

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 23rd November 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.

Please do not attend if you are Covid-positive, have symptoms, or are self-isolating

Christopher Cook

Clerk to the Council

14th November 2022

Christopher Cook (CILCA)

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 1064 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 | 23 November 2022

1063/2022 Chair's Welcome & Announcements

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

1064 Public participation

1065 Presentation by Mr Max Venables

1066 To receive Apologies for Absence and approve the reasons given.

(LGA 1972 s.85 (1))

1067 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.

1068 To approve and sign as a correct record the draft Minutes of the Public Meeting of the Parish Council held on Wednesday 28th September 2022 & 26th October 2022.

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

1069 Matters arising from the Minutes for report purposes only.

1070 A Report from Cornwall Councillor Martin Worth

1071 Finance

A Accounts for Payment.

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

Date	Payee	Description	BACs ref.	£
23/11/2022	Christopher Cook	Salary	BACS252	249.02
23/11/2022	HMRC	PAYE	BACS253	124.40
23/11/2022	Christopher Cook	Annual Leave payment	BACS252	249.02
23/11/2022	SLCC	Membership renewal	BACS254	98.00
23/11/2022	Richards Builders	Maintenance materials	BACS255	76.72
23/11/2022	South Western Ambulance	Defibrillator support package	BACS256	2,160.00
All BACs payment amounts today				£ 2,957.16

B Direct bank Receipts & Payments for information

All bank receipts for this period **£0.00**. Total receipts Account1 2022/2023 are **£23,119.07**.
All bank receipts for this period **£0.00**. Total receipts Account2 2022/2023 are **£5,744.45**.

Date 23rd November 2022

Botus Fleming PC Current Year 2022/2023

Period 8

Receipts & Payments statement as at 23/11/2022

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	23/11/2022		23,119.07
Business Reserve Account - Lloyds A/c 2	23/11/2022		5,744.45
Lloyds A/c 2 = Earmarked Funds *			
Total Receipts			28,863.52

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			771.22
Less - Payments made A/c1 - August			1,053.22
Less - Payments made A/c1 - Sept			1,458.26
Add - Receipts during September			10,033.55
Less - Payments made A/c1 - Oct			581.70
Less - Payments made A/c1 - Nov			2,957.16
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			18,939.29

Movement on A/c1 November	Receipts	Payments	Movement +/-
Receipts against Payments	23,119.07	16,618.64	6,500.43

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	10,000.00
14/09/2022 Receipt A/c1	Cornwall Council	CTS Grant Sept 2022	33.55
			23,119.07

23/11/2022 Earmarked Funds receipts *			
Big Event / Christmas Fayre	Account 2	Receipts	4,258.74
Big Event / Assets	Account 2	Receipts	0.00
Playground equipment fund	Account 2	Receipts	0.00
Sports & Recreation Field	Account 2	Receipts	50.00
BOTHER Climate emergency	Account 2	Receipts	1,435.71
Neighbourhood Development Plan (NDP)	Account 2	Receipts	0.00
			5,744.45

23/11/2022 Earmarked Funds payments			
Big Event / Christmas Fayre	Account 2	Payments	2,860.54
Big Event / Assets	Account 2	Payments	737.40
Playground equipment fund	Account 2	Payments	25,422.00
Sports & Recreation Field	Account 2	Payments	510.00
BOTHER Climate emergency response	Account 2	Payments	1,476.17
Neighbourhood Development Plan (NDP)	Account 2	Payments	0.00
RFO 23rd November 2022			31,006.11

C Bank reconciliation and Earmarked Funds (EMF) balances at 23rd November 2022

Date 23rd November 2022

Botus Fleming PC Current Year 2022/2023

Period 8

Bank Reconciliation statement as at 23/11/2022

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	23/11/2022		18,939.29
Business Reserve Account - Lloyds A/c 2	23/11/2022		11,760.43
A/c 2 = Earmarked Funds *			
Total balance			30,699.72

