

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 24th May 2023

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 2023

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 1171 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 | 24 May 2023

1170/2023 Chair's Welcome & Announcements

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

1171 Public participation

1172 Election of Chairman (LGA 1972 Sect.15 (1))

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

1173 Election of a Vice Chairman (LGA 1972 Sect.15 (1))

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

1174 To receive Apologies for Absence and approve the reasons given. (LGA 1972 s85(1))

1175 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.

1176 To approve and sign as a correct record the draft Minutes of the Public Meeting held on Wednesday 26th April 2023. (LGA 1972 sch.12.para 41(1))

1177 Matters arising from the Minutes for report purposes only.

1178 A Report from Cornwall Councillor Martin Worth

1179 Finance

A Accounts for Payment.

Members are asked to note the following items of expenditure for the month of **May 2023**.

Payments Schedule

24 May 2023

Period 2

Date	Payee	Description	BACs ref.	£
24/05/2023	Christopher Cook	Salary	BACS280	269.82
24/05/2023	HMRC	PAYE	BACS281	67.40
24/05/2023	Zurich Insurance	Insurance portfolio premium renewal	BACS282	905.79
24/05/2023	Ally Hill property maintenance	Grass cutting (April)	BACS283	290.00
24/05/2023	Linda Coles	Internal Auditor fee	BACS284	160.00
24/05/2023	BIFFA	Dog bin cleansing annual charge	BACS285	873.60
24/05/2023	Ally Hill property maintenance	Grass cutting (May)	BACS286	290.00
All BACs payment amounts today				£ 2,856.61

B Direct bank Payments & Receipts for information

All bank receipts for this period **£0.00** Total receipts **2023/2024** are **£15,801.78**

Total receipts **Account 1** 2023/2024 are **£15,777.78**

Total receipts **Account 2** 2023/2024 are **£24.00**

Date 24th May 2023

Botus Fleming PC Current Year 2023/2024

Period 2

Receipts & Payments statement as at 24/05/2023

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	24/05/2023		15,777.78
Business Reserve Account - Lloyds A/c 2	24/05/2023		24.00
Lloyds A/c 2 = Earmarked Funds *			
Total Receipts			15,801.78

Available General Funds from 31st March			12,979.26
Less - Payments made A/c1 - Apr			902.78
Add - Receipts during April			15,777.78
Less - Payments made A/c1 - May			2,856.61
Less - Transfer A/c1 to A/c2			0.00
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			24,997.65

Movement on A/c1 May		Receipts	Payments	Movement +/-
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Receipts against Payments		15,777.78		3,759.39	12,018.39
Precept payment due 7/4/23 £10,250.00					
Precept payment due 7/9/23 £10,250.00					
07/04/2023 Receipt A/c1		Cornwall Council		Precept April 2023	10,250.00
07/04/2023 Receipt A/c1		Cornwall Council		CTS Grant April 2023	0.00
09/04/2023 Receipt A/c1		HMRC		Vat recovery claim	5,527.78
14/09/2023 Receipt A/c1		Cornwall Council		Precept Sept 2023	0.00
14/09/2023 Receipt A/c1		Cornwall Council		CTS Grant Sept 2023	0.00
					15,777.78

24/05/2023 Earmarked Funds receipts *					
Big Event / Christmas Fayre		Account 2		Receipts	0.00
Big Event / Assets / Grants		Account 2		Receipts	24.00
Playground equipment fund		Account 2		Receipts	0.00
Sports & Recreation Field		Account 2		Receipts	0.00
BOTHER Climate emergency		Account 2		Receipts	0.00
Neighbourhood Development Plan (NDP)		Account 2		Receipts	0.00
					24.00

24/05/2023 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	0.00
Sports & Recreation Field		Account 2		Payments	0.00
BOTHER Climate emergency response		Account 2		Payments	0.00
Neighbourhood Development Plan (NDP)		Account 2		Payments	0.00
RFO 24th May 2023					0.00

C Bank reconciliation and Earmarked Funds (EMF) balances as at the 24th May 2023

Date 24th May 2023

Botus Fleming PC Current Year 2023/2024

Period 2

Bank Reconciliation statement as at 24/05/2023

for Cashbook - Current A/c 1 & Business Reserve A/c 2

Bank Statement Account Name(s)	Statement Date	Amount	Balances
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Current Account - Lloyds A/c 1	24/05/2023		24,997.65
Business Reserve Account - Lloyds A/c 2	24/05/2023		11,288.73
A/c 2 = Earmarked Funds *			
Total balance			36,286.38

Unpresented Cheques (Minus)	0.00	0.00
		36,286.38
Receipts not banked / Cleared (Plus)	0.00	0.00
		36,286.38
	Balance per Cash Book is :-	36,286.38
	Difference is :-	0.00
General Funds as per Bank Statement	Available General Funds	24,997.65

24/05/2023 Earmarked Funds *		
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Big Event / Christmas Fayre	4,641.59
Big Event / Assets / Grants	-39.80
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 24th May 2023	11,288.73

