

# 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 22<sup>nd</sup> January 2020

Time: 7.30pm

Location: St Mary's Church Hall, Botus Fleming

### To : Chairman & Parish Councillors

Chairman D Edwards

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

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  
13<sup>th</sup> January 2020

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 421 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 | 22 January 2020**

### **420/2019 Chair's Welcome & Announcements**

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

### **421 Public participation**

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

### **423 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.

### **424 To approve and sign as a correct record the Minutes of the Public Meeting of the Parish Council held on Wednesday 11<sup>th</sup> December 2019. (LGA 1972 sch.12.para 41(1))**

### **425 Matters arising from the Minutes for report purposes only.**

### **426 Correspondence**

Dear Mr Cook

### **Code of Conduct Complaint against Botus Fleming members Cllr Ellis & Cllr Edwards**

I am writing to advise you that we have received a complaint against Councillor Ellis and Edwards by **XXXXXX**.

After considering these complaints in accordance with our assessments procedures they have been rejected as a breach of the Code is not demonstrated, or they are out of time and have not been considered.

Both of the councillors have been informed of the complaint and there is no need for you to take any further action as this letter is for information only.

Yours sincerely



**Simon JR Mansell MBE**

FCILEx

Corporate and Information Governance Manager &

Data Protection Officer

Legal Services

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

**428 Finance**

**A Accounts for Payment.**

Members are asked to note the following items of expenditure for the month of January 2020.

Payments Schedule		22 January 2020		Period 10
Date	Payee	Description	Cheque No.	£
22/01/2020	Christopher Cook	Salary	143	228.80
22/01/2020	HMRC	PAYE	144	57.20
22/01/2020	Cornwall Council	Planning conference - Councillorsx2	BACS47	30.00
22/01/2020	WesternWeb Limited	Website renewal	BACS48	150.00
22/01/2020	WesternWeb Limited	Webmail Portal access	BACS49	36.00
<b>All Cheque &amp; BACs payment amounts today</b>				<b>£ 502.00</b>

**B Direct bank Payments & Receipts for information**

All bank receipts for this period £0.00. Total receipts 2019/2020 are £17,769.92.

Date 22nd January 2020

Botus Fleming PC Current Year 2019/2020

Period 10

Bank Receipts statement as at 11/12/2019

for cashbook 1 - Current & Business Reserve A/C

Bank Statement Account Name(s)

Statement Date

Amount

Balances

Current Account - Lloyds A/c1

11/12/2019

17,769.92

Business Reserve Account - Lloyds A/c2

11/12/2019

6,498.10

A/c2 = Earmarked Funds \*

Total 24,268.02

Available General Funds 17,769.92

General Funds as per Bank Statement 17,008.48

11/12/2019 Earmarked Funds receipts \*

Big Event / Christmas Fayre 5,098.10

Big Event / Assets 1,400.00

Sports & Recreation 500.00

Sports & Recreation -500.00

Neighbourhood Development Plan (NDP) 0.00

6,498.10

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 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 Community	CTS Grant Sept 2019	81.77
21/10/2019 Receipt A/c2	Event	Donation refund	-500.00
25/10/2019 Receipt A/c2	Big Event	Receipt	190.00
19/11/2019 Receipt A/c2	Big Event	Receipt	110.00
28/11/2019 Receipt A/c2	Christmas Fayre	Receipt	400.00
			17,769.92

**C Bank reconciliation and Earmarked Funds (EMF) balances at 22<sup>nd</sup> January 2020**

Date 22nd January 2020 Botus Fleming PC Current Year  
2019/2020 Period 10

Bank Reconciliation statement as at 11/12/2019  
for cashbook 1 - Current & Business Reserve A/C

Bank Statement Account Name(s)	Statement Date	Amount	Balances
Current Account - Lloyds A/c1	11/12/2019		17,008.48
Business Reserve Account - Lloyds A/c2	11/12/2019		6,145.72
A/c2 = Earmarked Funds *			23,154.20
Unpresented Cheques (Minus)		0.00	23,154.20
Receipts not banked/Cleared (Plus)		0.00	0.00
			23,154.20

