

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 25th September 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
16th September 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 346 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 | 25 September 2019

345/2019 Chair's Welcome & Announcements

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

346 Public participation

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

348 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.

349 To approve and sign as a correct record the Minutes of the Public Meeting of the Parish Council held on Wednesday 28th August 2019. (LGA 1972 sch.12.para 41(1))

350 Matters arising from the Minutes for report purposes only.

351 Correspondence – information received concerning the Parish Plan 2018-2023 (see Item 356)

**352 (a) A Report from Cornwall Councillor Jesse Foot
(b) Remote access skype & webcam**

353 Finance

A Accounts for Payment.

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

Payments Schedule

25 September 2019

Period 6

Date	Payee	Description	Chq.No.	£
25/09/2019	Christopher Cook	Salary	132	228.80
25/09/2019	HMRC	PAYE	133	57.20
25/09/2019	Christopher Cook	Office allowance contractual	134	52.00
25/09/2019	BMS Landscaping	Grounds maintenance (Sept)	BACS36	393.00
25/09/2019	Professional Business supplies	Flyer printing ' Save our planet '	BACS37	28.80
All Cheque & BACs payments today				£ 759.80

B Direct bank Payments & Receipts for information

All bank receipts for this period £500.00. Total receipts 2019/2020 are £10,188.15

Date 25th September 2019

Botus Fleming PC Current Year 2019/2020

Period 6

Bank Receipts statement as at 28/08/2019

for cashbook 1 - Current & Business Reserve A/C

Bank Statement Account Name(s)	Statement Date	Amount	Balances
Current Account - Lloyds A/c1	28/08/2019		9,688.15
Business Reserve Account - Lloyds A/c2	28/08/2019		4,898.10
A/c2 = Earmarked Funds *			
Total			14,586.25
Available General Funds			9,688.15
General Funds as per Bank Statement			13,693.95
28/08/2019 Earmarked Funds receipts *			
Big Event / Events			4,398.10
Sports & Recreation			500.00
Neighbourhood Development Plan (NDP)			0.00
			4,898.10
1st Precept payment due 7/4/19 £7,381.77			
2nd Precept payment due 7/9/19 £7,381.77			

04/04/2019 Receipt A/c1	Cornwall Council	Precept April 2019	7,300.00
04/04/2019 Receipt A/c1	Cornwall Council	CTS Grant April 2019	81.77
10/06/2019 Receipt A/c2 - transfer	Cornwall Council	Community Grant	512.70
17/07/2019 Receipt A/c1	HMRC	Vat recovery claim	1,793.68
26/08/2019 Receipt A/c2	Community Event	Donation	500.00
			10,188.15

C Bank reconciliation and Earmarked Funds (EMF) balances at 25th September 2019

Date 25th September 2019 Botus Fleming PC Current Year
2019/2020 Period 6

Bank Reconciliation statement as at 28/08/2019
for cashbook 1 - Current & Business Reserve A/C

Bank Statement Account Name(s)	Statement Date	Amount	Balances
Current Account - Lloyds A/c1	28/08/2019		13,693.95
Business Reserve Account - Lloyds A/c2 A/c2 = Earmarked Funds *	28/08/2019		4,545.72
			18,239.67
Unpresented Cheques (Minus)		0.00	18,239.67
Receipts not banked/Cleared (Plus)		0.00	0.00
			18,239.67
	Balance per Cash Book is :-		18,239.67
	Difference is :-		0.00
	Available General Funds		13,693.95

28/08/2019 Earmarked Funds *

Big Event / Events	1,845.52
Sports & Recreation	1,281.54
Neighbourhood Development Plan (NDP)	1,418.66
	4,545.72

Proposal : The Clerk proposes that the sum of £1,400 be vired from the General Account budget to the Earmarked (EMF) Account for purposes in order to purchase Big Event assets in future. See also budget monitoring report under Item 353(D).

D Monthly budget monitoring balances at 25th September 2019

BOTUS FLEMING PARISH COUNCIL

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

YEAR END 2019 2020
Period 6 - September

	Expenditure 2018 2019	Budget 2019 2020 *	Expenditure as at 25/9/19	Budget available
Current Account - 38772468 Lloyds				
Expenditure :				
Clerk's Salary	4,740	4,000	1,364	2,636
HMRC	0	0	342	0
			1,706	
General & Administration :				
Postage & Admin.	451	400	251	149

Legal & Website	579	650	200	450
Elections & Adverts	395	0	0	0
Training & Expenses & Subscriptions	923	1,200	775	425
			1,226	
Contracts :				
Grasscutting	3,315	4,250	1,996	2,254
Insurance	692	1,000	837	163
Rent	2,160	2,150	1,085	1,065
Maintenance & equipment	673	200	253	-53
			4,171	
Other Payments :				
Grants & Donations	725	650	325	325
Projects & Newsletter	3,028	300	294	6
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
			2,865	
* includes Projects & (CAT) at £4,750 Sports & Rec (EMF) debit £1,218				
Total Payments	23,664	19,550	9,968	9,924
Vat amount to date 2019 2020			1,232	

RFO 25th September 2019

354 Planning

New Planning Applications – None received

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

Planning Application Decisions – None approved

355 Neighbourhood Development Plan www.botusflemingandhattndp.com

356 Parish Plan - Cllr Mervyn Ellis (Chairman)

357 Recreation Field - Cllr Dave Edwards (Vice Chair)

358 Councillors' Reports

A Asset Audit - Cllr Sally White

B Bio diversity - Cllr Malcolm Fletcher

(i) To receive the Bio diversity report.

(ii) To consider a draft tree planting letter to be sent to Parishioners.
See also Item 358 (D) (ii) (b) below.

C Big Event - Cllr Dave Edwards (Vice Chair)

D Climate change emergency - Cllr Malcolm Fletcher

(i) To receive the Botus Fleming Climate Action Group (BFCAG) Minutes 28th August 2019.

(ii) To consider two Motions dated 18th September 2019.

- (a) *BFPC declares a Climate Emergency, and pledges to give all possible support to Groups and individuals within the parish and the wider Community that seek to address the issue.*
- (b) *Having declared a Climate Emergency, BFPC accepts that tree planting, establishing wild flower meadows and promoting organic, community allotments are some of the alternative uses of land that can help to slow down global heating. Given that BFPC does not, as yet, own any land, it is proposed that BFPC call on local landowners to ascertain their willingness to devote some of their holdings to this purpose.*

359 Matters for information purposes only

Code of Conduct Training by Cornwall Council – 3rd October 2019 Liskeard Town Hall

360 Date of next meeting.

The next Meeting of the Council will be the Public Meeting on Wednesday 23rd October 2019 at 7.30pm in St Mary's church hall.

361 End of meeting