availab le
<b>Expenditure</b>					
Clerk's Salary & Locum expenses	4,000	3,277	3,750	1,859	1,891
HMRC	700	818	686	466	220
				<b>2,325</b>	
<b>General &amp; Administration</b>					
Postage & Admin / Office allowance	400	529	350	206	144
Legal & Website fees	500	654	500	480	20
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>1,257</b>	
<b>Contracts</b>					
Grass cutting	4,250	2,897	4,250	2,879	1,371
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	472	28
				<b>7,009</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>11,866</b>	<b>12,634</b>
<b>Vat amount to date 2021 2022</b>				<b>1,169</b>	

RFO 27th October 2021

## E Public Works Loan Board - Loan Statement 27<sup>th</sup> October 2021

Date 27<sup>th</sup> October 2021

Botus Fleming PC Current Year 2020/2021

Period 7

Loan Payments statement  
for Cashbook - Current A/c 1

Bank Statement Account Name(s)	Statement Date	Loan advance	Payments Principal & Interest	Balance to pay
	27/10/2021			
<b>Current Account - Lloyds A/c 1</b>	<b>24/06/2020</b>			
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 Pre-Precept & Budget 2022 2023**

**846 Planning**

**New Planning Applications – One received**

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

**Application PA21 / 08337**

**Proposal** Extension and alteration of existing outbuilding, together with provision of decking

**Location** Pineapple Farm Moditonham Botus Fleming Saltash

**Applicant** Michael Tapley

**Grid Ref** 241853 / 61277

**Planning Application Decisions – None received**

**Planning Application – For information – None received**

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

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

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

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

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

**850 Councillor Reports (Reports A to D previously circulated)**

**A** Asset Audit - Cllr Sally White

**B** Bio diversity - Cllr Malcolm Fletcher

**C** Climate change emergency - Cllr Malcolm Fletcher

**D** BOTHER - Cllr Mervyn Ellis

**E** Signage in the Parish - Cllr Dave Willey (Vice Chairman)

**F** Playground equipment fund - Cllr Dave Edwards (Chairman)

