

Botus Fleming Parish Council

www.botusfleming.org.uk



Notice of the Annual 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 25th May 2022

Time: 7.30pm

Location: St Mary's Church Hall, Botus Fleming

To: Chairman & Parish Councillors

Chairman D Edwards

M Ellis, M Fletcher, J Oakes, J Robinson, M Solomon, S White, and D Willey (Vice Chair).

You are hereby summoned to attend the above meeting to consider the items of business. This is the Annual Meeting of the Parish Council. (LGA 1972 Sch.12 para. 7 (1))

Councillors will be discussing all the items as listed overleaf on the Agenda.

Christopher Cook (CILCA)

Christopher Cook
Clerk to the Council
9th May 2022

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 & RFO
24 Rashleigh Avenue - Saltash - Cornwall - PL12 4NS
Tel. 07523 005414
clerk@botusfleming.org.uk

7.30pm – Item 959 below

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.

* 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)

Agenda | 25 May 2022

958/2022 Chair's Welcome & Announcements

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

959 Public participation

960 Election of Chairman (LGA 1972 Sect.15 (1))

The Declaration of Acceptance Form to be signed by the Chairman.

961 Election of a Vice Chairman (LGA 1972 Sect.15 (1))

The Declaration of Acceptance Form to be signed by the Vice Chairman.

962 To receive Apologies for Absence and approve the reasons given. (LGA 1972 s85(1))

963 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.

964 To approve and sign as a correct record the draft Minutes of the Public Meeting of the Parish Council held on Wednesday 27th April 2022. (LGA 1972 sch.12.para 41(1))

965 Matters arising from the Minutes for report purposes only.

966 A Report from Cornwall Councillor Martin Worth

967 Finance

A Accounts for Payment.

Members are asked to note the following items of expenditure for the month of **May 2022**.

Payments Schedule

25 May 2022

Period 2

Date	Payee	Description	BACs ref.	£
25/05/2022	Christopher Cook	Salary	BACS207	249.02
25/05/2022	HMRC	PAYE	BACS208	62.20
25/05/2022	Zurich Insurance	Insurance portfolio premium renewal	BACS209	736.14
25/05/2022	BMS Landscaping	Grass cutting (May)	BACS210	420.00
25/05/2022	Linda Coles	Internal Auditor fee	BACS211	160.00
25/05/2022	WesternWeb Limited	SSL certificate & Licence web space	BACS212	96.00
25/05/2022	Strictly Tables & Chairs	Big Event asset Folding Tables A/c2	BACS213	737.40
25/05/2022	Biffa	Annual dog bin cleansing charge	BACS214	873.60
25/05/2022	Mrs M Matthews	Printing costs SUSTRANS report A/c2	BACS215	13.63
		A/c 1 = £2,596.96		
		A/c 2 = £ 751.03		
All BACs payment amounts today				£ 3,347.99

Motion – Councillors to consider and approve the renewal insurance premium in accordance with Item 975 (iii).

B Direct bank Payments & Receipts for information

All bank receipts for this period **£0.00** Total receipts **2022/2023** are **£13,085.52**

Date 25th May 2022

Botus Fleming PC Current Year 2022/2023

Period 2

Receipts & Payments statement as at 25/05/2022

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	25/05/2022		13,085.52
Business Reserve Account - Lloyds A/c 2	25/05/2022		1,435.71
Lloyds A/c 2 = Earmarked Funds *			
Total Receipts			14,521.23

Available General Funds from 31st March			12,438.86
Less - Payments made A/c1 - Apr			1,484.30
Add - Receipts during April			13,085.52
Less - Payments made A/c1 - May			2,596.96
Less - Transfer A/c1 to A/c2			1,435.71
Less - Payments made A/c1 - June			0.00
Less - Payments made A/c1 - June - Loan			0.00
Less - Payments made A/c1 - July			0.00
Less - Payments made A/c1 - August			0.00
Less - Payments made A/c1 - Sept			0.00
Add - Receipts during September			0.00
Less - Payments made A/c1 - Oct			0.00
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					20,007.41
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Movement on A/c1 May		Receipts		Payments	Movement +/-
Receipts against Payments		13,085.52		5,516.97	7,568.55