Unpresented Cheques (Minus)		0.00	0.00
			30,699.72
Receipts not banked / Cleared (Plus)		0.00	0.00
			30,699.72
		Balance per Cash Book is :-	30,699.72
		Difference is :-	0.00
General Funds as per Bank Statement		Available General Funds	18,939.29

23/11/2022 Earmarked Funds *		
Big Event / Christmas Fayre		4,899.89
Big Event / Assets		173.60
Playground equipment fund		161.38
Sports & Recreation Field		1,998.67
BOTHER climate emergency response		108.23
Local Elections Fund 2025		3,000.00

Neighbourhood Development Plan (NDP)	1,418.66
RFO 23rd November 2022	11,760.43

D Monthly budget monitoring balances at 23rd November 2022

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

YEAR END 2022-2023

Period 8 - November

Lloyds Current Account A/c 1 - 38772468	Budget 2021 2022 *	Expenditure 2021 2022	Budget 2022 2023 *	Expenditure as at 23/11/22	Budget available
Expenditure					
Clerk's Salary & Locum expenses	3,750	3,298	3,735	2,358	1,377
HMRC	686	810	700	588	112
		4,108		2,946	
General & Administration					
Postage & Admin Office allowance	350	328	350	189	161
Legal & Website fees	500	585	500	842	-342
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	462	338
		1,895		1,493	
Contracts					
Grass cutting	4,250	3,414	4,250	2,700	1,550
Dog bin cleansing	700	480	500	728	-228
Insurance	1,000	710	1,150	790	360
Loan Repayments	5,464	5,464	5,465	2,732	2,733
Maintenance & Equipment	500	495	2,500	2,244	256
		10,563		9,194	
Other Payments					
Grants & Donations	300	0	300	600	-300
Newsletter printing	400	523	400	0	400
Projects & CAT (incl.S.137)	1,000	1,200	2,500	75	2,425
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		675	
* includes Projects, Bother & (CAT)					
Total Budget £4,250					
Total Payments	24,500	18,289	25,000	14,308	10,692
Vat to date 2022 2023 A/cs 1 & 2				5,318	

RFO 23rd November 2022

E Public Works Loan Board – Loan Statement 23rd November 2022

Loan Payments statement
for Cashbook - Current A/c 1

Bank Statement Account Name(s)	Statement Date	Loan advance	Payments	Balance to pay
	23/11/2022		Principal & Interest	
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

F Budget & Precept 2023 – 2024

BOTUS FLEMING PARISH COUNCIL PRECEPT 2023 / 2024							
Summary Expenditure Account Year ended 31st March 2023		YEAR	2022	2023	BUDGET		
BUDGET REVIEW DOCUMENT As at 26th October 2022							
Current Account - 38772468 Lloyds	Budget 2022	2023 *	Expenditure as at 28/9/22	Budget available	Expenditure Forecast to 31/3/23	Budget 2023 2024 *	Guidance on expenditure
Precept amount	20,000					20,500	Precept annual income amount
Expenditure :-							
Clerk's Salary	3,736		1,610	2,125	1,750	3,750	Clerk annual salary
HMRC	700		402	298	434	836	Clerk salary tax deductions
	4,436		2,012		2,184	4,586	
General & Administration :							
Postage & Admin.	350		189	161	100	300	Administration & Stationery costs
Legal & Website Admin.	500		692	-192	0	700	Website maintenance fees
Professional fees & Subscriptions	100		0	100	0	500	CALC / SLCC & Audit fees
Elections & Adverts (See EMF A/c2)	0		0	0	0	400	NEW Advertisement - Grass tender
Training & Expenses	800		364	436	50	450	Training costs & Travel expenses
	1,750		1,245		150	2,350	
Contracts :							
Grasscutting	4,250		2,700	1,550	1,445	6,000	Grasscutting Contract costs
Dog Bin cleansing	500		728	-228	0	750	Dog Bin cleansing charge
Insurance	1,150		790	360	0	1,100	Combined Insurance Policy
Play Equipment inspections	0		500	-500	0	400	Equipment Insp. contract
Public Works Loan Board repayments	5,464		2,732	2,732	2,732	5,464	NEW Loan repayments (PWLB)

