

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 26th June 2024

Time: 7.30pm

Location: St Marys Church Hall, Botus Fleming

To: Chairman & Parish Councillors

Chairman D Edwards

Councillors. M Ellis, M Fletcher, J Robinson, M Smith, B Venables, S White, & D Willey (Vice Chairman).

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 this Agenda.

Christopher Cook (CILCA)

Christopher Cook

Clerk to the Council

8th June 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 & Responsible Financial Officer

24 Rashleigh Avenue - Saltash - Cornwall - PL12 4NS

Tel. 07523 005414

clerk@botusfleming.org.uk

7.30pm – Item 1394 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 | 26 June 2024

1393/2024 Chair's Welcome & Announcements

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

1394 Public participation

1395 To receive Apologies for Absence and approve the reasons given.

(LGA 1972 s.85 (1))

1396 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 more than £50.

D. Dispensations – Members to consider any written requests for dispensations.

1397 To approve and sign as a correct record the draft Minutes of the Annual Meeting of the Parish Council held on Wednesday 22nd May 2024.

(LGA 1972 sch.12.para 41(1))

1398 Matters arising from the Minutes for report purposes only.

1399 A Report from Cornwall Councillor Martin Worth

1400 Finance

A Accounts for Payment.

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

Payments Schedule

26 June 2024

Period 3

Date	Payee	Description	BACs ref.	£
26/06/2024	Christopher Cook	Salary	BACS364	339.00
26/06/2024	HMRC	PAYE	BACS365	84.80
26/06/2024	Christopher Cook	Office allowance contractual	BACS366	52.00
26/06/2024	St. Marys PCC Hall Committee	Church Hall room hire donation	BACS367	750.00
26/06/2024	Ally Hill property maintenance	Grass cutting (May)	BACS368	840.00
26/06/2024	Public Works Loan Board	Loan repayment instalment	DD	2,732.22
26/06/2024	BIFFA	Dog bin cleansing annual charge	BACS369	873.60
26/06/2024	Wayne John	Swift boxes installation	BACS370	73.31
All BACs payment amounts today				£ 5,744.93

B Direct bank Receipts & Payments for information

All bank receipts for this period **£12,931** Total receipts 2024/2025 are **£12,931**

Total receipts **Account 1** 2024/2025 are **£12,931**

Total receipts **Account 2** 2024/2025 are **£0**

Date 26th June 2024

Botus Fleming PC Current Year 2024/2025

Period 3

Receipts & Payments statement as at 26/06/2024

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	26/06/2024		12,931.87
Business Reserve Account - Lloyds A/c 2	26/06/2024		0.00
Lloyds A/c 2 = Earmarked Funds *			
Total Receipts			12,931.87

Available General Funds from 31st March			13,036.39
Less - Payments made A/c1 - Apr			3,063.04
Add - Receipts during April			12,931.87
Less - Payments made A/c1 - May			2,346.92
Less - Transfer A/c1 to A/c2			0.00
Less - Payments made A/c1 - June			3,012.71
Less - Payments made A/c1 - June - Loan			2,732.22
Less - Payments made A/c1 - July			0.00
Less - Payments made A/c1 - August			0.00
Less - Payments made A/c1 - Sept			0.00
Add - Receipts during September			0.00
Less - Payments made A/c1 - Oct			0.00
Less - Payments made A/c1 - Nov			0.00
Less - Payments made A/c1 - Dec			0.00
Less - Payments made A/c1 - Dec - Loan			0.00
Less - Payments made A/c1 - Jan			0.00
Less - Payments made A/c1 - Feb			0.00
Less - Payments made A/c1 - Mar			0.00
General Funds as per Bank Statement			14,813.37

Movement on A/c1 June		Receipts		Payments	Movement +/-
Receipts against Payments		12,931.87		11,154.89	1,776.98

Precept payment due 7/4/24 £10,750.00

Precept payment due 7/9/24 £10,750.00

07/04/2024 Receipt A/c1		Cornwall Council		Precept April 2024	10,750.00
07/04/2024 Receipt A/c1		Cornwall Council		CTS Grant April 2024	0.00
09/04/2024 Receipt A/c1		HMRC		Vat recovery claim	2,181.87
14/09/2024 Receipt A/c1		Cornwall Council		Precept Sept 2024	0.00
14/09/2024 Receipt A/c1		Cornwall Council		CTS Grant Sept 2024	0.00
					12,931.87

26/06/2024 Earmarked Funds receipts *					
Big Event / Christmas Fayre		Account 2		Receipts	0.00
Big Event / Assets / Grants		Account 2		Receipts	0.00
Community Capacity Fund Grant		Account 2		Receipts	0.00
Playground equipment fund		Account 2		Receipts	0.00
Sports & Recreation Field		Account 2		Receipts	0.00
Recreation Field rental income		Account 2		Receipts	0.00
BOTHER Climate emergency		Account 2		Receipts	0.00
Neighbourhood Development Plan (NDP)		Account 2		Receipts	0.00
					0.00

26/06/2024 Earmarked Funds payments					
Big Event / Christmas Fayre		Account 2		Payments	0.00
Big Event / Assets		Account 2		Payments	0.00
Community Capacity feasibility report		Account 2		Payments	0.00
Playground equipment fund		Account 2		Payments	0.00
Sports & Recreation Field		Account 2		Payments	0.00
Recreation Field other payments		Account 2		Payments	0.00
BOTHER Climate emergency response		Account 2		Payments	0.00
Neighbourhood Development Plan (NDP)		Account 2		Payments	0.00
RFO 26th June 2024					0.00

