

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 22nd June 2022

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

13th June 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 & Responsible Financial Officer

24 Rashleigh Avenue - Saltash - Cornwall - PL12 4NS

Tel. 07523 005414

clerk@botusfleming.org.uk

7.30pm – Item 980 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 June 2022

979/2022 Chair's Welcome & Announcements

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

980 Public participation

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

(LGA 1972 s.85 (1))

982 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.

983 To approve and sign as a correct record the draft Minutes of the Annual Meeting of the Parish Council held on Wednesday 25th May 2022.

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

984 Matters arising from the Minutes for report purposes only.

985 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 **June 2022**.

Payments Schedule**22 June 2022****Period 3**

Date	Payee	Description	BACs ref.	£
22/06/2022	Christopher Cook	Salary	BACS216	249.02
22/06/2022	HMRC	PAYE	BACS217	62.20
22/06/2022	Christopher Cook	Office allowance contractual	BACS218	52.00
22/06/2022	Christopher Cook	Administration expenses	BACS219	29.67
22/06/2022	St. Marys PCC Hall Committee	Church Hall room hire donation	BACS220	600.00
22/06/2022	BMS Landscaping	Grass cutting (June)	BACS221	555.00
22/06/2022	Mervyn Ellis	Print costs Big Event A/c2	BACS222	67.50
22/06/2022	Public Works Loan Board	Loan repayment instalment	DD	2,732.22
		A/c 1 = £4,280.11		
		A/c 2 = £ 67.50		
All BACs payment amounts today				£ 4,347.61

MOTION/CHAIRMAN-that a donation of £600 be made to St. Mary's church hall committee in respect to the room hire for Public Meetings etc. Proposal that £300 be met from the existing Budget for 2022/2023, and that £300 be met from the reserves on Account 1.

MOTION/CHAIRMAN-that the Grants & Donations Policy be amended to £750 in total. The amount to be split at the discretion of the Parish Council.

B Direct bank Receipts & Payments for information

All bank receipts for this period **£0.00**. Total receipts Account1 2022/2023 are **£13,085.52**.

Date 22nd June 2022

Botus Fleming PC Current Year 2022/2023

Period 3

Receipts & Payments statement as at 22/06/2022

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	22/06/2022		13,085.52
Business Reserve Account - Lloyds A/c 2	22/06/2022		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			1,547.89
Less - Payments made A/c1 - June - Loan			2,732.22
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				15,727.30

Movement on A/c1 June		Receipts		Payments	Movement +/-
Receipts against Payments		13,085.52		9,797.08	3,288.44

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

22/06/2022 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

22/06/2022 Earmarked Funds payments			
Big Event / Christmas Fayre	Account 2	Payments	295.80
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 22nd June 2022			2,509.37

C Bank reconciliation and Earmarked Funds (EMF) balances at 22nd June 2022

Date 22nd June 2022

Botus Fleming PC Current Year 2022/2023

Period 3

Bank Reconciliation statement as at 22/06/2022

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	22/06/2022		15,727.30
Business Reserve Account - Lloyds A/c 2	22/06/2022		35,948.43
A/c 2 = Earmarked Funds *			
Total balance			51,675.73

Unpresented Cheques (Minus)	0.00	0.00
		51,675.73
Receipts not banked / Cleared (Plus)	0.00	0.00

General Funds as per Bank Statement	Balance per Cash Book is :-	51,675.73
	Difference is :-	51,675.73
	Available General Funds	0.00
		15,727.30

22/06/2022 Earmarked Funds *		
Big Event / Christmas Fayre		3,205.89
Big Event / Assets		173.60
Playground equipment fund		25,583.38
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 22nd June 2022		35,948.43

D Monthly budget monitoring balances at 22nd June 2022

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

YEAR END 2022-2023

Period 3 - June

Lloyds Current Account A/c 1 - 38772468	Budget 2021 2022 *	Expenditure 2021 2022	Budget 2022 2023 *	Expenditure as at 22/06/22	Budget available
Expenditure					
Clerk's Salary & Locum expenses	3,750	3,298	3,735	861	2,874
HMRC	686	810	700	216	484
		4,108		1,077	
General & Administration					
Postage & Admin Office allowance	350	328	350	82	268
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		733	
Contracts					
Grass cutting	4,250	3,414	4,250	1,430	2,820
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		2,843	
Other Payments					
Grants & Donations	300	0	300	600	-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		600	
* includes Projects, Bother & (CAT)					
Total Budget £4,250					
Total Payments	24,500	18,289	25,000	5,253	19,747
Vat amount to date 2022 2023				498	

RFO 22nd June 2022

E Public Works Loan Board - Loan Statement 22nd June 2022

Date 22nd June 2022

Botus Fleming PC Current Year 2022/2023

Period 3

Loan Payments statement
for Cashbook - Current A/c 1

Bank Statement Account Name(s)	Statement Date	Loan advance	Payments Principal & Interest	Balance to pay
	22/06/2022			
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
Direct Debit payment - 24/06/2022			2,732.22	61,212.99
Interest 2021/2022			671.42	61,884.41
Total Loan amount outstanding				61,884.41

987 Planning

New Planning Applications – One received

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

Update to Planning Application 1st November 2017

Application PA22 / 05135

Proposal Proposed covered yard adjoining B8 unit under PA21/02720

Location Land south of Roodcroft Hatt Cornwall PI12 6PJ

Planning Application Decisions – One received

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

Approved with conditions 28th May 2022

Planning Application – For information – None received

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

988 Neighbourhood Development Plan – Cllr Marc Solomon

- 989 Parish Plan - Cllr Marc Solomon
- 990 Recreation Field - Cllr Dave Edwards (Chairman)
- 991 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 Big Event / Platinum Jubilee Event – Cllr Dave Edwards (Chairman)
- F Cornwall Network Panel (CNP) – Cllr Dave Edwards (Chairman)
- G Defibrillator - Cllr Malcolm Fletcher

992 Clerk's items

(a) Prosperous Cornwall documents circulated, as supplied by the County Councillor Martin Worth.

(i) <https://democracy.cornwall.gov.uk/ieListDocuments.aspx?CId=584&MId=10119&Ver=4>

(ii) <https://www.transportforcornwall.co.uk/>

(b) Audit Explainer completed by the (RFO) available at www.botusfleming.org.uk

(c) Ukraine information and advice for Residents – support for Ukraine host families and sponsor (Page available on the Cornwall Council website).

993 Correspondence

(i) Dear Mr Cook,

Thank you for the efficient and effective way you clerked yesterday's meeting. I was for 21 years Chief Executive of a Unitary Council and it was a pleasure to witness well informed, well-paced and good-natured council clerking. Botus Fleming is fortunate to have you on board.

Best regards,
Philip Hygate FRSA

(ii) Sir

I shall post a replacement cheque made to *Botus Fleming Parish Council* for Mervyn's capable services tomorrow. He tells me he was misinformed as to the payee on the previous.

Best wishes

James Davies

P.S. Really liked your web site. Quality. Appreciation to the designer.

994 Date of next meeting.

The next Meeting of the Council will be the **Public Meeting** on Wednesday 27th July 2022 at 7.30pm at the St.Mary's Church Hall (covid safe).

995 End of meeting