

Botus Fleming Parish Council

www.botusfleming.org.uk



Notice of the Annual 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 27th May 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 (AMPC).

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

Christopher Cook
Clerk to the Council
2nd May 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 503 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 | 27 May 2020

502/2020 Chair's Welcome & Announcements

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

503 Public participation

504 To elect a Chairman

NB – In accordance with instructions issued by the Cornwall Association of Local Councils (CALC) the (AMPC) is cancelled under Regulation 6(c) and Regulation 4 permits the current Chairman (Cllr. D Edwards) to remain in post until 26th May 2021.

The Declaration of Acceptance Form to be signed by the Chairman.

505 To elect a Vice Chairman

NB – In accordance with instructions issued by the Cornwall Association of Local Councils (CALC) the (AMPC) is cancelled under Regulation 6(c) and Regulation 4 permits the current Vice Chairman (Cllr. D Willey) to remain in post until 26th May 2021.

The Declaration of Acceptance Form to be signed by the Vice Chairman.

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

507 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.

508 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))

NB This Meeting was cancelled and the Minutes agreed under the Emergency Scheme of Delegation.

509 Matters arising from the Minutes for report purposes only.

510 To approve and sign as a correct record the draft Minutes of the Annual Parish Meeting held on Wednesday 22nd April 2020. (LGA 1972 sch.12.para 41(1))

511 A Report from Cornwall Councillor Jesse Foot

512 Finance

A Accounts for Payment.

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

Payments Schedule

27 May 2020

Period 2

Date	Payee	Description	Cheque No.	£
27/05/2020	Christopher Cook	Salary	153	233.52
27/05/2020	HMRC	PAYE	154	58.20
27/05/2020	Zurich Municipal	Insurance renewal premium	BACS67	763.96
27/05/2020	BMS Landscaping	Grass cutting (May)	BACS68	384.00
27/05/2020	Linda Coles	Internal Audit fee	BACS69	160.00
27/05/2020	Christopher Cook	Administration expenses	155	34.70
27/05/2020	Christopher Cook	CICLA Examination fee	156	250.00
All Cheque & BACs payment amounts today				£ 1,884.38

B Direct bank Payments & Receipts for information

All bank receipts for this period **£9,746.08**. Total receipts **2020/2021** are **£9,746.08**.

Date 27th May 2020

Botus Fleming PC Current Year 2020/2021

Period 2

Bank Receipts statement as at 22/04/2020

for Cashbook - Current A/c 1 & Business Reserve A/c 2

Bank Statement Account Name(s) Statement Date Amount Balances

Current Account - Lloyds A/c 1	22/04/2020		9,746.08
Business Reserve Account - Lloyds A/c 2	22/04/2020		0.00
Lloyds A/c 2 = Earmarked Funds *			
Total Receipts			9,746.08

Available General Funds from March		12,548.55
Add - Receipts during April		9,746.08
Less - Payments made during April		1,198.52
General Funds as per Bank Statement		21,096.11

1st Precept payment due 7/4/20

£8,080.38

2nd Precept payment due 7/9/20

£8,080.38

07/04/2020 Receipt A/c1		Cornwall Council	Precept April 2020	8,000.00
07/04/2020 Receipt A/c1		Cornwall Council	CTS Grant April 2020	80.38
07/04/2020 Receipt A/c1		HMRC	Vat recovery claim	1,665.70
				9,746.08

22/04/2020 Earmarked Funds receipts *				
Big Event / Christmas Fayre	Account 2	Receipts		0.00
Big Event / Assets	Account 2	Receipts		0.00
Sports & Recreation	Account 2	Receipts		0.00
BOTHER Climate emergency Neighbourhood Development Plan (NDP)	Account 2	Receipts		0.00
	Account 2	Receipts		0.00
				0.00

C Bank reconciliation and Earmarked Funds (EMF) balances as at the 27th May 2020

Date 27th May 2020

Botus Fleming PC Current Year
2020/2021

Period 2

Bank Reconciliation statement as at 22/04/2020
for Cashbook - Current A/c 1 & Business Reserve A/c 2

Bank Statement Account Name(s)	Statement Date	Amount	Balances
Current Account - Lloyds A/c 1	22/04/2020		21,096.11
Business Reserve Account - Lloyds A/c 2	22/04/2020		8,085.72
A/c 2 = Earmarked Funds *			
Total balance			29,181.83

Unpresented Cheques (Minus)	0.00	0.00
		29,181.83
Receipts not banked / Cleared (Plus)	0.00	0.00
		29,181.83
Balance per Cash Book is :-		29,181.83
Difference is :-		0.00
Available General Funds		21,096.11

22/04/2020 Earmarked Funds *		
Big Event / Christmas Fayre		3,285.52
Big Event / Assets		1,400.00
Sports & Recreation		1,781.54
BOTHER emergency response Neighbourhood Development Plan (NDP)		200.00
		1,418.66
		8,085.72