Balance per Cash Book is :-

23,154.20

Difference is :-

0.00

Available General Funds

17,008.48

11/12/2019 Earmarked Funds \*

Big Event / Christmas Fayre

3,945.52

Sports &amp; Recreation

781.54

Neighbourhood Development Plan (NDP)

1,418.66

6,145.72

**D Monthly budget monitoring balances at 22<sup>nd</sup> January 2020****BOTUS FLEMING PARISH COUNCIL**

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

**YEAR END 2019 2020****Period 10 - January**

Current Account - 38772468 Lloyds	Expenditure 2018 2019	Budget 2019 2020 *	Expenditure as at 22/01/20	Budget available
<b>Expenditure :</b>				
Clerk's Salary	4,740	4,000	2,507	1,493
HMRC	0	0	628	0
			<b>3,135</b>	
<b>General &amp; Administration :</b>				
Postage & Admin.	451	400	325	75
Legal & Website	579	650	385	265
Elections & Adverts	395	0	0	0
Training & Expenses & Subscriptions	923	1,200	1,089	111
			<b>1,799</b>	
<b>Contracts :</b>				
Grasscutting	3,315	4,250	2,528	1,722
Insurance	692	1,000	837	163
Rent	2,160	2,150	1,085	1,065
Maintenance & equipment	673	200	253	-53
			<b>4,703</b>	
<b>Other Payments :</b>				
Grants & Donations	725	650	325	325
Projects & Newsletter	3,028	300	339	-39
Big Event*	1,657	1,400	0	1,400
Neighbourhood Dev. Plan (rounded)*	2,530	250	0	250
Budget*		<b>3,100</b>	2,246	854
Vat recoverable amount (rounded)	1,796	0	0	0
			<b>2,910</b>	
* 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>12,547</b>	<b>7,631</b>
<b>Vat amount to date 2019 2020</b>			<b>1,400</b>	

RFO 22nd January 2020

## 429 Planning

### New Planning Applications – One received

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

Reference: PA19/10728  
Address: Land South of Roodscroft Hatt Cornwall PL12 6PJ  
Proposal: Change of use of building from root crop store to storage and distribution (underB8)  
Applicant: Mr D Venables  
Grid ref: 240964 / 61631

### Planning Application Decisions – One approved

Reference: PA19/09910  
Address: Pheasants Cry Botus Fleming Saltash Cornwall PL12 6NQ  
Proposal: Extension of boot room to rear of property  
Applicant: Mr & Mrs Vincent  
Grid ref: 240964 / 61631

Application approved with conditions.

### Planning Application Decisions – One refusal

Reference: PA19/01247  
Address: The Cardinals Hatt Saltash Cornwall  
Proposal: Outline planning permission with some matters reserved for the construction of a hotel comprising of 56 hotel rooms and leisure facilities, including associated parking with appearance and landscaping reserved.  
Applicant: Mr Venables  
Grid ref: 239812 / 61622

Application refused.

### Planning Application – For Information

### Planning Application received after the Agenda issue – To be advised

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

Cllr Dave Edwards (Chairman) – Item deferred from 11<sup>th</sup> December 2019

431 Parish Plan - Cllr Dave Edwards (Chairman)

432 Recreation Field - Cllr Dave Edwards (Chairman)

### 433 Councillors' Reports

- A Asset Audit - Cllr Sally White
- B Bio diversity - Cllr Malcolm Fletcher
- C Big Event - Cllr Dave Edwards (Chairman)
- D Climate change emergency - Cllr Malcolm Fletcher
- E Saltash Area Road Safety (SARS) - Cllr John Robinson

434 Vexatious Complainant case - Cllr Dave Willey (Vice Chair)

**435 Chairman's Agenda Items**

Donations for St. Mary's Church PCC during 2020/21

a) Churchyard maintenance

b) Church Hall room hire for Public Meetings

**436 Matters for information purposes only**

**437 Date of next meeting.**

The next Meeting of the Council will be the Public Meeting on Wednesday 26<sup>th</sup> February 2020 at 7.30pm in St Mary's church hall.

**438 End of meeting**