D Monthly budget monitoring balances at the 24th May 2023

Summary Expenditure Account Year ended 31st March 2024
Monthly Budget monitoring

YEAR END 2022-2023

Period 2 - May

Lloyds Current Account A/c 1 - 38772468	Budget 2022 2023 *	Expenditure as at 22/03/23	Budget 2023 2024 *	Expenditure as at 24/05/23	Budget available
Expenditure					
Clerk's Salary & Locum expenses	3,735	3,647	3,750	539	3,211
HMRC	700	897	836	134	702
		4,544		673	
General & Administration					
Postage & Admin Office allowance	350	334	300	0	300
Legal & Website fees	500	1,016	700	0	700
Professional fees & Subscriptions	100	0	500	514	-14
Elections & Adverts (see EMF A/c2)	0	260	400	0	400
Training & Expenses	800	506	450	0	450
		2,116		514	
Contracts					
Grass cutting	4,250	3,620	6,000	730	5,270
Dog bin cleansing	500	728	750	730	20
Insurance	1,150	790	1,100	855	245
Play Equipment inspections	0	0	400	0	400
Loan Repayments (PWLB)	5,465	5,465	5,464	0	5,464
Maintenance & Equipment	2,500	2,244	3,000	0	3,000
		12,847		2,315	
Other Payments					
Grants & Donations	300	600	750	0	750
Newsletter printing	400	0	400	0	400
Projects & S.137	2,500	75	1,000	0	1,000
Community Action Team (CAT)	0	0	1,500	0	1,500
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 £5,527.78		675		0	
* includes Projects, Bother & (CAT)					
Total Budget £4,250					
Total Payments	25,000	20,182	29,050	3,502	25,548
Vat to date 2023 2024 A/cs 1 & 2				256	

RFO 24th May 2023

E Public Works Loan Board – Loan Statement 24th May 2023

Date 24th May 2023

Botus Fleming PC Current Year 2023/2024

Period 2

Loan Payments statement for Cashbook - Current A/c 1

Bank Statement Account Name(s)	Statement Date	Loan advance	Payments	Balance to pay
	24/05/2023		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
Direct Debit payment - 24/12/2022			2,732.22	59,152.19
Interest 2021/2022			649.79	59,801.98
Total Loan amount outstanding				59,801.98

1180 Planning

New Planning Applications – One received

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

Reference: PA23 / 02918
Address: Bluebell Wood Botus Fleming Saltash Cornwall
Proposal: Replacement of windows and doors
Applicant: Andrew Ferris
Grid ref: 240915 / 61616

Planning Application Decisions – One received

Reference: PA19 / 01245
Address: The Cardinals Hatt Saltash Cornwall PL12 6PJ
Proposal: The extension and upgrading of the existing chalet accommodation by extending upwards by 1 storey to form 18 additional units including associated access / parking and improved landscaping works
Applicant: Mr Venables

Application REFUSED 27th April 2023

Planning Application – For Information

Planning Application received after Agenda issue – To be advised

1181 Resolutions

1. To receive a Financial Statement for the year ending 31st March 2023

(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 (documents (b), (c) to be signed 24th May 2023)**

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 24th May 2023. (Prescribed conditions order 2012 (SI 2012 965) Paragraph 2 for Resolution to be passed.

1182 Governance

- 1. Review of Policies & Procedures due May 2023 (Governance list as previously circulated & Community Engagement Strategy)**
- 2. Model Publications Scheme 2022 review 2024 (for information)**
- 3. Review of the Parish Council's Banking arrangements.**
- 4. Review of the Parish Council's Insurance Portfolio & Asset Register 2023.**
- 5. To address the re-appointment of the Parish Clerk as the Council's Responsible Financial Officer (Section 151 Officer)**
- 6. To confirm the re-appointment of Mrs Linda Coles as the Parish Council's Internal Auditor.**
- 7. Councillor's responsibilities schedule 2023/2024.**

1183 Neighbourhood Development Plan & Parish Plan – Cllr Marc Solomon
www.botusflemingandhattndp.com

1184 Recreation Field & Big Event - Cllr Dave Edwards

1185 Councillors reports (Report A previously circulated)

- (i) Asset Audit - Cllr Sally White**
- (ii) Climate & Ecological Emergency - Cllr Malcolm Fletcher**
- (iii) BOTHER - Cllr Mervyn Ellis**
- (iv) Defibrillator - Cllr Malcolm Fletcher**
- (v) Playground fencing - Cllr Dave Edwards**

1186 Clerk's items

- (i) Draft Minutes of the Annual Parish Meeting 26th April 2023 are posted on the Council's website 4th May 2023. Minutes can be viewed at www.botusfleming.org.uk**
- (ii) St.Mary's Hall hire charges for Public Meetings.**
- (iii) Display of 2023 Employers' Liability Insurance certificate at St. Mary's Hall.**
- (iv) Cornwall Air Ambulance**

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.

1187 Correspondence

1188 Date of next meeting.

The next Meeting of the Council will be the Public Meeting on Wednesday 28th June 2023. The Meeting will be held at the St. Marys church hall, Botus Fleming commencing at 7:30pm

1189 End of meeting