



# Botus Fleming Parish Council

www.botusfleming.org.uk

Date: Wednesday 24 April 2019  
Time: 7.30pm  
Location: St Mary's Church Hall, Botus Fleming

## To Parish Councillors

Councillor Ellis (Chair)

Councillors Edwards (Vice Chair), Fletcher, Oakes, Robinson, Smith, White, and Willey.

Members of the Parish Council are summoned to attend the above meeting to consider the items of business. This is the Annual Meeting of the Parish of Botus Fleming.

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

Christopher Cook  
Clerk to the Council  
15 April 2019

## 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.

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.

**24 Rashleigh Avenue | Saltash | Cornwall | PL12 4NS**  
**Tel. 07523 005414**  
**[clerk@botusfleming.org.uk](mailto:clerk@botusfleming.org.uk)**

# Agenda | 24 April 2019

## **259/2019 Chair's Welcome & Housekeeping**

Health and Safety announcement

Recording of Meetings – Please notify the Chair if you are intending to record this meeting

## **260 Public participation**

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

Mr. R. Shovell will be attending the Public Meeting to address the renewal of the Recreation Field Lease with Botus Fleming Parish Council.

## **261 Apologies**

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

## **262 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.

## **263 Minutes of the Public meeting & Extraordinary meeting**

To confirm the minutes of the meetings held on 27 March 2019 and 15<sup>th</sup> April 2019

## **264 Matters arising from the minutes**

The Parish Council will consider any matters arising from the minutes of the Public meeting held on 27 March 2019, and the Extraordinary meeting held on 15 April 2019.

## **265 Correspondence**

No correspondence received.

## **266 Report Cornwall Councillor, Cllr Jesse Foot**

Cllr Foot will present an update from Cornwall Council

## **267 Finance**

A Accounts for Payment.

Members are to consider the payment schedule and agree payment.

### **Payments Schedule**

**24 April 2019**

**Period 1**

<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Chq.No.</b>	<b>£</b>
24/04/2019	Cornwall ALC Limited	Annual Membership subscription	BACS19	334.64
24/04/2019	Biffa	Annual charge dog bin cleansing	BACS20	259.20
24/04/2019	Christopher Cook	Salary	112	221.82
24/04/2019	Christopher Cook	Admin.Expenses	113	24.00
24/04/2019	Mervyn Ellis	Admin.& Travel Expenses	114	19.86
24/04/2019	HMRC	PAYE	115	55.40
24/04/2019	Professional Bus.Supplies Ltd	Planning meetings flyers	BACS21	62.50
24/04/2019	Zurich Municipal	Insurance renewal premium	BACS22	748.43

24/04/2019	BMS Landscaping	Grounds maintenance (Apr)	BACS23	333.00
All Cheque & BACs payments today				£ 2,058.85

**B Direct bank Payments & Receipts for information (report previously circulated)**

All bank receipts for this period £0.00. Total receipts 2018/2019 are £29,198.87

**Bank Receipts statement as at 27/03/2019  
for cashbook 1 - Current & Business Reserve A/C**

Bank Statement Account Name(s)	Statement Date	Amount	Balances
Current Account - Lloyds A/c1	27/03/2019		25,885.23
Business Reserve Account - Lloyds A/c2	27/03/2019		3,313.64
A/c2 = Earmarked Funds *			
			29,198.87
		Available General Funds	25,885.23
<b>27/03/2019 Earmarked Funds receipts *</b>			
Big Event / Events			1,314.10
Sports & Recreation			1,999.54
Neighbourhood Development Plan (NDP)			0.00
			3,313.64
1st Precept payment due 7/4/19			
£7,381.77			
2nd Precept payment due 7/9/19			
£7,381.77			

**C Bank reconciliation and Earmarked Funds (EMF) balances at 24<sup>th</sup> April 2019**

Date 24th April 2019      Botus Fleming PC Current Year 2019/2020      Period 1

**Bank Reconciliation statement as at 27/03/2019  
for cashbook 1 - Current & Business Reserve A/C**

Bank Statement Account Name(s)	Statement Date	Amount	Balances
Current Account - Lloyds A/c1	27/03/2019		13,538.46
Business Reserve Account - Lloyds A/c2	27/03/2019		4,585.24
A/c2 = Earmarked Funds *			
			18,123.70
Unpresented Cheques (Minus)		0.00	
			18,123.70
Receipts not banked/Cleared (Plus)		0.00	
			0.00
			18,123.70
		Balance per Cash Book is :-	18,123.70
		Difference is :-	0.00
		Available General Funds	13,538.46