Precept payment due 7/4/22 £10,000.00

Precept payment due 7/9/22 £10,000.00

07/04/2022 Receipt A/c1		Cornwall Council		Precept April 2022	10,000.00
07/04/2022 Receipt A/c1		Cornwall Council		CTS Grant April 2022	33.56
09/04/2022 Receipt A/c1		HMRC		Vat recovery claim	3,051.96
14/09/2022 Receipt A/c1		Cornwall Council		Precept Sept 2022	0.00
14/09/2022 Receipt A/c1		Cornwall Council		CTS Grant Sept 2022	0.00
					13,085.52

25/05/2022 Earmarked Funds receipts *					
Big Event / Christmas Fayre		Account 2		Receipts	0.00
Big Event / Assets		Account 2		Receipts	0.00
Playground equipment fund		Account 2		Receipts	0.00
Sports & Recreation Field		Account 2		Receipts	0.00
BOTHER Climate emergency		Account 2		Receipts	1,435.71
Neighbourhood Development Plan (NDP)		Account 2		Receipts	0.00
					1,435.71

25/05/2022 Earmarked Funds payments					
Big Event / Christmas Fayre		Account 2		Payments	228.30
Big Event / Assets		Account 2		Payments	737.40
Playground equipment fund		Account 2		Payments	0.00
Sports & Recreation Field		Account 2		Payments	0.00
BOTHER Climate emergency response		Account 2		Payments	1,476.17
Neighbourhood Development Plan (NDP)		Account 2		Payments	0.00
RFO 25th May 2022					2,441.87

C Bank reconciliation and Earmarked Funds (EMF) balances as at the 25th May 2022

Bank Reconciliation statement as at 25/05/2022
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	25/05/2022		20,007.41
Business Reserve Account - Lloyds A/c 2	25/05/2022		36,015.93
A/c 2 = Earmarked Funds *			
Total balance			56,023.34

Unpresented Cheques (Minus)		0.00	0.00
			56,023.34
Receipts not banked / Cleared (Plus)		0.00	0.00
			56,023.34
	Balance per Cash Book is :-		56,023.34
	Difference is :-		0.00
General Funds as per Bank Statement	Available General Funds		20,007.41

25/05/2022 Earmarked Funds *		
Big Event / Christmas Fayre		3,182.71
Big Event / Assets		173.60
Playground equipment fund		25,674.06
Sports & Recreation Field		2,458.67
BOTHER climate emergency response		108.23
Local Elections Fund 2025		3,000.00
Neighbourhood Development Plan (NDP)		1,418.66
RFO 25th May 2022		36,015.93

D Monthly budget monitoring balances at the 25th May 2022

Summary Expenditure Account Year ended 31st March 2023 Monthly Budget monitoring

YEAR END 2022-2023

Period 2 - May

Lloyds Current Account A/c 1 - 38772468	Budget 2021 2022 *	Expenditure 2021 2022	Budget 2022 2023 *	Expenditure as at 25/05/22	Budget available
Expenditure					
Clerk's Salary & Locum expenses	3,750	3,298	3,735	612	3,123
HMRC	686	810	700	154	546
		4,108		766	
General & Administration					
Postage & Admin Office allowance	350	328	350	0	350
Legal & Website fees	500	585	500	307	193
Legal - Recreation Field	50	90	100	0	100
Elections & Adverts (see EMF A/c2)	3,000	255	0	0	0
Training Expenses Subscriptions	800	637	800	344	456
		1,895		651	
Contracts					
Grass cutting	4,250	3,414	4,250	875	3,375
Dog bin cleansing	700	480	500	728	-228
Insurance	1,000	710	1,150	685	465
Loan Repayments	5,464	5,464	5,465	0	5,465
Maintenance & Equipment	500	495	2,500	0	2,500
		10,563		2,288	
Other Payments					
Grants & Donations	300	0	300	0	300
Newsletter printing	400	523	400	0	400
Projects & CAT	1,000	1,200	2,500	0	2,500
Big Event *	1,000	0	1,000	0	1,000
Neighbourhood Dev. Plan *	250	0	250	0	250
BOTHER	500	0	500	0	500
Vat recoverable amount^					
^see Receipts £3,051.96		1,723		0	
* includes Projects, Bother & (CAT)					

