

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 22nd April 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.

Councillors will be discussing all the items as listed overleaf on the Agenda.

Christopher Cook
Clerk to the Council
2nd April 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 485 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 April 2020

484/2020 Chair's Welcome & Announcements

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

485 Public participation

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

487 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.

488 To approve and sign as a correct record the Minutes of the Public Meeting of the Parish Council held on Wednesday 25th March 2020. (LGA 1972 sch.12.para 41(1))

489 Matters arising from the Minutes for report purposes only.

490 Correspondence

491 A Report from Cornwall Councillor Jesse Foot

492 Finance

A Accounts for Payment.

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

Payments Schedule		22 April 2020		Period 1
Date	Payee	Description	Cheque No.	£
22/04/2020	Christopher Cook	Salary	151	228.80

22/04/2020	HMRC	PAYE	152	57.20
22/04/2020	SLCC	Training seminar fees	BACS61	90.00
22/04/2020	Cornwall Council	Legal services fees	BACS62	23.52
22/04/2020	Professional Business Supplies	Printing Covid-19 flyer	BACS63	25.00
22/04/2020	St.Marys PCC committee	Churchyard maintenance donation	BACS64	250.00
22/04/2020	St.Marys PCC committee	Church Hall room hire donation	BACS65	350.00
22/04/2020	BMS Landscaping	Grass cutting (April)	BACS66	174.00
All Cheque & BACs payment amounts today				£ 1,198.52

B Direct bank Payments & Receipts for information

All bank receipts for this period £0.00. Total receipts 2019/2020 are £20,995.92.

Date 22nd April 2020

Botus Fleming PC Current Year 2020/2021

Period 1

Bank Receipts statement as at 25/03/2020
for cashbook 1 - Current & Business Reserve A/C

Bank Statement Account Name(s)	Statement Date	Amount	Balances
Current Account - Lloyds A/c1	25/03/2020		17,795.22
Business Reserve Account - Lloyds A/c2	25/03/2020		8,438.10
A/c2 = Earmarked Funds *			
Total			26,233.32
Available General Funds			17,795.22
General Funds as per Bank Statement			13,715.73

25/03/2020 Earmarked Funds receipts *			
Big Event / Christmas Fayre	Account 2	Receipts	5,838.10
Big Event / Assets	Account 2	Receipts	1,400.00
Sports & Recreation	Account 2	Receipts	1,500.00
Sports & Recreation	Account 2	Receipts	-500.00
BOTHER	Account 2	Receipts	200.00
Neighbourhood Development Plan (NDP)	Account 2	Receipts	0.00
			8,438.10

1st Precept payment due 7/4/20 £8,080.38

2nd Precept payment due 7/9/20 £8,080.38

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 from A/c1	Cornwall Council	Community Grant	512.70
27/06/2019 Receipt A/c2-transfer from A/c1	Big Event	Receipt	48.00
15/07/2019 Receipt A/c1-transfer from A/c2	Container Unit	Receipt	1,238.00
17/07/2019 Receipt A/c1	HMRC	Vat recovery claim	1,793.68
26/08/2019 Receipt A/c2 EMF	Community 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
21/10/2019 Receipt A/c2 EMF	Community Event	Donation refund	-500.00
25/10/2019 Receipt A/c2 EMF	Big Event	Receipt	190.00
19/11/2019 Receipt A/c2 EMF	Big Event	Receipt	110.00
28/11/2019 Receipt A/c2 EMF	Christmas Fayre	Receipt	400.00
14/01/2020 Receipt A/c2 EMF	Christmas Fayre	Receipt	740.00
14/02/2020 Receipt A/c2 EMF	Bulb energy	Receipt	200.00
09/03/2020 Receipt A/c2 EMF	Community Grant	Receipt	1,000.00
			20,995.92

C Bank reconciliation and Earmarked Funds (EMF) balances at 25th March 2020

Date 22nd April 2020

Botus Fleming PC Current Year 2020/2021

Period 1

Bank Reconciliation statement as at 25/03/2020
for cashbook 1 - Current & Business Reserve A/C

