

# 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 22<sup>nd</sup> May 2024

Time: 7.30pm

Location: St Mary's Church Hall, Botus Fleming

### To: Chairman & Parish Councillors

Chairman D Edwards

M Ellis, M Fletcher, J Robinson, M Smith, B Venables, 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. (LGA 1972 Sch.12 para. 7 (1))

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

*Christopher Cook* (CILCA)

Christopher Cook  
Clerk to the Council  
9<sup>th</sup> May 2024

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 1374 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 May 2024

### **1373/2024 Chair's Welcome & Announcements**

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

### **1374 Public participation**

### **1375 Election of Chairman** (LGA 1972 Sect.15 (1))

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

### **1376 Election of a Vice Chairman** (LGA 1972 Sect.15 (1))

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

### **1377 To receive Apologies for Absence and approve the reasons given.** (LGA 1972 s85(1))

### **1378 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.

### **1379 To approve and sign as a correct record the draft Minutes of the Public Meeting held on Wednesday 24<sup>th</sup> April 2024.** (LGA 1972 sch.12.para 41(1))

### **1380 Matters arising from the Minutes for report purposes only.**

### **1381 A Report from Cornwall Councillor Martin Worth**

### **1382 Finance**

### **A Accounts for Payment.**

Members are asked to note the following items of expenditure for the month of **May 2024**.

**Payments Schedule**

**22 May 2024**

**Period 2**

<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>BACs ref.</b>	<b>£</b>
22/05/2024	Christopher Cook	Salary	BACS357	339.20
22/05/2024	HMRC	PAYE	BACS358	84.60
22/05/2024	Zurich Insurance	Insurance portfolio premium renewal	BACS359	1,032.71
22/05/2024	Christopher Cook	Administration printer cartridges	BACS360	40.41
22/05/2024	Linda Coles	Internal Auditor fee	BACS361	160.00
22/05/2024	Rural Services Partnership Ltd	RVSG Membership fee	BACS362	60.00
22/05/2024	Ally Hill property maintenance	Grass cutting (April)	BACS363	630.00
<b>All BACs payment amounts today</b>				<b>£ 2,346.92</b>

**B Direct bank Payments & Receipts for information**

All bank receipts for this period **£0.00** Total receipts **2024/2025** are **£12,931.87**

Total receipts **Account 1** 2024/2025 are **£12,931.87**

Total receipts **Account 2** 2024/2025 are **£0.00**

**C Bank reconciliation and Earmarked Funds (EMF) balances as at the 22<sup>nd</sup> May 2024**

**Current Account Lloyds A/c1 £ 20,558.30**

**Business Reserve Lloyds A/c2 £ 19,461.06**

**Bank Reconciliation balance £ 40,019.36**

**D Monthly budget monitoring balances at the 22<sup>nd</sup> May 2024**

Refer to Finance report at [www.botusfleming.org.uk](http://www.botusfleming.org.uk)

**E Public Works Loan Board – Loan Statement 22<sup>nd</sup> May 2024**

**Public Works Loan Board – Loan amount outstanding £55,571.29**

**1383 Planning**

**New Planning Applications – None received**

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

**Planning Application Decisions – None received**

**Planning Application – For Information**

**Planning Application received after Agenda issue – To be advised**

**1384 Resolutions**

**1. To receive a Financial Statement for the year ending 31<sup>st</sup> March 2024**

**(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 Statement (Section 2)**

**(d) To set the commencement date for the exercise of Public Rights  
(documents (b), (c) to be signed 22<sup>nd</sup> May 2024)**

**Resolution – Conflict of Interest confirmation required by External Auditors**

**2. The General Power of Competence – The report from the Parish Clerk 24<sup>th</sup> February 2021 refers-**

- (i) That the Council confirms that it meets the two required criteria for eligibility at the time of this Meeting to exercise the General Power of Competence (GPC).
- (ii) That the Council resolves to adopt to use the General Power of Competence.

The above conditions of an Electoral mandate and (CiLCA) qualified Clerk for (GPC) remain in force at 22<sup>nd</sup> May 2024. (Prescribed conditions order 2012 (SI 2012 965) Paragraph 2 for Resolution to be passed.

**1385 Governance**

- 1. Review of Policies & Procedures due May 2024
- 2. Model Publications Scheme 2024 (for information)
- 3. Review of the Parish Council's Insurance Portfolio & Asset Register 2024.
- 4. To confirm the re-appointment of Mrs Linda Coles as the Parish Council's Internal Auditor.
- 5. Councillor's responsibilities schedule 2024/2025.
- 6. Review Grants & Donations Policy
- 7. To adopt the Model Financial Regulations (NALC) 2024 and reaffirm current Standing Orders (NALC) 2018 adopted 2021

**1386 Neighbourhood Development Plan & Parish Plan – Cllr Martin Smith**  
[www.botusflemingandhattndp.com](http://www.botusflemingandhattndp.com)

**1387 Recreation Field & Big Event - Cllr Dave Edwards**

**1388 Councillors reports (Report A previously circulated)**

- (i) Asset Audit - Cllr Sally White
- (ii) Climate & Ecological Emergency - Cllr Malcolm Fletcher
- (iii) BOTHER - Cllr Mervyn Ellis

**1389 Clerk's items**

- (i) Draft Minutes of the Annual Parish Meeting 24<sup>th</sup> April 2024 are posted on the Council's website 4<sup>th</sup> May 2024. Minutes can be viewed at [www.botusfleming.org.uk](http://www.botusfleming.org.uk)
- (ii) St. Mary's Hall hire charges for Public Meetings Donation
- (iii) St. Mary's Churchyard Grant request £450
- (iv) Display of 2024 Employers' Liability Insurance certificate at St. Mary's Hall.

**Coronavirus reminder regarding public meetings.**

***Councillors are requested to note that in response to the Coronavirus pandemic, the Ministry for Housing, Communities and Local Government (MHCLG) issued new Statutory Instruments that affected the limited assurance regime process.***

***SI2020/392 and SI2020/808 gave Local Authorities permission to allow members, the public and press to attend meetings remotely from the 4<sup>th</sup> April, 2020 in respect to smaller authorities.***

***The Legislation only permits remote attendance at meetings held before the 7<sup>th</sup> May, 2021 hence, as no further Legislation has been passed, smaller authorities will not be able to hold virtual meetings after this date.***

**1390 Correspondence**

**1391 Date of next meeting.**

**The next Meeting of the Council will be the Public Meeting on Wednesday 28<sup>th</sup> June 2023.  
The Meeting will be held at the St. Marys church hall, Botus Fleming commencing at 7:30pm**

**1392 End of meeting**