

# 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 25<sup>th</sup> October 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

4<sup>th</sup> October 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 1256 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 | 25 October 2023

### **1255/2023 Chair's Welcome & Announcements**

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

### **1256 Public participation**

### **1257 To receive Apologies for Absence and approve the reasons given.**

(LGA 1972 s.85 (1))

### **1258 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.

### **1259 To approve and sign as a correct record the draft Minutes of the Public Meeting of the Parish Council held on Wednesday 27<sup>th</sup> September 2023.**

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

### **1260 Matters arising from the Minutes for report purposes only.**

### **1261 A Report from Cornwall Councillor Martin Worth**

## 1262 Finance

### A Accounts for Payment.

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

#### Payments Schedule

25 October 2023

Period 7

Date	Payee	Description	BACs ref.	£
25/10/2023	Christopher Cook	Salary	BACS314	269.82
25/10/2023	HMRC	PAYE	BACS315	67.40
25/10/2023	Ally Hill property maintenance	Grass cutting (Sept)	BACS316	590.00
25/10/2023	WesternWeb Limited	Renewal website domain name NDP	BACS317	38.40
25/10/2023	Christopher Cook	Administration expenses	BACS318	16.11
<b>All BACs payment amounts today</b>				<b>£ 981.73</b>

### B Direct bank Receipts & Payments for information

All bank receipts for this period **£0.00** 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 25th October 2023

Botus Fleming PC Current Year 2023/2024

Period 7

Receipts & Payments statement as at 25/10/2023

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	25/10/2023		26,027.78
Business Reserve Account - Lloyds A/c 2	25/10/2023		18,670.00
Lloyds A/c 2 = Earmarked Funds *			
<b>Total Receipts</b>			<b>44,697.78</b>

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			981.73
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
<b>General Funds as per Bank Statement</b>			<b>23,972.13</b>

Movement on A/c1 October		Receipts		Payments	Movement +/-
Receipts against Payments		26,027.78		15,034.91	10,992.87
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

25/10/2023 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

25/10/2023 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 25th October 2023					720.59

### C Bank reconciliation and Earmarked Funds (EMF) balances at 25<sup>th</sup> October 2023

Date 25th October 2023

Botus Fleming PC Current Year 2023/2024

Period 7

Bank Reconciliation statement as at 25/10/2023

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	25/10/2023		23,972.13
Business Reserve Account - Lloyds A/c 2	25/10/2023		29,214.14
A/c 2 = Earmarked Funds *			
Total balance			53,186.27

Unpresented Cheques (Minus)		0.00	0.00
			53,186.27
Receipts not banked / Cleared (Plus)		0.00	0.00
			53,186.27
		Balance per Cash Book is :-	53,186.27
		Difference is :-	0.00

General Funds as per Bank Statement	Available General Funds	23,972.13
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25/10/2023 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 25th October 2023		29,214.14

#### D Monthly budget monitoring balances at 25<sup>th</sup> October 2023

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

YEAR END 2023-2024

Period 7 - October

Lloyds Current Account A/c 1 - 38772468	Budget 2022 2023 *	Expenditure as at 22/03/23	Budget 2023 2024 *	Expenditure as at 25/10/23	Budget available
<b>Expenditure</b>					
Clerk's Salary & Locum expenses	3,735	3,647	3,750	1,887	1,863
HMRC	700	897	836	472	364
		4,544		2,359	
<b>General &amp; Administration</b>					
Postage & Admin Office allowance	350	334	300	192	108
Legal & Website fees	500	1,016	700	497	203
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		1,239	
<b>Contracts</b>					
Grass cutting	4,250	3,620	6,000	4,210	1,790
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		9,852	
<b>Other Payments</b>					
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	14,395	14,655
Vat to date 2023 2024 A/cs 1 & 2				640	

RFO 25th October 2023

## E Public Works Loan Board - Loan Statement 25<sup>th</sup> October 2023

Date 25<sup>th</sup> October 2023

Botus Fleming PC Current Year 2023/2024

Period 7

Loan Payments statement  
for Cashbook - Current A/c 1

Bank Statement Account Name(s)	Statement Date	Loan advance	Payments	Balance to pay
	25/10/2023		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 Budget & Precept 2024 / 2025

Draft Budget and Precept briefing note as previously distributed.

Documents can be viewed under 'Reports' at [www.botusfleming.org.uk](http://www.botusfleming.org.uk)

### 1263 Planning

**New Planning Applications – None received**

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

**Planning Application Decisions – Two received**

**Application PA23 / 05490**

**Proposal Replacement of doors and windows**

**Location Pheasants Cry and Owls Hoot**

**Botus Fleming Saltash Cornwall PL12 6NQ**

**Grid Ref 240964 / 61631**

**Approved with conditions 26<sup>th</sup> September 2023**

**Application E2 / 01 / 01013 / FUL (Application date 01/11/2017)**

**Proposal Construction of single storey extension**

**Location 2 The Elms Hatt Saltash Cornwall PL12 6PW**

**Approved with conditions 30<sup>th</sup> September 2023**

**Planning Application – For information – None received**

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

**1264 Neighbourhood Development Plan & Parish Plan**  
[www.botusflemingandhattndp.com](http://www.botusflemingandhattndp.com)

**1265 Recreation Field - Cllr Dave Willey (Vice Chairman)**

**1266 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**

**1267 Clerk's items [www.botusfleming.org.uk](http://www.botusfleming.org.uk)**

**1268 Correspondence**

**1268 (i)**

Dear Christopher,

Please accept this letter as my official resignation from the Botus Fleming Parish council. This has not been an easy decision to make but with a young family who are requiring more of my time plus an ever-increasing workload, I am finding the role of Parish Councillor one that I feel I am currently unable to give the full attention and commitment that it deserves.

I have tried to give my best to the role over the last 2 years, but I feel it is now time to hand it over to someone who can give the role the focus it requires.

Yours sincerely  
Marc Solomon

**1268 (ii)**

Dear Councillors,

**BF notice board**

I had intended to mention this topic in person at a PC meeting, but the public participation slot in September was taken up with the very interesting presentation on the proposed new hall, and I won't be able to attend the October meeting, so I thought I'd write instead.

The notice board in BF is small so it's necessarily crowded, so much so that people have been attaching notices to the outside frame, sometimes slightly obscuring authorised notices inside the glass (I can't see any information about how to get things considered for authorised display for people who don't already know).

I suspect that as it is, few people read the PC notices, as there are just so many sheets and the information on them is dense. So I was wondering whether it's possible to display dates/times and summaries only? This would make it more likely that people will read what is there, and possibly leave some room for a few community notices as well.

Of course, I realise that there must be a statutory obligation to display certain information, so the clerk would have to advise what's permissible to omit and what's not. But I think communication would be more effective if the amount of PC information could be reduced.

Thank you!

**1269 Date of next meeting.**

The next Meeting of the Council will be the **Public Meeting** on Wednesday 22<sup>nd</sup> November 2023 at 7.30pm at the St. Mary's Church Hall (covid safe).

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

**1270 End of meeting**