Bank Statement Account Name(s)	Statement Date	Amount	Balances
Current Account - Lloyds A/c1	25/03/2020		13,715.73
Business Reserve Account - Lloyds A/c2	25/03/2020		8,085.72
A/c2 = Earmarked Funds *			
			21,801.45
Unpresented Cheques (Minus)		0.00	
			21,801.45
Receipts not banked/Cleared (Plus)		0.00	
			0.00
			21,801.45
		Balance per Cash Book is :-	21,801.45
		Difference is :-	0.00
		Available General Funds	13,715.73
25/03/2020 Earmarked Funds *			
Big Event / Christmas Fayre			4,685.52
Sports & Recreation			1,781.54
BOTHER emergency response			200.00
Neighbourhood Development Plan (NDP)			1,418.66
			8,085.72

D Monthly budget monitoring balances at 22nd April 2020

BOTUS FLEMING PARISH COUNCIL

Summary Expenditure Account
Year ended 31st March 2021
Monthly Budget monitoring

YEAR END 2020-2021

Period 1 - April

Current Account - 38772468 Lloyds	Expenditure 2019 2020	Budget 2020 2021 *	Expenditure as at 22/04/20	Budget available

Expenditure :				
Clerk's Salary & Locum expenses	3,000	4,000	228	3,772
HMRC	742	700	57	643
			285	
General & Administration :				
Postage & Admin.	446	400	0	400
Legal & Website	981	500	0	500
Legal - Recreation Field Lease	0	1,500	20	1,480
Elections & Adverts	0	0	0	0
Training & Expenses & Subscriptions	1,043	800	75	725
			95	
Contracts :				
Grasscutting	2,950	4,250	145	4,105
Insurance	837	1,000	0	1,000
Rent	2,170	2,500	0	2,500
Maintenance & equipment	253	500	0	500
			145	
Other Payments :				
Grants & Donations	325	650	600	50
Projects & Newsletter	910	1,000	25	975
Big Event *	1,657	1,400	0	1,400
Neighbourhood Dev. Plan *	0	250	0	250
Budget other *	2,106	2,850	0	2,850
Vat recoverable amount	1,665	0	0	0
			625	
* includes Projects, Bother & (CAT)				
Total Budget £4,500				
Total Payments	19,085	22,300	1,150	21,150
Vat amount to date 2020 2021			49.00	

RFO 22nd April 2020

E Year End Accounts for Internal Audit

(a) Supporting Statement to Receipts & Payments Account & Section 137

(b) Receipts & Payments Summary 2019 / 2020

(c) Summary Receipts & Payments Account 2019 / 2020

(d) Statement of Income & Expenditure 2019 / 2020

493 Planning

New Planning Applications – None received

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

Planning Application Decisions – One received

Reference: **PA20/01368**

Address: 27 Sunnybanks Hatt PL12 6SA

Proposal: Fell Oak Tree which is subject to a Tree Preservation Order

Applicant: Mr Hill

Grid ref: 239530 / 61901

Application **Refused**. Councillors applied 5 day protocol decision to consider the Forestry officer's review and recommendation to refuse.

Planning Application Decisions – None received

Planning Application – For Information

Planning Application received after the Agenda issue – To be advised

494 Neighbourhood Development Plan – Cllr Dave Edwards (Chairman)
www.botusflemingandhattndp.com

495 Parish Plan - Cllr Dave Edwards (Chairman)

496 Recreation Field - Cllr Dave Edwards (Chairman)

497 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

498 Chairman's Agenda Items

499 Matters for information purposes only

500 Date of next meeting.

The next Meeting of the Council will be the Annual Meeting on the Parish Council (AMPC) on Wednesday 27th May 2020 at 7.30pm in St Mary's church hall.

The AMPC meeting is now cancelled following instructions from the Cornwall Association of Local Councils (CALC).

501 End of meeting