

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 23rd September 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

Christopher Cook

Clerk to the Council

14th September 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 583 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 | 23 September 2020

582/2020 Chair's Welcome & Announcements

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

583 Public participation

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

585 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.

586 To approve and sign as a correct record the Minutes of the Public Meeting of the Parish Council held on Wednesday 26th August 2020 (virtual remote meeting).
(LGA 1972 sch.12.para 41(1))

587 Matters arising from the Minutes for report purposes only.

588 A Report from Cornwall Councillor Jesse Foot

589 Finance

A Accounts for Payment.

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

Date	Payee	Description	BACs ref.	£
23/09/2020	Christopher Cook	Salary	BACS84	233.32
23/09/2020	HMRC	PAYE	BACS85	116.80
23/09/2020	Christopher Cook	Office allowance contractual	BACS86	52.00
23/09/2020	Christopher Cook	Additional contractual hours worked	BACS84	233.32
23/09/2020	BMS Landscaping	Grass cutting (Sept)	BACS87	240.00
23/09/2020	I.C.O.	Annual subscription fee	DD	40.00
23/09/2020	SLCC	Virtual 5 day conference	BACS88	30.00
23/09/2020	BMS Landscaping	Clearance work (Sept)	BACS89	120.00
All BACs payment amounts today				£ 1,065.44

B Direct bank Payments & Receipts for information

All bank receipts for this period **£140.10**. Total receipts 2020/2021 are **£9,886.18**.

Date 23rd September 2020

Botus Fleming PC Current Year 2020/2021

Period 6

Bank Receipts statement as at 26/08/2020

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	26/08/2020		9,746.08
Business Reserve Account - Lloyds A/c 2	26/08/2020		140.10
Lloyds A/c 2 = Earmarked Funds *			
Total Receipts			9,886.18

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
Less - Payments made A/c1 - July			1,681.99
Less - Payments made A/c1 - August			951.71
General Funds as per Bank Statement			15,768.11

Movement on A/c1 April to August	Receipts	Payments	Movement +/-
Receipts against Payments	9,746.08	6,526.52	3,219.56

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

26/08/2020 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	140.10
BOTHER Climate emergency	Account 2	Receipts	0.00
Neighbourhood Development Plan (NDP)	Account 2	Receipts	0.00

RFO 23rd September 2020

C Bank reconciliation and Earmarked Funds (EMF) balances at 23rd September 2020

Date 23rd September 2020

Botus Fleming PC Current Year 2020/2021

Period 6

Bank Reconciliation statement as at 26/08/2020
for Cashbook - Current A/c 1 & Business Reserve A/c 2

Bank Statement Account Name(s)	Statement Date	Amount	Balances
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Current Account - Lloyds A/c 1	26/08/2020		15,768.11
Business Reserve Account - Lloyds A/c 2 A/c 2 = Earmarked Funds *	26/08/2020		8,225.82
Total balance			23,993.93

Unpresented Cheques (Minus)		0.00	0.00
			23,993.93
Receipts not banked / Cleared (Plus)		0.00	0.00
			23,993.93
General Funds as per Bank Statement		Balance per Cash Book is :- Difference is :- Available General Funds	23,993.93
			15,768.11

26/08/2020 Earmarked Funds *		
Big Event / Christmas Fayre		3,285.52
Big Event / Assets		1,400.00
Sports & Recreation		1,921.64
BOTHER emergency response		200.00
Neighbourhood Development Plan (NDP)		1,418.66
		8,225.82

RFO 23rd September 2020

D Monthly budget monitoring balances at 23rd September 2020

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

YEAR END 2020-2021**Period 6 - September**

Lloyds Current Account A/c 1 - 38772468	Budget 2019 2020 *	Expenditure 2019 2020	Budget 2020 2021 *	Expenditure as at 23/09/20	Budget available
Expenditure :					
Clerk's Salary & Locum expenses	4,000	3,000	4,000	1,628	2,372
HMRC	0	742	700	406	294
				2,034	
General & Administration :					

