

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 July 2020

Time: 7.30pm

Location: Virtual Meeting by remote access Google Meet

To : Chairman & Parish Councillors

Chairman D Edwards

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

You are hereby summoned to attend the above meeting to consider the items of business.

(LGA 1972 sch.12 para.10(2))

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

Christopher Cook
Clerk to the Council
15th July 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 & Responsible Financial Officer
24 Rashleigh Avenue - Saltash - Cornwall - PL12 4NS
Tel. 07523 005414
clerk@botusfleming.org.uk

7.30pm – Item 545 below (Public Bodies (Admission to Meetings) Act 1960 s.1 extended by LG Act 1972 s.100)

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. Items of a sensitive nature are not discussed in public and the Council passes a resolution under the above Act

* 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) 88Ch.119

Agenda | 22 July 2020

544/2020 Chair's Welcome & Announcements

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

545 Public participation

546 To receive Apologies for Absence and approve the reasons given. (LGA 1972 s.85 (1))

547 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.

548 To approve and sign as a correct record the Minutes of the Public Meeting of the Parish Council held on Wednesday 24th June 2020 (virtual remote meeting). (LGA 1972 sch.12.para 41(1))

549 Matters arising from the Minutes for report purposes only.

550 A Report from Cornwall Councillor Jesse Foot

551 Finance

A Accounts for Payment.

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

Payments Schedule

22 July 2020

Period 4

Date	Payee	Description	BACs ref.	£
22/07/2020	Christopher Cook	Salary	BACS72	233.32

22/07/2020	HMRC	PAYE	BACS73	58.40
22/07/2020	BMS Landscaping	Parish Pound maintenance	BACS74	360.00
22/07/2020	BMS Landscaping	Grass cutting (July)	BACS75	363.00
22/07/2020	Cornwall ALC Limited	Annual membership subscription	BACS76	361.92
22/07/2020	BMS Landscaping	Grass cutting (additional cuts July)	BACS77	282.00
22/07/2020	Christopher Cook	Administration costs	BACS78	23.35
All BACs payment amounts today				£ 1,681.99

B Direct bank Payments & Receipts for information

All bank receipts for this period **£0.00**. Total receipts 2020/2021 are **£9,746.08**.

Date 22nd July 2020

Botus Fleming PC Current Year 2020/2021

Period 4

Bank Receipts statement as at 24/06/2020
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	24/06/2020		9,746.08
Business Reserve Account - Lloyds A/c 2	24/06/2020		0.00
Lloyds A/c 2 = Earmarked Funds *			
Total Receipts			9,746.08

Available General Funds from 31st March			12,548.55
Add - Receipts during April			9,746.08
Less - Payments made A/c1 - April			1,198.52
Less - Payments made A/c1 - May			1,884.38
Less - Payments made A/c1 - June			809.92
General Funds as per Bank Statement			18,401.81

Movement on A/c1 April to June	Receipts	Payments	Movement +/-
Receipts against Payments	9,746.08	3,892.82	5,853.26

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

24/06/2020 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	Account 2	Receipts	0.00
Neighbourhood Development Plan (NDP)	Account 2	Receipts	0.00
			0.00

RFO 22nd July 2020

C Bank reconciliation and Earmarked Funds (EMF) balances at 22nd July 2020

Date 22nd July 2020

Botus Fleming PC Current Year 2020/2021

Period 4

Bank Reconciliation statement as at 24/06/2020
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	24/06/2020		18,401.81
Business Reserve Account - Lloyds A/c 2	24/06/2020		8,085.72
A/c 2 = Earmarked Funds *			
Total balance			26,487.53
Unpresented Cheques (Minus)		0.00	0.00
			26,487.53
Receipts not banked / Cleared (Plus)		0.00	0.00
			26,487.53
		Balance per Cash Book is :-	26,487.53
		Difference is :-	0.00
General Funds as per Bank Statement		Available General Funds	18,401.81