D Monthly budget monitoring balances at the 27th May 2020

Summary Expenditure Account Year **BOTUS FLEMING PARISH COUNCIL**
 ended 31st March 2021 Monthly Budget
 monitoring

YEAR END 2020-2021

Period 2 - May

Lloyds Current Account A/c 1 - 38772468	Budget 2019 2020 *	Expenditure 2019 2020	Budget 2020 2021 *	Expenditure as at 27/05/20	Budget available
Expenditure :					
Clerk's Salary & Locum expenses	4,000	3,000	4,000	461	3,539
HMRC	0	742	700	115	585
				576	
General & Administration :					
Postage & Admin.	400	446	400	35	365
Legal & Website	650	981	500	160	340
Legal - Recreation Field Lease	0	0	1,500	20	1,480
Elections & Adverts	0	0	0	0	0
Training & Expenses & Subscriptions	1,200	1,043	800	325	475
				540	
Contracts :					
Grasscutting	4,250	2,950	4,250	465	3,785
Insurance	1,000	837	1,000	709	291
Rent	2,150	2,170	2,500	0	2,500
Maintenance & equipment	200	253	500	0	500
				1,174	
Other Payments :					
Grants & Donations	650	325	650	600	50
Projects & Newsletter	300	910	1,000	25	975
Big Event *	1,400	1,657	1,400	0	1,400
Neighbourhood Dev. Plan *	250	0	250	0	250
Budget other *	3,100	2,106	2,850	0	2,850
Vat recoverable amount	0	1,665	0	0	0
				625	
* includes Projects, Bother & (CAT)					
Total Budget £4,500					
Total Payments	19,550	19,085	22,300	2,915	19,385
Vat amount to date 2020 2021				167	

RFO 27th May 2020

513 Planning

New Planning Applications – One received

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

Reference: **PA20/03548**

Address: Ziggerson Hill Farm Botus Fleming Saltash Cornwall

Proposal: Agricultural storage building

Applicant: Messrs MM & MW Holmes
Grid ref: 240942 / 61940

Planning Application Decisions – None received

Planning Application – For Information

Planning Application received after the Agenda issue – To be advised

514 Resolutions

- 1. To receive a Financial Statement for the year ending 31st March 2020**
 - (a) To receive the Internal Auditor's Report and note its contents**
 - (b) To approve the Annual Governance Statement (Section 1)**
 - (c) To approve the Accounting Statements (Section 2)**
 - (d) To approve the Certificate of Exemption**
 - (e) To set the commencement date for the exercise of Public Rights (documents (b), (c) & (d) to be signed 24th June 2020)**
- 2. To adopt the Parish Council's Policy on Resignations and Vacation of Office.***
(* moved to 24th June 2020)
- 3. To adopt the Parish Council's Policy on dealing with Correspondence.**
- 4. To adopt the Parish Council's Financial Risk Assessment**
- 5. To adopt the Parish Council's Financial Reserves Policy**
- 6. To adopt the Parish Council's Expenses Policy**
- 7. To review the Parish Council's Training & Development Policy**
- 8. To review the Parish Council's Banking arrangements.**
- 9. To review the Parish Council's Asset Register.**
- 10. To review the Parish Council's Insurance Policy.**
- 11. To re-appoint the Parish Clerk as the Council's Responsible Financial Officer.**
- 12. To confirm the re-appointment of Mrs Linda Coles as the Parish Council's Internal Auditor.**

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

516 Parish Plan - Cllr Dave Edwards (Chairman)

517 Recreation Field - Cllr Dave Edwards (Chairman)

518 Councillors' Reports

A - Asset Audit - Cllr Sally White

B - Bio diversity - Cllr Malcolm Fletcher

519 Matters for information purposes only

520 Correspondence

Easement of Access at Carlton Villas Hatt (Approved PA19/01685)

Correspondence as follows listed on the website www.botusfleming.org.uk

Ellenden letter to the Parish Council 9th April 2020

Parish Council letter of reply 22nd April 2020

Ellenden letter to the Parish Council 25th April 2020

Parish Council letter of reply 9th May 2020

521 Resolution

Councillors are requested by (CALC) to note the temporary legislation required to Standing Orders and Government regulations to permit remote Council meetings.

‘To resolve to adopt supplementary Standing Orders to meet the statutory requirements for the holding of remote meetings, and this lasts until 7th May 2021, or the repeal of legislation whichever is the earlier’.

522 Date of next meeting.

The next Meeting of the Council will be the Public Meeting on Wednesday 24th June 2020.

Following instructions from Cornwall Association of Local Councils and adoption of the resolution 521 above Councillors and members of the public in remote attendance commencing at 7:30pm.

A notice will be issued to members of the public advising of the remote access procedure to be used.

523 End of meeting