C Bank reconciliation and Earmarked Funds (EMF) balances at 26th June 2024

Current Account Lloyds A/c1 £14,813

Business Reserve Lloyds A/c2 £19,461

Bank Reconciliation balance £34,274

Date 26th June 2024

Botus Fleming PC Current Year 2024/2025

Period 3

Bank Reconciliation statement as at 26/06/2024

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	26/06/2024		14,812.37
Business Reserve Account - Lloyds A/c 2	26/06/2024		19,461.06
A/c 2 = Earmarked Funds *			
Total balance			34,273.43

Unpresented Cheques (Minus)		0.00	0.00
			34,273.43

Receipts not banked / Cleared (Plus)	0.00	0.00
		34,273.43
	Balance per Cash Book is :-	34,273.43
	Difference is :-	0.00
General Funds as per Bank Statement	Available General Funds	14,812.37

26/06/2024 Earmarked Funds *		
Big Event / Christmas Fayre		3,921.00
Big Event / Assets / Grants		0.00
Community Capacity Fund Grant		10,200.00
Playground equipment fund		0.00
Sports & Recreation Field		638.17
Recreation Field rental income		175.00
BOTHER climate emergency response		108.23
Local Elections Fund 2025		3,000.00
Neighbourhood Development Plan (NDP)		1,418.66
RFO 26th June 2024		19,461.06

D Monthly budget monitoring balances at 26th June 2024

Summary Expenditure Account Year ended 31st March 2025
Monthly Budget monitoring

YEAR END 2024-2025

Period 3 - June

Lloyds Current Account A/c 1 - 38772468	Budget 2023 2024 *	Expenditure as at 27/03/24	Budget 2024 2025 *	Expenditure as at 26/06/24	Budget available
Expenditure					
Clerk's Salary & Locum expenses	3,750	4,000	3,750	1,017	2,733
HMRC	836	997	936	255	681
		4,997		1,272	
General & Administration					
Postage & Admin Office allowance	300	305	300	92	208
Legal & Website fees	700	577	500	0	500
Professional fees & Subscriptions	500	652	600	525	75
Elections & Adverts (see EMF A/c2)	400	0	2,000	0	2,000
Training & Expenses	450	0	250	104	146
		1,534		721	
Contracts					
Grass cutting	6,000	5,310	6,550	1,770	4,780
Dog bin cleansing	750	730	750	728	22
Insurance	1,100	855	1,100	973	127
Play Equipment inspections	400	325	400	0	400
Loan Repayments (PWLB)	5,464	5,464	5,464	2,732	2,732
Maintenance & Equipment	3,000	1,280	3,000	1,650	1,350
		13,964		7,853	
Other Payments					
Grants & Donations	750	750	750	750	0
Newsletter printing	400	195	400	0	400
Projects & S.137	1,000	20	1,000	123	877
Community Action Team (CAT)	1,500	0	1,000	0	1,000

Big Event *	1,000	0	1,000	0	1,000
Neighbourhood Dev. Plan *	250	0	250	0	250
BOTHER	500	0	500	149	351
Vat recoverable amount^					
^see Receipts £5,527.78		965		1,022	
* includes Projects, Bother & (CAT)					
Total Budget £4,250					
Total Payments	29,050	21,460	30,500	10,868	19,632
Vat to date 2024 2025 A/cs 1 & 2				287	

RFO 26th June 2024

Refer to Finance report at www.botusfleming.org.uk

E Public Works Loan Board - Loan Statement 26th June 2024

Date 26th June 2024

Botus Fleming PC Current Year 2024/2025

Period 3

Loan Payments statement
for Cashbook - Current A/c 1

Bank Statement Account Name(s)	Statement Date	Loan advance	Payments	Balance to pay
	26/06/2024		Principal & Interest	
Current Account - Lloyds A/c 1	24/06/2020			
PWLB Loan advance 24/06/2020*		70,000.00		
Direct Debit payment - 24/12/2020			2,732.22	67,267.78
Interest 2019/2020			735.00	68,002.78
Direct Debit payment - 24/06/2021			2,732.22	65,270.56
Interest 2020/2021			714.03	65,984.59
Direct Debit payment - 24/12/2021			2,732.22	63,252.37
Interest 2020/2021			692.84	63,945.21
Direct Debit payment - 24/06/2022			2,732.22	61,212.99
Interest 2021/2022			671.42	61,884.41
Direct Debit payment - 24/12/2022			2,732.22	59,152.19
Interest 2021/2022			649.79	59,801.98
Direct Debit payment - 24/06/2023			2,732.22	57,069.76
Interest 2022/2023			627.92	57,697.68
Direct Debit payment 24/12/2023			2,732.22	54,965.46
Interest 2022/2023			605.83	55,571.29
Direct Debit payment 26/6/2024			2,732.22	52,839.07
Interest 2023/2024			583.50	53,422.57
Total Loan amount outstanding				53,422.57

Public Works Loan Board - Loan amount outstanding £53,422.57

1401 Planning

New Planning Applications – None received

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

Planning Application Decisions – One received

Application PA23 / 10388

Proposal Development of 4 No.2 storey dwellings with associated access and parking

Location Land at Orchard Meadow Hatt Cornwall

Approved with conditions 13th May 2024

Planning Application – For information – None received

Planning Application received after Agenda has been issued – To be advised

1402 Neighbourhood Development Plan & Parish Plan
www.botusflemingandhattndp.com

1403 Recreation Field

1404 Councillor Reports (Report A previously circulated)

A Asset Audit - Cllr Sally White

B Climate & Ecological emergency - Cllr Malcolm Fletcher

C BOTHER - Cllr Mervyn Ellis

1405 Clerk's items www.botusfleming.org.uk

Review of Grants & Donations Policy

1406 Correspondence

1407 Date of next meeting.

The next Meeting of the Council will be the **Public Meeting** on Wednesday 24th July 2024 at 7:30pm at the St Mary's Church Hall (covid safe).

1408 End of meeting