

# 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 23<sup>rd</sup> October 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  
14<sup>th</sup> October 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 363 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 | 23 October 2019

**362/2019 Chair's Welcome & Announcements**

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

**363 Public participation**

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

**365 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.

**366 To approve and sign as a correct record the Minutes of the Public Meeting of the Parish Council held on Wednesday 25<sup>th</sup> September 2019. (LGA 1972 sch.12.para 41(1))**

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

**368 Correspondence**

Dear Christopher

I would like to make some observations about the information contained in the draft Minutes from the September meeting.

"...the Minutes in 25<sup>th</sup> April 2018 Item 356 (b) referring to the Parish Plan merely suggested the creation of a Plan as recorded by the Clerk in 2018."

The agenda for the March 2018 meeting contained the motions presented to the PC:<http://www.botusfleming.org.uk/data/uploads/486.pdf>

"Discussion to adopt a five year Parish Plan: proposals arising out of the NDP.

Discussion to create a parish council engagement strategy (report previously published)"

These were the motions I presented. The minutes contain a clerical error having swapped the words create and adopt. The plan was adopted by the PC and in May 2018 it was published on the PC website under Policies and

Procedures. <http://www.botusfleming.org.uk/data/uploads/622.pdf>

The minutes do not contain the discussion relating to the production of an Executive Summary. It was agreed that the Executive Summary at the beginning of the Parish Plan should be renamed as Foreword and that a separate Executive summary be produced to sit alongside the PP. This document has not been published on the PC website.

"Cllrs Ellis (Chairman) & Willey proposed that the existing Parish Plan was not a finalised Plan and that any Parish Council Policy or document should be open for adaptation after a six month period."

The Parish Plan was adopted as a five year plan. All plans are iterative and should be updated as circumstances change. Indeed, the addition of the NDP as an annex to the Parish Plan is an anticipated development. I note that Councillors voted unanimously to abandon the Parish Plan in a previous meeting. This is a far cry from the adaptation mentioned.

"Cllr Edwards (Vice Chair) explained that the current draft Parish Plan was silent on a number of issues, not least, the Climate Change announcement."

The Parish Plan as written has two main objectives. Firstly to improve the governance and leadership role of the PC and secondly, to use this leadership to drive forward changes to develop a sustainable parish for the future. The objectives detailed in the Parish Plan are a broad spread of initiatives to achieve this end but, of course, are not exhaustive.

Environmental and climate issues are addressed in the plan. The declaration of a Climate Emergency is an example of the PC taking a leadership role as defined in the Plan.

"Due to a number of Councillors not having all the information to hand concerning the Agenda Item it was suggested by Cllrs Edwards (Vice Chair) & Smith that the Parish Plan be discussed further at the Public Meeting 23<sup>rd</sup> October 2019."

I do hope that Councillors have access to the adopted plan before the meeting. I also hope that they are mindful of the fact that this plan arose from the work of the NDP Steering Group over an 18 month period and is informed by the views of the residents of the Parish obtained during an extensive engagement and consultation process during that time.

Please include this email under the correspondence section of the October agenda.

Best wishes

**369 A Report from Cornwall Councillor Jesse Foot**

**370 Finance**

**A Accounts for Payment.**

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

**Payments Schedule**

**23 October 2019**

**Period 7**

Date	Payee	Description	Chq.No.	£
23/10/2019	Christopher Cook	Salary	135	228.80
23/10/2019	HMRC	PAYE	136	57.20
23/10/2019	Christopher Cook	Admin.expenses	137	21.89
23/10/2019	BMS Landscaping	Grounds maintenance (October)	BACS38	363.00
23/10/2019	WesternWeb Limited	Website renewal NDP Domain	BACS39	36.00

23/10/2019	Dave Edwards	Travel mileage expenses	BACS40	37.80
23/10/2019	SLCC	Clerk's Manual 2019	BACS41	52.30
All Cheque & BACs payments today				£ 796.99

## B Direct bank Payments & Receipts for information

All bank receipts for this period £7,381.77. Total receipts 2019/2020 are £17,569.92.