Total Budget £4,250					
Total Payments	24,500	18,289	25,000	3,705	21,295
Vat amount to date 2022 2023				498	

RFO 25th May 2022

E Public Works Loan Board – Loan Statement 25th May 2022

Date 25th May 2022

Botus Fleming PC Current Year 2022/2023

Period 2

Loan Payments statement
for Cashbook - Current A/c 1

Bank Statement Account Name(s)	Statement Date	Loan advance	Payments Principal & Interest	Balance to pay
	25/05/2022			
Current Account - Lloyds A/c 1	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	68,002.78
Direct Debit payment - 24/06/2021			2,732.22	65,270.56
Interest 2020/2021			714.03	65,984.59
Direct Debit payment - 24/12/2021			2,732.22	63,252.37
Interest 2020/2021			692.84	63,945.21
Total Loan amount outstanding				63,945.21

* PWLB less loan admin fee £25

968 Planning

New Planning Applications – Three received

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

Reference: PA22 / 03810
Address: Trengilly Road from Orchard Villas to Churchtown Botus Fleming
Proposal: Proposed first floor extension above garage
Applicant: Mr Stuart Walsh
Grid ref: 240202 / 61357

Reference: PA22 / 03651
Address: Trederow Farm Road from Orchard Villas to Churchtown Botus Fleming
Proposal: Conversion of milking parlour to single residential dwelling
Applicant: Mr Philip Hygate
Grid ref: 240287 / 61645

Reference: PA21 / 12138
Address: Pineapple Farm Moditonham Botus Fleming
Proposal: 17Kw ground mounted pv solar array for domestic use
Applicant: Mr Michael Tapley
Grid ref: 241853 / 61277

Planning Application Decisions – One received

Reference: PA22 / 02078
Address: The Cider Barn (Barn 4) Ramiscombe Hatt Cornwall
Proposal: Single storey rear extension
Applicant: Mr Stuart Fort
Grid ref: 240436 / 62494

Approved with Conditions 1st May 2022

Planning Application – For Information

Planning Application received after the Agenda issue – To be advised

969 Resolutions

1. To receive a Financial Statement for the year ending 31st March 2022

(a) To receive the Internal Auditor's Report and note its contents

(b) To approve the Annual Governance Statement (Section 1)

(c) To approve the Accounting Statement (Section 2)

(d) To set the commencement date for the exercise of Public Rights
(document (b), (c) to be signed 25th May 2022)

2. The General Power of Competence – The report from the Parish Clerk 24th February 2021 refers-

(i) That the Council confirms that it meets the two required criteria for eligibility at the time of this Meeting to exercise the General Power of Competence (GPC).

(ii) That the Council resolves to adopt to use the General Power of Competence.

The above conditions of an Electoral mandate and CiLCA qualified Clerk for (GPC) remain in force at 25th May 2022. (Prescribed conditions order 2012 (SI 2012 965) Paragraph 2 for Resolution to be passed.

970 Governance

1. Review of Policies & Procedures due May 2022
(Governance list as previously circulated & Community Engagement Strategy)
2. Model Publications Scheme review 2022
3. Review of the Parish Council's Banking arrangements.
4. Review of the Parish Council's Asset Register.
5. Review of the Parish Council's Insurance Policy.
- 6 To re-appoint the Parish Clerk as the Council's Responsible Financial Officer.
7. To confirm the re-appointment of Mrs Linda Coles as the Parish Council's Internal Auditor.
8. Councillor's responsibilities schedule 2022/2023.

