

# 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 28<sup>th</sup> August 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  
21<sup>st</sup> August 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 330 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 | 28 August 2019

### 329/2019 Chair's Welcome & Announcements

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

### 330 Public participation

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

### 332 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.

### 333 To approve and sign as a correct record the Minutes of the Public Meeting of the Parish Council held on Wednesday 24<sup>th</sup> July 2019. (LGA 1972 sch.12.para 41(1))

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

### 335 Correspondence

### 336 A Report from Cornwall Councillor Jesse Foot

### 337 Finance

### A Accounts for Payment.

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

#### Payments Schedule

28 August 2019

Period 5

Date	Payee	Description	Chq.No.	£
28/08/2019	Christopher Cook	Salary	127	228.80

28/08/2019	HMRC	PAYE	128	57.20
28/08/2019	Christopher Cook	Office expenses	129	12.56
28/08/2019	BMS Landscaping	Grounds maintenance (August)	BACS34	291.00
28/08/2019	I.T.C. & D.J. Shovell	Recreation Field rent	BACS35	1,085.27
28/08/2019	I.C.O	Renewal subscription	130	40.00
28/08/2019	Julian Oakes	Maintenance materials	131	53.12
All Cheque & BACs payments today			£	1,767.95

## B Direct bank Payments & Receipts for information

All bank receipts for this period £1,793.68. Total receipts 2019/2020 are £9,688.15

Date 28th August 2019

Botus Fleming PC Current Year 2019/2020

Period 5

Bank Receipts statement as at 24/07/2019

for cashbook 1 - Current & Business Reserve A/C

Bank Statement Account Name(s)	Statement Date	Amount	Balances
Current Account - Lloyds A/c1	24/07/2019		9,688.15
Business Reserve Account - Lloyds A/c2	24/07/2019		4,398.10
A/c2 = Earmarked Funds *			
<b>Total</b>			<b>14,086.25</b>
<b>Available General Funds</b>			<b>9,688.15</b>
<b>General Funds as per Bank Statement</b>			<b>15,461.90</b>
<b>24/07/2019 Earmarked Funds receipts *</b>			
Big Event / Events			4,398.10
Sports & Recreation			0.00
Neighbourhood Development Plan (NDP)			0.00
			<b>4,398.10</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
10/06/2019 Receipt	Cornwall Council	Community Grant	512.70
17/07/2019 Receipt	HMRC	Vat recovery claim	1,793.68
			<b>9,688.15</b>

## C Bank reconciliation and Earmarked Funds (EMF) balances at 28<sup>th</sup> August 2019

Date 28th August 2019

Botus Fleming PC Current Year  
2019/2020

Period 5

**Bank Reconciliation statement as at 24/07/2019  
for cashbook 1 - Current & Business Reserve A/C**

Bank Statement Account Name(s)	Statement Date	Amount	Balances
Current Account - Lloyds A/c1	24/07/2019		15,461.90
Business Reserve Account - Lloyds A/c2	24/07/2019		4,045.72
A/c2 = Earmarked Funds *			
			19,507.62
Unpresented Cheques (Minus)		0.00	
			19,507.62
Receipts not banked/Cleared (Plus)		0.00	
			0.00
			19,507.62
		Balance per Cash Book is :-	19,507.62
		Difference is :-	0.00
		Available General Funds	15,461.90
24/07/2019 Earmarked Funds *			
Big Event / Events			1,845.52
Sports & Recreation			781.54
Neighbourhood Development Plan (NDP)			1,418.66
			4,045.72

**D Monthly budget monitoring balances at 28<sup>th</sup> August 2019**

	<b>BOTUS</b>	<b>FLEMING</b>	<b>PARISH</b>	<b>COUNCIL</b>
Summary Expenditure Account	Year ended 31st March 2020	Monthly Budget monitoring		

**YEAR END 2019 2020**

**Period 5 - August**

Current Account - 38772468 Lloyds	Expenditure 2018 2019	Budget 2019 2020 *	Expenditure as at 28/8/19	Budget available
<b>Expenditure :</b>				
Clerk's Salary #	4,740	4,000	1,136	2,864
HMRC #	0	0	285	0
			1,421	
<b>General &amp; Administration :</b>				
Postage & Admin.	451	400	199	201
Legal & Website	579	650	200	450
Elections & Adverts	395	0	0	0
Training & Expenses & Subscriptions	923	1,200	775	425
			1,174	
<b>Contracts :</b>				
Grasscutting	3,315	4,250	1,668	2,582
Insurance	692	1,000	837	163

Rent	2,160	2,150	1,085	1,065
Maintenance & equipment	673	200	253	-53
			3,843	
<b>Other Payments :</b>				
Grants & Donations	725	650	325	325
Projects & Newsletter	3,028	300	270	30
Big Event*	1,657	1,400	0	1,400
Neighbourhood Dev. Plan (rounded)*	2,530	250	0	250
Budget*		3,100	2,246	854
Vat recoverable amount (rounded)	1,796	0	0	0
			2,841	
* includes Projects & (CAT) at £4,750 Sports & Rec (EMF) debit £1,218				
<b>Total Payments</b>	<b>23,664</b>	<b>19,550</b>	<b>9,279</b>	<b>10,556</b>
<b>Vat to date 2019 2020</b>			<b>1,161</b>	

RFO 28th August 2019

### 338 Planning

#### New Planning Applications – None received

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

#### Planning Application Decisions – Three approved

Application PA19 / 05198  
 Proposal Construction of a new 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 PL12 6NJ  
 Applicant Mr & Mrs P Tennant  
 Grid Ref 240254 / 61459

#### Approved with conditions

Application PA19 / 03586  
 Proposal Move the current offices across the track and retention of weighbridge.  
 Location Brunel Recycling Ltd Roodcroft Hatt Saltash Cornwall PL12 6PJ

Application E2 / 88 / 01844 F  
 Proposal Erection of rear single storey extension.  
 Location 43 Andrews Way Hatt Saltash Cornwall PL12 6PE

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

### 340 Recreation Field

### 341 Councillors' Reports

- A Asset Audit - Cllr Sally White
- B Parish Pound - Cllr Dave Edwards
- C LMP Scheme - Cllr Mervyn Ellis
- D Bio diversity - Cllr Malcolm Fletcher
- E Plastic free Parish - Cllr Malcolm Fletcher

F Big Event - Cllr Dave Edwards

G Climate change emergency - Cllr Dave Edwards

**342 Matters for information purposes only**

Code of Conduct Training by Cornwall Council – 3<sup>rd</sup> October 2019 Liskeard Town Hall

**343 Date of next meeting.**

The next Meeting of the Council will be the Public Meeting on Wednesday 25<sup>th</sup> September 2019 at 7.30pm in St Mary's church hall.

**344 End of meeting**