

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 8th December 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

1st December 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 874 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 | 8 December 2021

873/2021 Chair's Welcome & Announcements

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

874 Public participation

875 To receive Apologies for Absence and approve the reasons given.

(LGA 1972 s.85 (1))

876 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.

877 To approve and sign as a correct record the draft Minutes of the Public Meeting of the Parish Council held on Wednesday 24th November 2021.

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

878 Matters arising from the Minutes for report purposes only.

879 A Report from Cornwall Councillor Martin Worth

A Accounts for Payment.

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

Payments Schedule**08 December 2021****Period 9**

Date	Payee	Description	BACs ref.	£
08/12/2021	Christopher Cook	Salary	BACS176	239.78
08/12/2021	HMRC	PAYE	BACS177	60.00
08/12/2021	Christopher Cook	Office allowance contractual	BACS178	52.00
08/12/2021	Cornwall Council	Legal fees	BACS179	48.96
08/12/2021	Travis Perkins	Repair materials Rec/Playequipment	BACS180	545.46
		BACS180 = Account 2 EMF		
All BACs payment amounts today				£ 946.20

B Direct bank Receipts & Payments for information

All bank receipts for this period **£1,275.00** Total receipts 2021/2022 are **£34,056.85**.

Date 8th December 2021

Botus Fleming PC Current Year 2021/2022

Period 9

Receipts & Payments statement as at 08/12/2021

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	08/12/2021		21,406.59
Business Reserve Account - Lloyds A/c 2	08/12/2021		12,650.26
Lloyds A/c 2 = Earmarked Funds *			
Total Receipts			34,056.85

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			1,075.10
Less - Payments made A/c1 - Dec			400.74
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			17,593.87

Movement on A/c1 December	Receipts	Payments	Movement +/-
Receipts against Payments	21,406.59	17,916.56	3,490.03
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

08/12/2021 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	11,528.26
Sports & Recreation Field	Account 2	Receipts	1,050.00
BOTHER Climate emergency	Account 2	Receipts	0.00
Neighbourhood Development Plan (NDP)	Account 2	Receipts	0.00
			12,650.26

08/12/2021 Earmarked Funds payments			
Big Event / Christmas Fayre	Account 2	Payments	0.00
Big Event / Assets	Account 2	Payments	0.00
Playground equipment fund	Account 2	Payments	489.66
Sports & Recreation Field	Account 2	Payments	55.80
BOTHER Climate emergency	Account 2	Payments	0.00
Neighbourhood Development Plan (NDP)	Account 2	Payments	0.00
RFO 8th December 2021			545.46

C Bank reconciliation and Earmarked Funds (EMF) balances at 8th December 2021

Date 8th December 2021

Botus Fleming PC Current Year
2021/2022

Period 9

Bank Reconciliation statement as at 08/12/2021
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	08/12/2021		17,593.87
Business Reserve Account - Lloyds A/c 2	08/12/2021		32,298.56
A/c 2 = Earmarked Funds *			
Total balance			49,892.43

Unpresented Cheques (Minus)	0.00	0.00
		49,892.43
Receipts not banked / Cleared (Plus)	0.00	0.00
		49,892.43
	Balance per Cash Book is :-	49,892.43
	Difference is :-	0.00

General Funds as per Bank Statement	Available General Funds	17,593.87
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08/12/2021 Earmarked Funds *		
Big Event / Christmas Fayre		3,762.52
Big Event / Assets		1,400.00
Playground equipment fund		11,038.60
Sports & Recreation Field		2,915.84
BOTHER emergency response		8,762.94
Local Elections Fund 2025		3,000.00
Neighbourhood Development Plan (NDP)		1,418.66
RFO 8th December 2021		32,298.56

D Monthly budget monitoring balances at 8th December 2021

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

YEAR END 2021-2022

Period 9 - December

Lloyds Current Account A/c 1 - 38772468	Budget 2020 2021 *	Expendit ure 2020 2021	Budget 2021 2022 *	Expendi ture as at 08/12/21	Budget availab le
Expenditure					
Clerk's Salary & Locum expenses	4,000	3,277	3,750	2,575	1,175
HMRC	700	818	686	630	56
				3,205	
General & Administration					
Postage & Admin / Office allowance	400	529	350	258	92
Legal & Website fees	500	654	500	510	-10
Legal - Recreation Field	1,500	1,138	50	90	-40
Elections & Adverts (see EMF A/c2)	0	0	3,000	0	3,000
Training & Expenses & Subscriptions	800	824	800	636	164
				1,494	
Contracts					
Grass cutting	4,250	2,897	4,250	2,879	1,371
Dog bin cleansing			700	480	220
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	495	5
				7,296	
Other Payments					
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				1,275	
* includes Projects, Bother & (CAT)					
Total Budget £4,500					
Total Payments	22,300	15,417	24,500	13,270	11,230
Vat amount to date 2021 2022				1,231	