971 Neighbourhood Development Plan – Cllr Marc Solomon
www.botusflemingandhattndp.com

972 Parish Plan - Cllr Marc Solomon

973 Recreation Field - Cllr Dave Edwards

974 Councillors reports

(i) Asset Audit - Cllr Sally White

(ii) Climate & Ecological Emergency - Cllr Malcolm Fletcher

(iii) BOTHER - Cllr Mervyn Ellis

(iv) **Playground Equipment Fund - Cllr Dave Edwards (Chairman)**

(v) **Big Event - Cllr Dave Edwards (Chairman)**

(vi) **Saltash Area Road Safety - Cllr John Robinson**

975 Clerk's items

(i) **Draft Minutes of the Annual Parish Meeting 27th April 2022 are posted on the Council's website 4th May 2022. Minutes can be viewed at www.botusfleming.org.uk**

(ii) (a) **St.Mary's Hall hire charges for Public Meetings.**
(b) **Review of Grants & Donations Policy**

(iii) **Zurich Insurance – extension to the Long-Term Agreement.**
(Report as previously circulated www.botusfleming.org.uk)

Report to the Annual Meeting of the Parish Council 25th May 2022
Renewal of Combined Insurance Policy YLL-122006-7953

Background

The Parish Council last renewed the Insurance Property & Liability cover* in June 2017 under a Long- Term Agreement (LTA) expiring June 2022 (3 years with a 2-year extension). Insurance cover also includes Engineering inspection.

Current position at May 2022

The Parish Council may choose, under negotiation with Zurich, to renew Insurances* for a further 5-year period. This again would be within the terms of an (LTA) attracting a premium discount and continuity of cover and value for money premium expenditure. Cover is subject to an annual uplift on inflation against Property (All Risks) sums insured. The Insurance budget for 2022/2023 must be considered, and the suggested premium of £736.14 (inclusive) falls within the Budget set for 2022/2023.

Insurance Market 2022

Insurance rates are current at their softest (except for Motor risks of which Botus Fleming do not have any fleet vehicles).

Zurich Insurance are experts in Underwriting Local Council business and offer competitive rates and Long-Term Policy discounts. The only other player in the market is Came & Company who may write business for smaller Councils.

Zurich also deliver an excellent claims service and flexible with Underwriting requests from the Insured in connection with adding new risks.

Recommendation

An extension period to the Long-Term Agreement would avoid any Tender process until 2027. There is an urgency to ensure that Public Liability Indemnity cover is in place for the Parish Council's 'Big Event' due to take place on the 2nd June 2022.

Following negotiations between the Parish Clerk and Zurich Underwriting, a 5-year renewal period quotation has been sought, with the recommended insurance renewal premium for June 2022 actually lower than that of June 2017. The rate would be guaranteed for 5 years and enable the Council to budget accordingly and within the limits of the current Precept requirement.

The Recommendation to Council is to seek Approval to settle the annual insurance premium for £736.14 (inclusive of ipt) as demonstrated in the attached schedule.

- Insurance schedule 2022

Renewal Year	Premium *	IPT	Vat
1st June 2017	739.42	44.50	54.01

1st June 2018		747.85	44.50	55.42
1st June 2019		748.43	44.56	55.42
1st June 2020		763.96	46.23	55.42
1st June 2021		765.28	46.37	55.42
End of 5-year LTA period ^				
1st June 2022		736.14	46.73	50.00
New 5-year LTA period				

* inclusive of IPT & Vat

^ long term agreement

Clerk & RFO 6th May 2022

(iv) Display of Employers' Liability Insurance certificate at St.Mary's Hall.

Coronavirus reminder regarding Public meetings.

Councillors are requested to note that in response to the Coronavirus pandemic, the Ministry for Housing, Communities and Local Government (MHCLG) issued new Statutory Instruments that affected the limited assurance regime process.

SI2020/392 and SI2020/808 gave Local Authorities permission to allow members, the public and press to attend meetings remotely from the 4th April, 2020 in respect to smaller authorities.

The Legislation only permits remote attendance at meetings held before the 7th May, 2021 hence, as no further Legislation has been passed, smaller authorities will not be able to hold virtual meetings after this date.

976 Correspondence

977 Date of next meeting.

The next Meeting of the Council will be the Public Meeting on Wednesday 22nd June 2022. The Meeting will be held at the St. Marys church hall, Botus Fleming commencing at 7:30pm

978 End of meeting