Date 23rd October 2019

Botus Fleming PC Current Year 2019/2020

Period 7

Bank Receipts statement as at 25/09/2019

for cashbook 1 - Current & Business Reserve A/C

Bank Statement Account Name(s)	Statement Date	Amount	Balances
Current Account - Lloyds A/c1	25/09/2019		17,069.92
Business Reserve Account - Lloyds A/c2	25/09/2019		6,298.10
A/c2 = Earmarked Funds *			
<b>Total</b>			<b>23,368.02</b>
<b>Available General Funds</b>			<b>17,069.92</b>
<b>General Funds as per Bank Statement</b>			<b>19,675.72</b>
<b>25/09/2019 Earmarked Funds receipts *</b>			
Big Event / Events			4,398.10
Big Event / Assets			1,400.00
Sports & Recreation			500.00
Neighbourhood Development Plan (NDP)			0.00
			<b>6,298.10</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 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 Community	Vat recovery claim	1,793.68
26/08/2019 Receipt A/c2	Event	Donation	500.00
07/09/2019 Receipt A/c1	Cornwall Council	Precept Sept 2019	7,300.00
07/09/2019 Receipt A/c1	Cornwall Council	CTS Grant Sept 2019	81.77
			<b>17,569.92</b>

## C Bank reconciliation and Earmarked Funds (EMF) balances at 23<sup>rd</sup> October 2019

Date 23rd October 2019

Botus Fleming PC Current Year  
2019/2020

Period 7

**Bank Reconciliation statement as at 25/09/2019  
for cashbook 1 - Current & Business Reserve A/C**

Bank Statement Account Name(s)	Statement Date	Amount	Balances
Current Account - Lloyds A/c1	25/09/2019		19,675.72
Business Reserve Account - Lloyds A/c2 A/c2 = Earmarked Funds *	25/09/2019		5,945.72
			25,621.44
Unpresented Cheques (Minus)		0.00	25,621.44
Receipts not banked/Cleared (Plus)		0.00	0.00
			25,621.44
		Balance per Cash Book is :-	25,621.44
		Difference is :-	0.00
		Available General Funds	19,675.72
<b>25/09/2019 Earmarked Funds *</b>			
Big Event / Events			3,245.52
Sports & Recreation			1,281.54
Neighbourhood Development Plan (NDP)			1,418.66
			5,945.72

**D Monthly budget monitoring balances at 23<sup>rd</sup> October 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 7 - October**

Current Account - 38772468 Lloyds	Expenditure 2018 2019	Budget 2019 2020 *	Expenditure as at 23/10/19	Budget available
<b>Expenditure :</b>				
Clerk's Salary	4,740	4,000	1,592	2,408
HMRC	0	0	399	0
			1,991	
<b>General &amp; Administration :</b>				
Postage & Admin.	451	400	325	75
Legal & Website	579	650	230	420
Elections & Adverts	395	0	0	0
Training & Expenses & Subscriptions	923	1,200	814	386
			1,369	
<b>Contracts :</b>				
Grasscutting	3,315	4,250	2,298	1,952
Insurance	692	1,000	837	163

Rent	2,160	2,150	1,085	1,065
Maintenance & equipment	673	200	253	-53
			4,473	
<b>Other Payments :</b>				
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				
<b>Total Payments</b>	<b>23,664</b>	<b>19,550</b>	<b>10,698</b>	<b>9,251</b>
<b>Vat amount to date 2019 2020</b>			<b>1,298</b>	

RFO 23rd October 2019

## E Budget & Precept proposal 2020 / 2021

Councillors will submit proposals for the Parish Council annual **Budget & Precept**.  
( Section 101 (6) of the 1972 Act )

### 371 Planning

#### **New Planning Applications – None received**

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

#### **Planning Application Decisions – None approved**

#### **Planning Application Hearing 14<sup>th</sup> October 2019 – For Information**

Application Number : 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 : Messers C and G Wood and Speed Project Management SW Ltd

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

373 Parish Plan - Cllr Mervyn Ellis (Chairman)

374 Recreation Field - Cllr Dave Edwards (Vice Chair)

375 Governance - Cllr Mervyn Ellis (Chairman)

### 376 Councillors' Reports

A Asset Audit - Cllr Sally White

B Bio diversity - Cllr Malcolm Fletcher

C Big Event - Cllr Dave Edwards (Vice Chair)

D Climate change emergency - Cllr Malcolm Fletcher

BOTHER Mission Statement as previously circulated.

Motion :

(i) Cllr Malcolm Fletcher that ‘ *Botus Fleming Parish Council provide a facility to enable Botus Fleming and Hatt Emergency Response (BOTHER) Group to deposit, and release on request by them, any such funds that they might raise independently*’

E Saltash Area Road Safety (SARS) – Cllr John Robinson

**377 Matters for information purposes only**

**378 Date of next meeting.**

The next Meeting of the Council will be the Public Meeting on Wednesday 27<sup>th</sup> November 2019 at 7.30pm in St Mary’s church hall.

**379 End of meeting**