

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 27th September 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, 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
4th September 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 1240 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 | 27 September 2023

1239/2023 Chair's Welcome & Announcements

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

1240 Presentation by Paul Bearham SW Community Builds (to include public participation regarding the Cornwall Council Community Capacity Fund)

1241 To receive Apologies for Absence and approve the reasons given. (LGA 1972 s.85 (1))

1242 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.

1243 To approve and sign as a correct record the draft Minutes of the Public Meeting of the Parish Council held on Wednesday 23rd August 2023. (LGA 1972 sch.12.para 41(1))

1244 Matters arising from the Minutes for report purposes only.

1245 A Report from Cornwall Councillor Martin Worth

1246 Finance

A Accounts for Payment.

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

Payments Schedule

27 September 2023

Period 6

Date	Payee	Description	BACs ref.	£
27/09/2023	Christopher Cook	Salary	BACS304	269.62
27/09/2023	HMRC	PAYE	BACS305	67.60
27/09/2023	Christopher Cook	Office allowance contractual	BACS306	52.00
27/09/2023	Ally Hill property maintenance	Grass verge strimming	BACS307	200.00
27/09/2023	Information Commissioner	Data Protection annual fee	DD	35.00
27/09/2023	BPO Auditors	External Auditor fee	BACS308	378.00
27/09/2023	Sarah Edwards	Big Event expenses incurred EMF	BACS309	516.59
27/09/2023	RLW Services Kernow	Big Event paramedic expenses EMF	BACS310	204.00
27/09/2023	Play Inspection Company	Play fencing consultancy	BACS311	180.00
27/09/2023	Play Inspection Company	Play equipment annual inspection	BACS312	210.00
27/09/2023	Ally Hill property maintenance	Grass cutting (Aug)	BACS313	790.00
		A/c 1 = £2,182.22		
		A/c 2 = £ 720.59		
All BACs payment amounts today				£ 2,902.81

B Direct bank Receipts & Payments for information

All bank receipts for this period **£28,896.00** Total receipts 2023/2024 are **£44,697.78**

Total receipts **Account 1** 2023/2024 are **£26,027.78**

Total receipts **Account 2** 2023/2024 are **£18,670.00**

Date 27th September 2023

Botus Fleming PC Current Year 2023/2024

Period 6

Receipts & Payments statement as at 27/09/2023

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	27/09/2023		26,027.78
Business Reserve Account - Lloyds A/c 2	27/09/2023		18,670.00
Lloyds A/c 2 = Earmarked Funds *			
Total Receipts			44,697.78

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			2,387.22
Less - Payments made A/c1 - Sept			2,182.22
Add - Receipts during September			10,250.00
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				24,953.86

Movement on A/c1 September		Receipts		Payments	Movement +/-
Receipts against Payments		26,027.78		14,053.18	11,974.60

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	10,250.00
14/09/2023 Receipt A/c1	Cornwall Council	CTS Grant Sept 2023	0.00
			26,027.78

27/09/2023 Earmarked Funds receipts *			
Big Event / Christmas Fayre	Account 2	Receipts	0.00
Big Event / Assets / Grants	Account 2	Receipts	24.00
Community Capacity Fund Grant	Account 2	Receipts	18,646.00
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
			18,670.00

27/09/2023 Earmarked Funds payments			
Big Event / Christmas Fayre	Account 2	Payments	720.59
Big Event / Assets	Account 2	Payments	0.00
Community Capacity Fund Grant	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 27th September 2023			720.59

C Bank reconciliation and Earmarked Funds (EMF) balances at 27th September 2023

Date 27th September 2023

Botus Fleming PC Current Year 2023/2024

Period 6

Bank Reconciliation statement as at 27/09/2023

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	27/09/2023		24,953.86
Business Reserve Account - Lloyds A/c 2	27/09/2023		29,214.14
A/c 2 = Earmarked Funds *			
Total balance			54,168.00

Unpresented Cheques (Minus)		0.00	0.00
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		54,168.00
Receipts not banked / Cleared (Plus)	0.00	0.00
		54,168.00
	Balance per Cash Book is :-	54,168.00
	Difference is :-	0.00
General Funds as per Bank Statement	Available General Funds	24,953.86

27/09/2023 Earmarked Funds *		
Big Event / Christmas Fayre		3,921.00
Big Event / Assets / Grants		0.00
Community Capacity Fund Grant		18,646.00
Playground equipment fund		121.58
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 27th September 2023		29,214.14