RFO 8th December 2021

E Public Works Loan Board - Loan Statement 24th November 2021Date 8th December 2021

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	Balance to pay
	08/12/2021		Principal & Interest	
Current Account - Lloyds A/c 1	24/06/2020			
PWLB Loan advance 24/06/2020*		70,000.00		67,267.78
Direct Debit payment - 24/12/2020			2,732.22	
Interest 2019/2020		735.00		
Direct Debit payment - 24/06/2021			2,732.22	65,270.56
Interest 2020/2021		714.03		
Total Loan amount outstanding				65,984.59

* PWLB less loan admin fee £25

F Precept & Budget 2022/2023

To approve the Precept & Budget (pursuant to item 845(F))

Precept £20,000

Budget £25,000

881 Planning**New Planning Applications – None received**Application link <http://planning.cornwall.gov.uk/online-applications>**Planning Application Decisions – One received****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 / 61277Approved with conditions 20th November 2021

Planning Application – For information – None received

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

882 Neighbourhood Development Plan – Cllr Dave Edwards (Chairman)www.botusflemingandhatndp.com**883 Parish Plan** - Cllr Dave Edwards (Chairman)**884 Recreation Field** - Cllr Dave Edwards (Chairman)

885 Councillor Reports (Reports A to C previously circulated)

- A** Asset Audit - Cllr Sally White
- B** Climate & Ecological emergency - Cllr Malcolm Fletcher
- C** BOTHER - Cllr Mervyn Ellis
- D** Playground equipment fund - Cllr Dave Edwards (Chairman)
- E** Newsletter - Cllr Malcolm Fletcher
- F** Funding Bank Account - Cllr Dave Edwards (Chairman)

886 Clerk's items

887 Correspondence

Mr C Cook 24 Rashleigh Avenue Saltash PL12 4NS 22nd November 2021

Dear Mr Cook In the public meeting of BFPC in October Councillors voted to set the value of the 2022-23 budget at £25,000 and the precept at £20,000. BFPC's Transparency Code Action Plan states: "To ensure that all administration duties are run in a correct and timely fashion. All information to be open and transparent as per the Transparency Code 2014. Implementation of Accessibility Act Regulations September 2020 " The 2014 UK Government Transparency Code for Smaller Parishes states: "Smaller authorities should also publish meeting agendas, which are as full and informative as possible, and associated meeting papers not later than three clear days before the meeting to which they relate is taking place. These requirements are covered by BFPC's Standing Orders section 10. The agenda for the Oct 2021 meeting contained the entry - 845 F Pre-Precept & Budget 2022 2023 - with no indication that there would be a motion to set the budget and precept values. Also, no associated meeting papers were published but Councillors made reference to previously circulated information. This plainly represents a departure from both acceptable standards and lawful requirements. Moreover, the minutes of that meeting indicate that there is an intention to adopt the full budget at the November meeting. Again, the agenda fails to give any details of the intended business but simply lists the entry as - 863F Pre-Precept & Budget 2022 2023 - and, as before, no associated papers have been published. This impropriety exposes the Council to the risk of legal challenges as well as placing Councillors in breach of their Code of Conduct for lack of openness, and the Nolan principle of transparency. There is also an issue relating to your recorded comments, specifically relating to the "small increases in the current budget level were restricted to maintenance & equipment.. ". The current year's budget of £24,500 includes a non-recurring provision of £3000 to cover the potential cost of an election. The budget to cover BFPC's running costs was therefore £21,500. An increase to £25,000 represents a 16% rise in running costs. This is hardly a small increase. The Chairman's annual report (April 2021) recognises this and states, "The increase was in the main due to a £3,727.22 levy to pay for the Local Elections....The Parish Council will review the budget next year and hopefully we will be able to reduce the current and increased West Park Hatt Saltash Cornwall PL12 6PP DR TREVOR AUGHEY precept." Currently residents are being asked to contribute to a £25,000 fund-raising campaign to support an undefined play space development plus, according to Agenda item 832, "Additional costs e.g. metal gate, removable bollards will be borne by residents and a small outlay from BFPC." And all of this in a year when many people are struggling with increases in the cost of living generally and energy prices in particular. Surely BFPC can see the need to publicly justify, and gain support for its fiscal policies, irrespective of the laws and regulations, or risk losing the confidence of the electorate. Fortunately BFPC have sufficient time before the 31 December deadline to re-run the budget and precept setting in a proper fashion in the December meeting. I sincerely hope that this is what will happen. Yours sincerely

888 Date of next meeting.

The next Meeting of the Council will be the Public Meeting on Wednesday 26th January 2022. This Meeting will be held at 7:30pm at the St Mary's Church Hall (covid safe).

889 End of meeting