

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 26th July 2023

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 this Agenda.

Christopher Cook (CILCA)

Christopher Cook

Clerk to the Council

10th July 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 & Responsible Financial Officer

24 Rashleigh Avenue - Saltash - Cornwall - PL12 4NS

Tel. 07523 005414

clerk@botusfleming.org.uk

7.30pm – Item 1208 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 | 28 July 2023

1207/2023 Chair's Welcome & Announcements

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

1208 Public participation

1209 To receive Apologies for Absence and approve the reasons given.

(LGA 1972 s.85 (1))

1210 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.

1211 To approve and sign as a correct record the draft Minutes of the Public Meeting of the Parish Council held on Wednesday 28th June 2023.

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

1212 Matters arising from the Minutes for report purposes only.

1213 A Report from Cornwall Councillor Martin Worth

1214 Finance

A Accounts for Payment.

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

Payments Schedule

26 July 2023

Period 4

Date	Payee	Description	BACs ref.	£
26/07/2023	Christopher Cook	Salary	BACS292	269.82
26/07/2023	HMRC	PAYE	BACS293	67.40
26/07/2023	Ally Hill property maintenance	Grass cutting (June)	BACS294	790.00
26/07/2023	Christopher Cook	Administration expenses	BACS295	16.10
26/07/2023	Proactive Business Solutions	Newsletter artwork costs	BACS296	48.00
26/07/2023	Proactive Business Solutions	Newsletter printing costs	BACS297	155.00
26/07/2023	Sally White	Toner cartridge printer expenses	BACS298	66.59
All BACs payment amounts today				£ 1,412.91

B Direct bank Receipts & Payments 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 26th July 2023

Botus Fleming PC Current Year 2023/2024

Period 4

Receipts & Payments statement as at 26/07/2023

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	26/07/2023		15,777.78
Business Reserve Account - Lloyds A/c 2	26/07/2023		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			1,579.22
Less - Payments made A/c1 - June - Loan			2,732.22
Less - Payments made A/c1 - July			1,412.91
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			19,273.30

Movement on A/c1 July	Receipts	Payments	Movement +/-
Receipts against Payments	15,777.78	9,483.74	6,294.04
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

26/07/2023 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
Recreation Field rental income	Account 2	Receipts	0.00
BOTHER Climate emergency	Account 2	Receipts	0.00
Neighbourhood Development Plan (NDP)	Account 2	Receipts	0.00
			24.00

26/07/2023 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
Recreation Field other payments	Account 2	Payments	0.00
BOTHER Climate emergency response	Account 2	Payments	0.00
Neighbourhood Development Plan (NDP)	Account 2	Payments	0.00
RFO 26th July 2023			0.00

C Bank reconciliation and Earmarked Funds (EMF) balances at 26th July 2023

Date 26th July 2023

Botus Fleming PC Current Year 2023/2024

Period 4

Bank Reconciliation statement as at 26/07/2023

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	26/07/2023		19,273.30
Business Reserve Account - Lloyds A/c 2	26/07/2023		11,288.73
A/c 2 = Earmarked Funds *			
Total balance			30,562.03

Unpresented Cheques (Minus)	0.00	0.00
		30,562.03
Receipts not banked / Cleared (Plus)	0.00	0.00
		30,562.03
	Balance per Cash Book is :-	30,562.03
	Difference is :-	0.00
General Funds as per Bank Statement	Available General Funds	19,273.30

26/07/2023 Earmarked Funds *		
Big Event / Christmas Fayre		4,641.59
Big Event / Assets / Grants		-39.80
Playground equipment fund		161.38
Sports & Recreation Field		1,998.67
Recreation Field rental income		0.00
BOTHER climate emergency response		108.23
Local Elections Fund 2025		3,000.00
Neighbourhood Development Plan (NDP)		1,418.66
RFO 26th July 2023		11,288.73

D Monthly budget monitoring balances at 26th July 2023

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

YEAR END 2022-2023

Period 4 - July

Lloyds Current Account A/c 1 - 38772468	Budget 2022 2023 *	Expenditure re as at 22/03/23	Budget 2023 2024 *	Expenditure re as at 26/07/23	Budget available
Expenditure					
Clerk's Salary & Locum expenses	3,735	3,647	3,750	1,078	2,672
HMRC	700	897	836	269	567
		4,544		1,347	
General & Administration					
Postage & Admin Office allowance	350	334	300	124	176
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		638	
Contracts					
Grass cutting	4,250	3,620	6,000	1,960	4,040
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	2,732	2,732
Maintenance & Equipment	2,500	2,244	3,000	0	3,000
		12,847		6,277	
Other Payments					
Grants & Donations	300	600	750	750	0
Newsletter printing	400	0	400	195	205
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		945	
* includes Projects, Bother & (CAT)					
Total Budget £4,250					
Total Payments	25,000	20,182	29,050	9,207	19,843
Vat to date 2023 2024 A/cs 1 & 2				275	

E Public Works Loan Board - Loan Statement 26th July 2023

Date 26th July 2023

Botus Fleming PC Current Year 2023/2024

Period 4

Loan Payments statement
for Cashbook - Current A/c 1

Bank Statement Account Name(s)	Statement Date 26/07/2023	Loan advance	Payments Principal & Interest	Balance to pay
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
Direct Debit payment - 24/06/2022			2,732.22	57,069.76
Interest 2022/2023			627.92	57,697.68
Total Loan amount outstanding				57,697.68

1215 Planning**New Planning Applications – One received**Application link <http://planning.cornwall.gov.uk/online-applications>

Application PA23 / 05008
Proposal Garage extension
Location 47 Andrews Way Hatt Saltash Cornwall
Applicant Mr & Mrs Mitchel
Grid Ref 239619 / 62092

Planning Application Decisions – None received

Planning Application – For information – None received

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

1216 Neighbourhood Development Plan & Parish Plan – Cllr Marc Solomonwww.botusflemingandhattndp.com**1217 Recreation Field & Big Event - Cllr Dave Edwards (Chairman)**

MOTION – from Cllr Dave Edwards (Chairman) that Councillors consider the draft Licence Agreement for adoption in relation to Saltash United Junior Football Club using the football field at the Recreation Field, and consideration of keyholding facilities and car parking arrangements.

1218 Councillor Reports (Report A 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

MOTION – from Cllr Malcolm Fletcher

- E Playground fencing - Cllr Dave Edwards (Chairman)
- F Housing Needs Survey - Cllr Dave Edwards (Chairman)
- G Highways Drainage - Cllr Malcolm Fletcher
- H Bidwell - Cllr Malcolm Fletcher

1219 Clerk's items www.botusfleming.org.uk

1220 Correspondence

1221 Date of next meeting.

The next Meeting of the Council will be the **Public Meeting** on Wednesday 23rd August 2023 at 7.30pm at the St. Mary's Church Hall (covid safe).

1222 End of meeting