D Monthly budget monitoring balances at 27th September 2023

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

YEAR END 2022-2023
Period 6 - September

Lloyds Current Account A/c 1 - 38772468	Budget 2022 2023 *	Expenditure as at 22/03/23	Budget 2023 2024 *	Expenditure as at 27/09/23	Budget available
Expenditure					
Clerk's Salary & Locum expenses	3,735	3,647	3,750	1,617	2,133
HMRC	700	897	836	404	432
		4,544		2,021	
General & Administration					
Postage & Admin Office allowance	350	334	300	176	124
Legal & Website fees	500	1,016	700	465	235
Professional fees & Subscriptions	100	0	500	550	-50
Elections & Adverts (see EMF A/c2)	0	260	400	0	400
Training & Expenses	800	506	450	0	450
		2,116		1,191	
Contracts					
Grass cutting	4,250	3,620	6,000	3,620	2,380
Dog bin cleansing	500	728	750	730	20
Insurance	1,150	790	1,100	855	245
Play Equipment inspections	0	0	400	325	75
Loan Repayments (PWLB)	5,465	5,465	5,464	2,732	2,732
Maintenance & Equipment	2,500	2,244	3,000	1,000	2,000
		12,847		9,262	
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	13,419	15,631
Vat to date 2023 2024 A/cs 1 & 2				633	

RFO 27th September 2023

E Public Works Loan Board - Loan Statement 27th September 2023

Date 27th September 2023

Botus Fleming PC Current Year 2023/2024

Period 6

Loan Payments statement
for Cashbook - Current A/c 1

Bank Statement Account Name(s)	Statement Date	Loan advance	Payments	Balance to pay
	27/09/2023		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
Direct Debit payment - 24/06/2023			2,732.22	57,069.76
Interest 2022/2023			627.92	57,697.68
Total Loan amount outstanding				57,697.68

F BDO LLP external Auditors

- (i) Notice of conclusion of Audit for year ending 31st March 2023
- (ii) External Auditor's report and certificate 2022 / 2023

1247 Planning

New Planning Applications – None received

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

Planning Application Decisions – One received

Application PA23 / 06571

Proposal Submission of details to discharge Condition 5 in respect of Decision Notice PA22 / 03651 dated 30/06/2022

Location Trederow Farm Botus Fleming Saltash Cornwall PL12 6NH

Discharge of S52/S106 and condition apps dated 14th September 2023

Planning Application – For information – None received

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

1248 Neighbourhood Development Plan & Parish Plan – Cllr Marc Solomon
www.botusflemingandhattndp.com

1249 Recreation Field - Cllr Dave Edwards (Chairman)

MOTION – Councillors to approve the draft Licence Agreement (following amendment) for adoption in relation to Saltash United Junior Football Club (SUJFC) using the football field at the Recreation Field.

1250 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 |
| E | Playground fencing / inspection report | - Cllr Dave Edwards (Chairman) |
| F | Cornwall Area Partnership | - Cllr Dave Edwards (Chairman) |
| G | Policy Review | - Cllr Julian Oakes |

MOTION – the Schedule 13 of the Persistent and/or Vexatious Complaints Correspondence Policy (adopted 19th July 2022) be amended as follows-

13. Reviewing the decision Six months after the correspondent has been advised that their complaint and/or correspondence is vexatious, that decision should be reviewed. The sub-committee should meet to consider whether there has been any improvement in the vexatious behaviour over that time. The Chair should write to the correspondent advising them of the outcome of the review. If the behaviour has improved, future correspondence can be treated in the normal way. If there has not been a significant improvement, the correspondence will continue to be treated as persistent and/or vexatious and will be reviewed every six months.

Any subsequent occurrence may, at the review, be subject to a further six-month period of persistent and/or vexatious complainant status. For example;

- First occurrence – 6 months
- Second occurrence – 12 months
- Third occurrence – 18 months and so on

1251 Clerk's items www.botusfleming.org.uk

NALC Financial Regulations consultation (update of the 2019 Model Financial Regulations)

1252 Correspondence

1253 Date of next meeting.

The next Meeting of the Council will be the **Public Meeting** on Wednesday 25th October 2023 at 7.30pm at the St. Mary's Church Hall (covid safe).

This Meeting will include the assessment of the Council's draft Budget and Precept level for 2024/2025.

1254 End of meeting