22/07/2020 Earmarked Funds *		
Big Event / Christmas Fayre		3,285.52
Big Event / Assets		1,400.00
Sports & Recreation		1,781.54
BOTHER emergency response		200.00
Neighbourhood Development Plan (NDP)		1,418.66
		8,085.72
RFO 22nd July 2020		

D Monthly budget monitoring balances at 22nd July 2020

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

YEAR END 2020-2021

Period 4 - July

Lloyds Current Account A/c 1 - 38772468	Budget 2019 2020 *	Expenditure 2019 2020	Budget 2020 2021 *	Expenditure as at 22/07/20	Budget available
Expenditure :					
Clerk's Salary & Locum expenses	4,000	3,000	4,000	927	3,073
HMRC	0	742	700	232	468
				1,159	
General & Administration :					
Postage & Admin.	400	446	400	111	289
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	651	149
				942	
Contracts :					
Grasscutting	4,250	2,950	4,250	1,175	3,075
Insurance	1,000	837	1,000	709	291
Rent	2,150	2,170	2,500	0	2,500
Maintenance & equipment	200	253	500	516	-16
				2,400	
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	5,126	17,174
Vat amount to date 2020 2021				448	

RFO 22nd July 2020

E Public Works Loan Board - Loan Statement 22nd July 2020

Clerk & RFO to update

Date 22nd July 2020

Botus Fleming PC Current Year 2020/2021

Period 4

Loan Payments statement for Cashbook - Current A/c 1

Bank Statement Account Name(s)	Statement Date	Loan advance	Payments Principal & Interest	Balance to pay
Current Account - Lloyds A/c 1 PWLB Loan advance 24/06/2020*	24/06/2020	69,975.00		
Direct Debit payment - Dec 2020			2,732.22	
Total Loan amount outstanding				67,242.78

* PWLB less loan admin fee £25

552 Planning

New Planning Applications – One received

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

Application : **PA20 / 05087**

Proposal : Application for works to Oak tree (T3) subject to TPO.
Crown lift to 3m above ground level. Reduce any remaining
branches over the garden by 1-2m

Location : Cherrywood Botus Fleming Saltash Cornwall PL12 6NJ

Applicant : Janet Morgan

Planning Application Decisions – None received

Planning Application – For Information

Planning Application received after the Agenda issue – To be advised

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

Report deferred until 26th August 2020

554 Parish Plan - Cllr Dave Edwards (Chairman)

Report deferred until 26th August 2020

555 Recreation Field - Cllr Dave Edwards (Chairman)

556 Councillors' Reports

A Asset Audit - Cllr Sally White

B Bio diversity - Cllr Malcolm Fletcher

C Climate change emergency - Cllr Malcolm Fletcher

D Cornwall Network Panel - Cllr Dave Edwards (Chairman)

557 Councillor vacancy - Cllr Dave Edwards (Chairman)

558 Matters for information purposes only

559 Clerk's Items

Policies for approval:-

- (i) Equality Policy & Lone working Policy
- (ii) Scheme of Delegation

Councillors to note 'Contract' amendments as previously circulated to:-

- (i) Standing Orders 19 a (v), 19c & 19f
- (ii) Financial Regulations 105 b, f & h

560 Correspondence

I write regarding the London Plane tree on the cross roads in the centre of Botus Fleming, I have been keeping an eye on this tree for a while now. It was worked on some years ago by a tree surgeon as it was in some distress and my understanding at the time was that the tree had a limited life span. There is now very significant rot evident in the trunk of the tree and I am concerned that it may fail right on that cross roads, resulting in at best traffic problems and at worst the loss of life. I am aware that the land is in public ownership but not sure if it is the Parish, Highways or Council. Can you please investigate and take action as required. Kind regards

Andrew Walsh

561 Date of next meeting.

The next Meeting of the Council will be the Public Meeting on Wednesday 26th August 2020. This Meeting will be held at 7:30pm as a virtual remote access meeting for residents.

562 End of meeting

