

# 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 26<sup>th</sup> June 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  
20<sup>th</sup> June 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**

## 7.30pm – Item 298 below

### 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 | 26 June 2019

### 297/2019 Chair's Welcome & Announcements

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

### 298 Public participation

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

### 300 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.

### 301 To approve and sign as a correct record the Minutes of the Annual Meeting of the Parish Council held on Wednesday 22<sup>nd</sup> May 2019. (LGA 1972 sch.12.para 41(1))

### 302 Matters arising from the Minutes for report purposes only.

### 303 Correspondence

### 304 A Report from Cornwall Councillor Jesse Foot

### 305 Finance

### A Accounts for Payment.

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

Payments Schedule		26 June 2019		Period 3
Date	Payee	Description	Chq.No.	£
26/06/2019	Tamar Valley Transport	Container unit & haulage cost	BACS28	2,436.00
26/06/2019	Christopher Cook	Salary	120	228.80

26/06/2019	Christopher Cook	Office allowance contractual	121	52.00
26/06/2019	HMRC	PAYE	122	57.20
26/06/2019	BMS Landscaping	Grounds maintenance (June)	BACS29	534.00
26/06/2019	Dave Willey	Marquee purchase	2	549.99
26/06/2019	Dave Edwards	USB flash drive	BACS30	12.99
26/06/2019	Prof.Business Supplies	Newsletter printing	BACS31	279.00
26/06/2019	Landulph Memorial Hall	Table Hire - Big Event	BACS32	20.00
All Cheque & BACs payments today				£ 4,169.98

## B Direct bank Payments & Receipts for information

All bank receipts for this period £512.70. Total receipts 2019/2020 are £7,894.47

Date 26th June 2019

Botus Fleming PC Current Year 2019/2020

Period 3

Bank Receipts statement as at 22/05/2019

for cashbook 1 - Current & Business Reserve A/C

Bank Statement Account Name(s)	Statement Date	Amount	Balances
Current Account - Lloyds A/c1	22/05/2019		7,381.77
Business Reserve Account - Lloyds A/c2	22/05/2019		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>16,800.36</b>
<b>22/05/2019 Earmarked Funds receipts *</b>			
Big Event / Events			512.70
Sports & Recreation			0.00
Neighbourhood Development Plan (NDP)			0.00
			<b>512.70</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 26<sup>th</sup> June 2019

Date 26th June 2019

Botus Fleming PC Current Year  
2019/2020

Period 3

Bank Reconciliation statement as at 22/05/2019

for cashbook 1 - Current & Business Reserve A/C

Bank Statement Account Name(s)	Statement Date	Amount	Balances
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Current Account - Lloyds A/c1	22/05/2019	16,800.36
Business Reserve Account - Lloyds A/c2	22/05/2019	5,097.94
A/c2 = Earmarked Funds *		21,898.30

Unpresented Cheques (Minus)	0.00	21,898.30
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Receipts not banked/Cleared (Plus)	0.00	0.00
		21,898.30

Balance per Cash Book is :-	21,898.30
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Difference is :-	0.00
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Available General Funds	16,800.36
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22/05/2019 Earmarked Funds \*

Big Event / Events	1,679.74
Sports & Recreation	1,999.54
Neighbourhood Development Plan (NDP)	1,418.66
	5,097.94

**D Monthly budget monitoring balances at 26<sup>th</sup> June 2019**

BOTUS      FLEMING      PARISH      COUNCIL

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

**YEAR END 2019 2020**

**Period 3 - June**

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	678	3,322
			678	
<b>General &amp; Administration :</b>				
Postage & Admin.	451	400	89	311
HMRC #	0	0	171	0
Legal & Website	579	650	160	490
Elections & Adverts	395	0	0	0
Training & Expenses & Subscriptions	923	1,200	751	449
			1,171	
<b>Contracts :</b>				
Grasscutting	3,315	4,250	1,347	2,903
Insurance	692	1,000	961	39
Rent	2,160	2,150	0	2,150
Maintenance & equipment	673	200	200	0
			2,508	
<b>Other Payments :</b>				
Grants & Donations	725	650	325	325

Projects & Newsletter	3,028	300	341	-41
Big Event*	1,657	1,400	570	830
Neighbourhood Dev. Plan (rounded)*	2,530	250	0	250
Budget*		3,100	2,696	404
Vat recoverable amount (rounded)	1,796	0	0	0
			3,932	
* includes Projects & (CAT) at £4,750 Sports & Rec (EMF) debit £1,000				
<b>Total Payments</b>	<b>23,664</b>	<b>19,550</b>	<b>8,289</b>	<b>11,432</b>
<b>Vat to date 2019 2020</b>			<b>935</b>	

RFO 26th June 2019

## 306 Planning

### New Planning Applications – One received

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

Application PA19 / 05198  
 Proposal Construction of a two storey rear extension. Construction of two first floor extensions over the existing on the east and west sides.  
 Construction of a balcony. Replacement of garage.  
 Location Trewarne Botus Fleming Saltash Cornwall  
 Applicant Mr & Mrs P Tennant  
 Grid ref 240254 / 61459

### Non Material Amendment to note

Application PA19 / 04684  
 Proposal Non Material Amendment to application No PA18/11050 to enlarge west facing sliding doors to living room.  
 Location Orchard House Hatt Saltash Cornwall PL12 6PP  
 Applicant Mr & Mrs Davey

Application PA19 / 04593  
 Proposal Provision of palisade fences and construction of storage and parking areas.  
 Location Land South East of Roodcroft Hatt Cornwall  
 Applicant Mr D Venables

Application PA19 / 05061  
 Proposal Proposed Certificate of Lawfulness for confirmation of commencement of an extension to Roodcroft Bungalow as approved under planning reference PA16 / 03114 dated 21<sup>st</sup> June 2016  
 Location Roodcroft Bungalow Hatt Saltash Cornwall PL12 6PJ  
 Applicant Mr D Venables

### Planning Application Decisions – One approved

Application PA18 / 10236  
 Proposal Erection of single framed agricultural shed for the storage of animal foodstuff & materials  
 Location Sunnyside Meadow Botus Fleming Cornwall PL12 6NL  
 Applicant Mr M Hilborn  
 Grid Ref 240658 / 61206

**Planning 5 day Protocol decision – the results of the Parish Council votes are recorded in the Minutes 22<sup>nd</sup> May 2019 relating to Planning Applications PA19 / 01245 & PA19 / 01247**

**307 Neighbourhood Development Plan** [www.botusflemingandhattndp.com](http://www.botusflemingandhattndp.com)

**308 Recreation Field**

**309 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

Motion from Cllr Malcolm Fletcher

' That the Parish Council write to Mr D Venables to discuss the planting of trees and wild flowers along the verge of the publically maintained highway fronting the Cardinals Hatt from ordinance survey grid reference SX398617 to ordinance survey grid reference SX398615 '.

- E Village Hall improvements - Cllr Mervyn Ellis
- F Tamar Valley funding - Cllr Mervyn Ellis
- G Calor funding project - Cllr Mervyn Ellis
- H Plastic free Parish - Cllr Malcolm Fletcher
- I Climate change emergency - Cllr Dave Edwards

**310 Matters for information purposes only**

**311 Date of next meeting.**

The next Meeting of the Council will be the Public Meeting on Wednesday 24<sup>th</sup> July 2019 at 7.30pm in St Mary's church hall.

**312 End of meeting**