27/03/2019 Earmarked Funds \*

Big Event / Events	1,167.04
Sports & Recreation	1,999.54
Neighbourhood Development Plan (NDP)	1,418.66
	4,585.24

D Annual Statement of Account 2018 – 2019

Botus Fleming Parish Council

Statement of Income & Expenditure 2018/2019  
for cashbook 1 - Current Account

Income	£	Expenditure	£
Precept	14,600.00	Clerk's Salary	4,740.59
Council Tax Support Grant	176.24	Postage & Admin.	451.27
Projects	2,913.64	Legal & Website	579.00
Barclays Account closure *	6,923.75	Elections & Adverts	395.00
		Training & Expenses	923.45
		Grasscutting	3,315.00
		Insurance	692.43
		Rent	2,160.95
		Maintenance	673.50
		Grants & Donations	725.00
		Projects & Newsletter	3,028.48
		Big Event	1,657.26
		Neighbourhood Dev. Plan	2,528.80
		Vat recoverable amount	1,793.68
<b>Total Income at 31st March 2019</b>	<b>24,613.63</b>	<b>Total Expenditure</b>	<b>23,664.41</b>

\* includes Vat £1,108.70

Bank Statement

Current Account 31st March 2019	13,538.46	Opening balance 1st April 2018	12,589.24
		Add Receipts 2018/19	24,613.63
		Less Expenditure 2018/19	23,664.41
<b>Total</b>	<b>13,538.46</b>	<b>Balance carried forward</b>	<b>13,538.46</b>

E Summary of Receipts & Payments 2018 – 2019 (previously published)

F Supporting Statement to Receipts & Payments Account (previously published)

**268 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	PA19 / 01685
Proposal	Outline application for the construction of 4 detached dwellings with all matters reserved except access and layout
Location	Land at Orchard Meadow Hatt PL12 6PL
Applicant	Messrs C and G Wood and Speed Project Management SW Ltd
Grid Ref	239767 / 61926

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

C Planning applications approved by Cornwall Council – one approved.

Application PA19 / 01319  
Proposal Single storey rear extension  
Location Bluebell Wood Botus Fleming Saltash Cornwall  
Applicant Mr A Ferris  
Grid Ref 240915 / 61616

Decision – Approved with conditions.

D Applications closed – none received

### **269 Annual Report of Botus Fleming Parish Council**

The Chair Cllr. Mervyn Ellis will give an overview of the work carried out by the Parish Council during the past year.

### **270 Neighbourhood Plan Update [www.botusflemingandhattndp.com](http://www.botusflemingandhattndp.com)**

Councillors will receive a progress report on the Neighbourhood Development Plan from Cllr Malcolm Fletcher which will constitute details of the forthcoming meeting to appoint a Chair.

### **271 Recreation Field**

Councillors will receive a progress report on the continuing negotiations regarding the Recreation Field from Cllr Dave Edwards (V/Chair). See also Item 260 Public Participation.

### **272 Councillors' Reports**

A Cllr Sally White - Maintenance  
Monthly asset maintenance audit report (previously published)

B Cllr Mervyn Ellis (Chair) – Big Event preparations  
Councillors will receive a report on Big Event preparations.

C Cllr Dave Edwards (V/Chair) – Playground equipment  
Report deferred until 22<sup>nd</sup> May 2019.

D Cllr John Robinson – Saltash Area Road Safety Committee (SARS)  
Councillors will receive a report on the SARS Meeting 8<sup>th</sup> April 2019.

E Cllr Malcolm Fletcher – Bio diversity  
Councillors will receive a report on Bio diversity issues.

### **273 Chair's Agenda Items**

A Container for Council equipment

### **274 Clerk's Agenda Items**

A Parish Pound – Details of Local Land Charge search K19

B Annual Meeting of the Council 22<sup>nd</sup> May 2019

a) Note Parish Council Chair & Vice Chair Elections

b) Review of Council Policies to include

i) Donations & Grants (Author-Morgan 2017) review of expenditure levels.

ii) Vexatious correspondence & complaints (Author-Aughey 2017) review of content.

iii) Delegation Policy (New Draft for consideration)

### **275 Date of next meeting.**

The next Meeting of the Council will be the Annual Meeting of the Council on Wednesday 22<sup>nd</sup> May 2019 at 7.30pm in St Mary's church hall.

### **276 End of meeting**