

# Botus Fleming Parish Council

www.botusfleming.org.uk



## Notice of the Annual 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 22<sup>nd</sup> May 2019

Time: 7.30pm

Location: St Mary's Church Hall, Botus Fleming

### To : Chairman & Parish Councillors

Chairman M Ellis

D Edwards (Vice Chair), M Fletcher, J Oakes, J Robinson, A Smith, S White, and D Willey.

You are hereby summoned to attend the above meeting to consider the items of business.  
This is the Annual Meeting of the Parish Council.

Councillors will be discussing all the items as listed overleaf on the Agenda.

Christopher Cook  
Clerk to the Council  
12<sup>th</sup> May 2019

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 & RFO**  
**24 Rashleigh Avenue - Saltash - Cornwall - PL12 4NS**  
**Tel. 07523 005414**  
**clerk@botusfleming.org.uk**

## **7.15pm (Prior to the start of the meeting)**

### **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.

\* 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))

## **Agenda | 22 May 2019**

### **277/2019 Chair's Welcome & Announcements**

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

**278 To elect a Chairman**

**279 To receive a declaration of office from the Chairman**

**280 To elect a Vice Chairman**

**281 To receive a declaration of office from the Vice Chairman**

**282 To receive Apologies for Absence and approve the reasons given. (LGA 1972 s85(1))**

### **283 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.

**284 To approve and sign as a correct record the Minutes of the Annual Parish Meeting held on Wednesday 24<sup>th</sup> April 2019. (LGA 1972 sch.12.para 41(1))**

**285 Matters arising from the Minutes for report purposes only.**

**286 Correspondence**

**287 Report from Cornwall Councillor Jesse Foot**

## 288 Resolutions

### 1. Annual Governance & Accountability Return 2018 / 2019

(a) To receive the Internal Auditor's Report and note it's contents

(b) To approve the Annual Governance Statement (Section 1)

(c) To approve the Accounting Statements (Section 2)

(d) To note the dates for the exercise of public rights commencing 17<sup>th</sup> June 2019

2. To review the Parish Council's Corporate Policies (refer to Parish Council's website)

3. To review the Parish Council's Banking arrangements

4. To review the Council's Asset Register

5. To review the Council's Insurance Policy

6. To review the Council's Grants & Donations Policy

7. To re-appoint the Parish Clerk as the Council's Responsible Financial Officer

8. To confirm the re-appointment of Mrs Linda Coles as the Parish Council's Internal Auditor

9. To re-affirm acceptance of the Audit and Account Regulations 2011 (S1 No.817)

### 10. General Power of Competence

(a) That the Council confirms that it meets the two required criteria for Eligibility at the time of this meeting to exercise the General Power of Competence. ( Clerk training completed in this exercise )

(b) That the Council resolves to adopt the General Power of Competence

## 289 Finance

A Accounts for Payment.

Members are asked to note the following items of expenditure for the month of May 2019.

Payments Schedule		22 May 2019		Period 2
Date	Payee	Description	Chq.No.	£
22/05/2019	Christopher Cook	Salary	116	228.80
22/05/2019	Christopher Cook	Travel Expenses (Yeovil 4 days)	117	324.00
22/05/2019	HMRC	PAYE	118	57.20
22/05/2019	St.Mary's PCC	Church Hall donation for Meetings	BACS24	325.00
22/05/2019	Linda Coles	Internal Audit fee	BACS25	160.00
22/05/2019	BMS Landscaping	Grounds maintenance (May)	BACS26	480.00
22/05/2019	Dave Edwards	Travel Expenses	BACS27	72.90
22/05/2019	Christopher Cook	Projector & Screen equipment	119	413.12
All Cheque & BACs payments today				£ 2,061.02

B Direct bank Payments & Receipts for information

All bank receipts for this period £7,381.77. Total receipts 2019/2020 are £7,381.77

Date 22nd May 2019 Botus Fleming PC Current Year 2019/2020 Period 2

Bank Receipts statement as at 24/04/2019  
for cashbook 1 - Current & Business Reserve A/C

Bank Statement Account Name(s)	Statement Date	Amount	Balances
Current Account - Lloyds A/c1	24/04/2019		7,381.77
Business Reserve Account - Lloyds A/c2	24/04/2019		0.00
A/c2 = Earmarked Funds *			
<b>Total</b>			<b>7,381.77</b>
<b>Available General Funds</b>			<b>7,381.77</b>
<b>General Funds as per Bank Statement</b>			<b>18,861.38</b>
<b>24/04/2019 Earmarked Funds receipts *</b>			
Big Event / Events			0.00
Sports & Recreation			0.00
Neighbourhood Development Plan (NDP)			0.00
			<b>0.00</b>
1st Precept payment due 7/4/19 £7,381.77			
2nd Precept payment due 7/9/19 £7,381.77			

