



Botus Fleming Parish Council

www.botusfleming.org.uk

Date: Wednesday 26 September 2018
Time: 7.30pm
Location: St Mary's Church Hall, Botus Fleming

To Parish Councillors

Councillor Morgan (Chair)

Councillors Ellis (Vice Chair), Fletcher, Robinson, Aughey, Edwards, Malcolm and White.

Members of the Parish Council are summoned to attend the above meeting to consider the items of business.

Members of the Public are also invited to attend the meeting.

Christopher Cook - Locum
Clerk to the Council
26 September 2018

Please Note

Members of the public will be permitted to speak on each agenda item for a period of 3 minutes. This meeting is advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media and members of the public. 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.

24 Rashleigh Avenue Saltash PL12 4NS
Tel. 07523 005414
clerk@botusfleming.org.uk

Agenda | 26 September 2018

127/2018 Chair's Welcome & Housekeeping

128 Public participation

Members of the public are invited to address the Council. (15 minutes)

129 Apologies

To receive apologies for non-attendance submitted by the Parish Councillors.

130 Declarations of interest

Parish Councillors will be asked to make any declarations of interest in respect of items on this agenda.

A. Pecuniary/Registerable Declarations of Interests – Members must declare an interest, which has been declared on their Register of Financial Interests Form, relevant to the 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 are reminded they must declare any gift or hospitality with a value in excess of fifty pounds.

D. Dispensations – Members to consider any written requests for dispensations.

131 Minutes of the public meeting

To confirm the minutes of the meeting held on 22 August 2018.

132 Matters arising from the minutes

The Parish Council will consider any matters arising from the minutes of the public meeting held on 22 August 2018.

Item 100 Resident's request for the Parish Council to support an events programme and the financing of a beacon (see Councillor's report 121C)

133 Correspondence

Correspondence email has been received from the Company ' Images by Hand '

Dear Clerk

I just wanted to reach out to you as I noticed you did not have a parish map. A well-drawn parish map is amazing for promoting tourism as well as local businesses and giving residents a clear understanding of all the public footpaths, local businesses, landmarks, boundaries etc

We fully understand budgets are tight and that's why we are offering these maps for only £500 with 3 years of free updates. Rest assured you pay nothing until the map has been produced to your satisfaction, you can even spread the payments, and you retain all distribution rights. You might even get a grant from your district councilor like many other PC's have.

I'd be very grateful if you can add this to your PC's next agenda. Please let me know if you would like me to send an example parish map and don't hesitate to contact me to discuss your requirements in further detail.

134 Report Cornwall Councillor, Cllr Jesse Foot

Cllr Foot will present an update from Cornwall Council.

135 Finance

A Accounts for Payment.

Members are to consider the payment schedule and agree payment for period 6 ending September 2018.

Payments Schedule		26 September 2018		Period 6	
Date	Payee	Description	Chq.No.	£	
23/08/2018	John Hesketh	Salary	83	£	693.46
03/09/2018	I T C & D J Shovell	Lease Agreement rent	84	£	1,127.35
26/09/2018	Christopher Cook	Salary	85	£	277.42
26/09/2018	Christopher Cook	Expenses-Admin	86	£	14.99
26/09/2018	John Hesketh	Salary retainer	87	£	75.00
26/09/2018	PKF Littlejohn LLP	Audit (AGAR) fee	88	£	240.00
26/09/2018	St.Mary's PCC	Cemetery maint. Donation	89	£	250.00
26/09/2018	Trevor Aughey	Expenses	90	£	756.53
26/09/2018	Trevor Aughey	Expenses Newsletter	91	£	166.35
26/09/2018	Ryan Moon	Rec.Field gates installation	92	£	702.00
26/09/2018	BMS Landscaping	Grounds maintenance	93	£	468.00
All cheque payments today				£	4,771.10

B Direct Bank Payments & Receipts for information.