Postage & Admin.	400	446	400	163	237
Legal & Website	650	981	500	200	300
Legal - Recreation Field Lease	0	0	1,500	30	1,470
Elections & Adverts	0	0	0	0	0
Training & Expenses & Subscriptions	1,200	1,043	800	676	124
				1,069	
Contracts :					
Grasscutting	4,250	2,950	4,250	2,015	2,235
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
				3,240	
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	6,968	15,332
Vat amount to date 2020 2021				623	

RFO 23rd September 2020

E Public Works Loan Board - Loan Statement 23rd September 2020

Date 23rd September 2020

Botus Fleming PC Current Year 2020/2021

Period 6

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*	23/08/2020	69,975.00	2,732.22	
Direct Debit payment - Dec 2020				
Total Loan amount outstanding				67,242.78

* PWLB less loan admin fee £25

- F (i) AGAR Section 2 Accounting Statement 2019/2020 (amended)
(ii) Certificate of Exemption 2019/2020

590 Planning

New Planning Applications – Two received

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

Application : **PA20 / 06737**
Proposal : Proposed Agricultural Workshop
Location : Land North of Barn 1 Ramsicombe Farm Hatt PL12 6NA
Applicant : Mr R Congdon
Grid Ref : 240412 / 062543

Application : **PA20 / 06738**
Proposal : Agricultural storage building
Location : Kingswood Ramsicombe Farm Hatt Saltash
Applicant : Mr R Congdon
Grid Ref : 240402 / 062527

Planning Application Decisions – Two received

Application : **PA20 / 05288**
Proposal : Conversion of single garage into 2 room accommodation with a front facing window and a side entry door. Conversion of existing dining room into garage. Extension to west elevation raising external roof height by 350mm from 2700mm to 3050mm, and raising internal floor to match the current house floor level.
Location : 18 Stuarts Way Hatt PL12 6PN
Applicant : Mr Marc Solomon
Grid Ref : 239497 / 62090

Approved 9th September 2020

Application : **PA20 / 05816**
Proposal : A general purpose agricultural building and yard area
Location : Land North East of Notter Mill Country Park Cocks Lake Lane
Notter Cornwall
Applicant : Mr M Peters
Grid Ref : 238688 / 61762

Approved 9th September 2020

Planning Application – For Information

Planning Application received after the Agenda issue – To be advised

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

Report deferred until 28th October 2020

592 Parish Plan - Cllr Dave Edwards (Chairman)

Report deferred until 28th October 2020

593 Recreation Field - Cllr Dave Edwards (Chairman)

594 Councillors' Reports

A Asset Audit - Cllr Sally White

B Bio diversity - Cllr Malcolm Fletcher

C Climate change emergency - Cllr Malcolm Fletcher

D Noise Pollution - Cllr Malcolm Fletcher

595 Councillor vacancy - Cllr Dave Willey (Vice/Chairman)

596 Matters for information purposes only

597 Correspondence

Dear Chris

Thank you for your responses to recent queries.

I understand that agenda items for next week's PC meeting have to be submitted today, and the BOTHER group would like the PC to consider the following request: would the PC consider acting as the *formal* applicant for CIL funding on our behalf? This is to commission Sustrans to undertake a feasibility study into the provision of a cycle/walk way between Roods Corner and Waitrose?

Sustrans have already provided us with a detailed costing for their work, which they have produced free of charge.

As the deadline for applications for CIL funding is looming, our group doesn't have enough time/manpower to do whatever is necessary to become a legal entity (with bank account, formal roles etc) in our own right, so our only hope of meeting eligibility criteria (we think) is if the PC will act as the nominal applicant. We would do all the necessary research and paperwork, and we can of course provide the PC with any further information necessary (see previous meeting minutes for the general background) to make an informed decision.

Thanks Chris,

Best wishes

Margaret Matthews

598 Clerk's items

Policies for approval:-

- (i) Training & Development Policy
- (ii) Bad Debts & Fraud Policies
- (iii) Contracts Policy & Contract tendering procedure
- (iv) Co-option of Councillors process
- (v) Safeguarding statement
- (vi) Grants & Donations Policy

599 Sub Committee report – Cllr Dave Willey (Vice/Chairman)

600 Date of next meeting.

The next Meeting of the Council will be the Public Meeting on Wednesday 28th October 2020. This Meeting will be held at 7:30pm as a virtual remote access meeting for residents.

601 End of meeting