04/04/2019 Receipt	Cornwall Council	Precept April 2019	7,300.00
04/04/2019 Receipt	Cornwall Council	CTS Grant April 2019	81.77
			<b>7,381.77</b>

C Bank reconciliation and Earmarked Funds (EMF) balances at 22<sup>nd</sup> May 2019

Date 22nd May 2019 Botus Fleming PC Current Year 2019/2020 Period 2

Bank Reconciliation statement as at 24/04/2019  
for cashbook 1 - Current & Business Reserve A/C

Bank Statement Account Name(s)	Statement Date	Amount	Balances
Current Account - Lloyds A/c1	24/04/2019		18,861.38
Business Reserve Account - Lloyds A/c2	24/04/2019		4,585.24
A/c2 = Earmarked Funds *			23,446.62
<b>Unpresented Cheques (Minus)</b>		0.00	<b>23,446.62</b>
<b>Receipts not banked/Cleared (Plus)</b>		0.00	
			<b>0.00</b>

	23,446.62
Balance per Cash Book is :-	23,446.62
Difference is :-	0.00
Available General Funds	18,861.38

24/04/2019 Earmarked Funds \*

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

D Monthly budget monitoring balances at 22<sup>nd</sup> May 2019

BOTUS      FLEMING      PARISH      COUNCIL

Summary Expenditure Account  
Year ended 31st March 2020  
Monthly Budget monitoring

**YEAR END 2019 2020**  
**Period 2 - May**

Current Account - 38772468 Lloyds	Expenditure 2018 2019	Budget 2019 2020 *	Expenditure as at 22/5/19	Budget available
<b>Expenditure :</b>				
Clerk's Salary #	4,740	4,000	450	3,550
			450	
<b>General &amp; Administration :</b>				
Postage & Admin.	451	400	24	376
HMRC #	0	0	113	
Legal & Website	579	650	160	490
Elections & Adverts	395	0	0	0
Training & Expenses & Subscriptions	923	1,200	751	449
			1,048	
<b>Contracts :</b>				
Grasscutting	3,315	4,250	813	3,437
Insurance	692	1,000	961	39
Rent	2,160	2,150	0	2,150
Maintenance & equipment	673	200	200	0
			1,974	
<b>Other Payments :</b>				
Grants & Donations	725	650	325	325
Projects & Newsletter	3,028	300	62	238
Big Event*	1,657	1,400	0	1,400
Neighbourhood Dev. Plan (rounded)*	2,530	250	0	250
Budget*		3,100	260	2,840
Vat recoverable amount (rounded)	1,796	0	0	0
			647	
* includes Projects & (CAT) at £4,750				
<b>Total Payments</b>	<b>23,664</b>	<b>19,550</b>	<b>4,119</b>	<b>15,544</b>
Vat to date 2019 2020			340	

## 290 Planning

### New Planning Applications – None received

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

### Planning Application Decisions – None approved

#### Planning – 5 day protocol decision

Application	PA19 / 01245
Proposal	The extension and upgrading of the existing chalet accommodation by extending upwards by 1 storey to form 18 additional units including associated access and parking and improved landscape works.
Location	The Cardinals Hatt Saltash Cornwall
Applicant	Mr Venables
Grid Ref	239812 / 61622
Application	PA19 / 01247
Proposal	Outline planning permission with some matters reserved for the construction of a hotel comprising 56 hotel rooms and leisure facilities including associated parking with appearance and landscaping reserved.
Location	The Cardinals Hatt Saltash Cornwall
Applicant	Mr Venables
Grid Ref	239812 / 61622

The above Planning Application decisions to be reported at the Public meeting 26<sup>th</sup> June 2019

## 291 Neighbourhood Development Plan [www.botusflemingandhattndp.com](http://www.botusflemingandhattndp.com)

## 292 Recreation Field

## 293 Councillors' Reports

A	Asset Audit	- Cllr Sally White
B	Big Event	- Cllr Dave Edwards
C	Container Unit	- Cllr Dave Willey
D	Bio diversity	- Cllr Malcolm Fletcher
E	Plastic free Parish	- Cllr Malcolm Fletcher
F	Community Network Panel	- Cllr Dave Edwards
G	Climate change emergency	- Cllr Dave Edwards

## 294 Matters for information purposes only

## 295 Date of next meeting.

The next Meeting of the Council will be the Public Meeting on Wednesday 26<sup>th</sup> June 2019 at 7.30pm in St Mary's church hall.

## 296 End of meeting