Receipts 26th September 2018

09/04/2018	Cornwall Council	Precept	7,300.00
09/04/2018	Cornwall Council	CTS Grant	88.12
27/06/2018	Various	Big Event	1,014.50
19/07/2018	Various	Big Event	299.60
25/07/2018	Sports Group	HYSA	1,599.54
06/09/2018	Cornwall Council	Precept	7,300.00
06/09/2018	Cornwall Council	CTS Grant	88.12
10/09/2018	Barclays Bank	Trsfr to Lloyds A/c	10,000.29
10/09/2018	Barclays Bank	HMRC Vat claim	1,108.70
			28,798.87

All Bank receipts for this period £18,497.11. Total receipts 2018 are £28,798.87

C Bank reconciliation and EMF balances at 26th September 2018

Reconciled Account Balances

	Total Funds	EMF Funds		Available General Funds
Lloyds Account 1	£26,471.23			£26,471.23
Lloyds Account 2	£4,633.54	£1,599.54	(Sports)	£0.00
		£1,418.66	(NDP)	
		£1,615.34	(Events)	
Barclays Account	£0.00	£0.00		£0.00
Barclays Saver	£0.00	£0.00		£0.00
Totals	£31,104.77	£4,633.54		£26,471.23
less uncashed cheques	£0	£0		£0
Balances	£31,104.77	£4,633.54		£26,471.23

D Quarterly Finance monitoring report April 2018 to September 2018

Botus Fleming Parish Council - Financial monitoring 1st & 2nd Quarter Report

LLOYDS ACCOUNT 1

Date	Description	Cheque	Payments	Receipts	Balance
1st April 2018	Opening Balance				12,939.27
	Less Cheques outstanding				350.03
					12,589.24
25.04.2018	Cornwall ALC	44	298.78		
25.04.2018	Sally White	45	42.99		
30.04.2018	John Hesketh	46	322.88		
30.04.2018	HMRC	47	16.20		
25.04.2018	Mervyn Ellis	48	32.85		
25.04.2018	BMS Landscaping	49	276.00		
25.04.2018	Groundworks	50	1,991.80		
09.04.2018	Cornwall Council	Precept CTS		7,300.00	
09.04.2018	Cornwall Council	grant		88.12	
23.05.2018	Trevor Aughey	51	470.00		
23.05.2018	Linda Coles	52	125.00		
23.05.2018	Mervyn Ellis	53	25.20		
30.05.2018	John Hesketh	54	383.32		
30.05.2018	HMRC	55	9.80		
23.05.2018	BMS Landscaping	56	450.00		
27.06.2018	Luxulyan Parish Council	57	64.00		
27.06.2018	Denis Morgan	58	240.00		
27.06.2018	Prof.Business Supplies	59	225.00		
27.06.2018	Botus Fleming PCC	60	275.00		
27.06.2018	Menheniot PC	63	53.89		
27.06.2018	2nd Saltash Scout Group	64	50.00		
27.06.2018	Kidsplay Cancelled cheque	65	0.00		
27.06.2018	Steve Malcolm	66	187.50		
27.06.2018	Hine Marquees	67	437.50		
28.06.2018	John Hesketh	61	352.50		
28.06.2018	HMRC	62	2.40		
27.06.2018	BMS Landscaping	68	879.00		
25.07.2018	John Hesketh	69	335.06		
25.07.2018	Christopher Cook	70	128.05		
25.07.2018	Prof Business Canc.cheque	71	0.00		
25.07.2018	Christopher Cook	72	28.59		
25.07.2018	Zurich Municipal	73	747.85		
25.07.2018	Westernweb Limited	74	18.00		
15.07.2018	Denis Morgan	75	340.00		
25.07.2018	CALC	76	78.00		
25.07.2018	Sarah Edwards	77	377.56		
25.07.2018	Big Event	Receipts		1,014.50	
22.08.2018	Cornwall ALC	78	72.00		
22.08.2018	Christopher Cook	79	277.42		
22.08.2018	Christopher Cook	80	32.00		
22.08.2018	John Hesketh	81	85.20		
22.08.2018	BMS Landscaping	82	552.00		
22.08.2018	Big Event & Sports Group	Receipts		1,899.14	
10.09.2018	Barclays bank A/c closure	Receipts		10,000.29	
10.09.2018	HMRC Vat claim	Receipts		1,108.70	
23.08.2018	John Hesketh	83	693.46		
03.09.2018	I & D Shovell	84	1,127.35		
26.09.2018	Christopher Cook	85	277.42		

26.09.2018	Christopher Cook	86	14.99	
26.09.2018	John Hesketh	87	75.00	
26.09.2018	PKF Littlejohn	88	240.00	
26.09.2018	St.Mary's PCC	89	250.00	
26.09.2018	Trevor Aughey	90	756.53	
26.09.2018	Trevor Aughey	91	166.35	
26.09.2018	Ryan Moon	92	702.00	
26.09.2018	BMS Landscaping	93	468.00	
06.09.2018	Cornwall Council	Precept		7,300.00
06.09.2018	Cornwall Council	CTS grant		88.12