Maintenance & equipment	2,500	368	2,132	2,100	3,000	General repairs / installations
	13,864	7,818		6,277	16,714	
Other Payments :						
Grants & Donations	300	600	-300	0	750	Hall hire & graveyard costs
Newsletter printing	400	0	400	200	400	Newsletters & Flyers costs
Projects	1,000	0	1,000	0	1,000	Projects - Engagement
Community Action Team (CAT)	1,500		1,500	50	1,500	Community (previously Projects)
Big Event	1,000	0	1,000	0	1,000	Community Event costs
Neighbourhood Dev. Plan	250	0	250	0	250	(NDP) & Parish Plan expenditure
BOTHER 22/23	500	0	500	0	500	Projects Climate Emergency
Vat recoverable amount 2022 2023	0	0	0	0	0	(Exclude Vat costs recovered)
	4,950	600		250	5,400	
Total Payments	25,000	11,675	13,324	8,861	29,050	Annual Parish budget
Vat to date 2022 2023		4,929				
Current Account - 38772468 Lloyds	Budget 2022 2023 *	Expenditure as at 28/9/22	Budget available	Expenditure Forecast to 31/3/23	Budget 2023 2024 *	

Earmarked Funds (EMF) as at 26.10.22			Balance
Big Event / Christmas Fayre			4,899
Big Event / Events - Assets			173
Playground equipment fund			161
Sports & Recreation Field			1,998
BOTHER climate emergency response			108
Local Elections Fund 2025			3,000
Neighbourhood Development Plan (NDP)			1,418
Total EMF Funds (rounded)			11,757

ASSET REGISTER 2022 - 2023		
Asset Sums Insured:	CURRENT	PROPOSE
Bus Shelter	2,185	2,225
Public Seat & Benches	875	890
Play equipment wooden tower	415	425
Swing	1,310	1,335
Notice boards x2	3,280	3,345
Salt Bins x4	550	560
Laptop	875	890
Printer	220	850
Play Equipment Kompan Let's Play	25,422	25,500
Total value (rounded)	35,132	36,020

Precept - Band D equivalent.

The amount that a Band D household will pay for each pound of precept

Responsible Financial Officer 20/9/2022 (draft document) 23/11/2022 (final version)

Motion – The Parish Council to set the Budget and Precept for 2023 – 2024

- (i) Budget at £29,050
- (ii) Precept at £20,500

1072 Planning

New Planning Applications – None received

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

Planning Application Decisions – None received

Planning Application – For information – None received

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

1073 Neighbourhood Development Plan & Parish Plan – Cllr Marc Solomon
www.botusflemingandhattndp.com

1074 Recreation Field - Cllr Dave Edwards (Chairman)

1075 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 Defibrillators - Cllr Malcolm Fletcher**
- E Concessionary Bus rides - Cllr Dave Edwards (Chairman)**
- F Cornwall Network Panel (CNP) - Cllr Dave Edwards (Chairman)**

1076 Clerk's items

(i) Grass cutting contract Tender 2023 – Advert 4th January 2023

Agree specification for grass cutting at public meeting	7 December 2022
Issue tender documents	11 January 2023
Progress report to public meeting	25 January 2023
Deadline for receipt of applications	1 February 2023
Evaluation of applications services to councillor	w/c 13 February 2023
Presentation to councillors for assessment (in closed session at public meeting)	22 February 2023
Notification to applicants	1 March 2023
Date of commencement of contract	1 April 2023
Date of completion of contract	31 March 2027

(ii) Grass cutting Specifications 1 & 2

1077 Correspondence

1078 Date of next meeting.

The next Meeting of the Council will be the **Public Meeting** on Wednesday 7th December 2022 at 7.30pm at the St.Mary's Church Hall (covid safe).

1079 End of meeting