



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 28th October 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
12th October 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 603 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 | 28 October 2020

602/2020 Chair's Welcome & Announcements

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

603 Public participation

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

605 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.

606 To approve and sign as a correct record the draft Minutes of the Public Meeting of the Parish Council held on Wednesday 23rd September 2020 (virtual remote meeting).
(LGA 1972 sch.12.para 41(1))

607 Matters arising from the Minutes for report purposes only.

608 A Report from Cornwall Councillor Jesse Foot

609 Finance

A Accounts for Payment.

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

Date	Payee	Description	BACs ref.	£
28/10/2020	Christopher Cook	Salary	BACS90	233.32
28/10/2020	HMRC	PAYE	BACS91	58.40
28/10/2020	Christopher Cook	Admin.expenses	BACS92	15.25
28/10/2020	SLCC	GILCA examination fee	BACS93	10.00
28/10/2020	BMS Landscaping	Grass cutting (October)	BACS94	138.00
28/10/2020	BMS Landscaping	Grass cutting (additional cuts October)	BACS95	210.00
All BACs payment amounts today				£ 664.97

B Direct bank Payments & Receipts for information

All bank receipts for this period **£8,472.79**. Total receipts 2020/2021 are **£18,358.97**

Date 28th October 2020

Botus Fleming PC Current Year 2020/2021

Period 7

Bank Receipts statement as at 23/09/2020
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	23/09/2020		18,218.87
Business Reserve Account - Lloyds A/c 2	23/09/2020		140.10
Lloyds A/c 2 = Earmarked Funds *			
Total Receipts			18,358.97

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
Less - Payments made A/c1 - Sept				1,060.44
Add - Receipts during September				8,472.79
General Funds as per Bank Statement				23,180.46

Movement on A/c1 April to September	Receipts	Payments	Movement +/-
Receipts against Payments	18,218.87	7,586.96	10,631.91

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

2nd Precept payment due 7/9/20 £8,080.37

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
01/09/2020 Receipt A/c1	Cornwall Council	Contract funding	392.42
14/09/2020 Receipt A/c1	Cornwall Council	Precept April 2020	8,000.00
14/09/2020 Receipt A/c1	Cornwall Council	CTS Grant April 2020	80.37
			18,218.87

23/09/2020 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
					140.10

RFO 28th October 2020

C Bank reconciliation and Earmarked Funds (EMF) balances at 28th October 2020

Date 28th October 2020

Botus Fleming PC Current Year 2020/2021

Period 7

Bank Reconciliation statement as at 23/09/2020

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	23/09/2020		23,180.46
Business Reserve Account - Lloyds A/c 2 A/c 2 = Earmarked Funds *	23/09/2020		8,225.82
Total balance			31,406.28

Unpresented Cheques (Minus)	0.00	0.00
		31,406.28
Receipts not banked / Cleared (Plus)	0.00	0.00
		31,406.28
	Balance per Cash Book is :-	31,406.28
	Difference is :-	0.00
General Funds as per Bank Statement	Available General Funds	23,180.46

23/09/2020 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 28th October 2020

D Monthly budget monitoring balances at 28th October 2020

YEAR END 2020-2021

Period 7 - October

Lloyds Current Account A/c 1 - 38772468	Budget 2019 2020 *	Expenditure 2019 2020	Budget 2020 2021 *	Expenditure as at 28/10/20	Budget available
Expenditure :					
Clerk's Salary & Locum expenses	4,000	3,000	4,000	1,861	2,139

HMRC	0	742	700	464	236
				2,325	
General & Administration :					
Postage & Admin.	400	446	400	178	222
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	681	119
				1,089	
Contracts :					
Grasscutting	4,250	2,950	4,250	2,306	1,944
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
				3,531	
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	7,570	14,730
Vat amount to date 2020 2021				681	

RFO 28th October 2020

E Public Works Loan Board - Loan Statement 28th October 2020

Date 28th October 2020

Botus Fleming PC Current Year 2020/2021

Period 7

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*	28/10/2020	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 Amendment to Accounts for Payment – 23rd September 2020

G Budget & Precept setting (LG Finance Act 1992 s.32 & 32(4))

610 Planning

New Planning Applications – None received

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

Planning Application Decisions – Three received

Application : **PA20 / 04514**

Proposal : Proposed conversion of and extension to redundant farm buildings to provide four units of holiday accommodation

Location : Rumbullion Farm Hatt Saltash Cornwall

Applicant : Mr J Crocker and Mrs V Lintern

Grid Ref : 240294 / 61950

Approved 30th September 2020

Application : **PA20 / 06737**

Proposal : Proposed agricultural workshop

Location : Land North of barn 1 Ramsicombe Farm Hatt Cornwall PL12 6NA

Applicant : Mr R Congdon

Grid Ref : 240412 / 62543

Approved 6th October 2020

Application : **PA20 / 06738**

Proposal : Agricultural storage building

Location : Kingswood Ramsicombe Farm Hatt Saltash

Applicant : Mr R Congdon

Grid Ref : 240402 / 62527

Approved 12th October 2020

Planning Application – For Information

A letter has been sent to the Planning Development Officer in connection with Planning Application **PA20 / 05087**

Planning Application received after the Agenda issue – To be advised

611 Neighbourhood Development Plan – Cllr Dave Willey (Vice/Chairman) www.botusflemingandhattndp.com

Report deferred until 25th November 2020

612 Parish Plan - Cllr Dave Willey (Vice/Chairman)

Report deferred until 25th November 2020

613 Recreation Field - Parish Clerk

614 Councillors' Reports

A Asset Audit - Cllr Sally White

B Bio diversity - Cllr Malcolm Fletcher

C Climate change emergency - Cllr Malcolm Fletcher

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

616 Public Bodies (Admission to Meetings) Act 1960

To **resolve** that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

617 Interviews for the co-option of a Parish Councillor

618 Public Bodies (Admission to Meetings) Act 1960

To **resolve** that the public and press be re-admitted to the meeting.

619 Matters for information purposes only

620 Clerk's items

Accessibility Regulations (WCAG2.1) Level AA compliance (as previously circulated)

Meetings schedule for 2021 (as previously circulated)

Policy for approval – Model Publications Scheme

621 Correspondence

Complaint and Council response viewed at www.botusfleming.org.uk

622 Date of next meeting.

The next Meeting of the Council will be the Public Meeting on Wednesday 25th November 2020. This Meeting will be held at 7:30pm as a virtual remote access meeting for residents.

623 End of meeting