26.09.2018	Total payments & Receipts	15,054.44	28,798.87	
26.09.2018	Balance carried forward			26,333.67

LLOYDS ACCOUNT 1

26,471.23

LLOYDS ACCOUNT 2

4,633.54

Total 31,104.77

Monthly Payment Amounts

April	2,981.50
May	1,463.32
June	2,766.79
July	2,053.11
August	1,018.62
September	4,771.10

Total 15,054.44

136 Planning Matters

A To agree the parish council's response to Cornwall Council consultations on new planning applications received for the current agenda : all Application links
<http://planning.cornwall.gov.uk/online-applications>

Application PA18/07524
 Proposal Erection of sectional framed agricultural shed for storage of animal Foodstuff/materials
 Location Sunnyside Botus Fleming Saltash Cornwall
 Applicant Mr M Hilborn
 Grid Ref. 240601 / 61284

B Planning application received after agenda published – for information only.

Application PA18/07282
 Proposal Works to fell Oak Tree (T3) covered by a tree Preservation Order
 Location 2 Stuarts Way Hatt Saltash Cornwall
 Applicant Mr David Wood
 Grid Ref. 239600 /62051

Decision - Refusal

C Planning applications approved by Cornwall Council – one received

Application PA18/06729
 Proposal Erection of a glass conservatory on the rear elevation of property
 Location Ploughmans Cottage Botus Fleming Saltash Cornwall PL12 6NQ
 Applicant Mr Shaun Harris
 Grid Ref. 240940 / 61603

Decision - Approved

D Applications closed – none received

137 Neighbourhood Plan Update www.botusflemingandhattndp.com

Councillors will receive a progress report on the Neighbourhood Development Plan - Cllr. Trevor Aughey

138 Recreation Field

Cllr Denis Morgan (Chair) - Following representations from the owners of the field, Councillors will be asked to consider a request to amend and resubmit the Council's Public Green Space application which seeks to designate the Recreation Field as a Public Green Space.

139 Dog Bin emptying

Councillors will be asked to consider the following proposal from Cllr.Trevor Aughey, that the Parish Council take over the responsibility of emptying dog bins on the Recreation Field. The popularity of the Field has been established and users are treating it respectfully. The dog bin has been donated by a resident.

140 Councillors' Reports

A Cllr Sally White - maintenance

Monthly asset audit report (previously published)

B Cllr Malcolm Fletcher – Biodiversity

Councillors will receive an update on Biodiversity issues. Biodiversity report as previously circulated.

C Cllr Dave Edwards - WW1 beacon and events

Councillors will receive a costed programme to consider for the WW1 beacon and events.

D Cllr Denis Morgan (Chair) – replacement gates (Recreation Field)

Councillors will receive an update on details of the installation of the new gates.

E Cllr Malcolm Fletcher – Benches in Botus

Councillors will receive an update on the purchase and positioning of the new benches. Report on the costing and installation of new equipment as previously circulated.

F Cllr Trevor Aughey – Discussion topics

Update on progress of the following :-

- a) Street and roadside maintenance (Discussion document to be provided by Cllrs. Aughey & Fletcher for the October Public Meeting)
- b) New resident's welcome pack & draft letter
- c) Newsletter and engagement strategy

141 Chair's Agenda Items

A Parish Pound – commence to step 3 as Pound not registered. Cost £92.76

B Proposed meeting to discuss Budgets & Projects 2019-2020

C Staff & Remuneration Committee to monitor Clerk contract of employment

142 Clerk's Agenda Items

A Update on Bank accounts for Lloyds & Barclays and balance reconciliations.

B Clerk recruitment process

C Audit statement conclusion PKF Littlejohn

D De minimus alterations to minutes date (Councillors to note)

143 Date of next meeting.

The next public meeting of the council will be on Wednesday 24 October 2018 at 7.30pm in St Mary's church hall.

144 Closed Session

Councillors will consider the following Proposal :-

- a) Award of a Certificate of Merit.

Councillors will consider adopting the following Audit statement relating to Clerk expenses.

- b) Statement as previously circulated.

145 End of meeting