

# 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 25<sup>th</sup> September 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) (PIALC)*

Christopher Cook

Clerk to the Council

9<sup>th</sup> September 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 1442 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 | 25 September 2024

### **1441/2024 Chair's Welcome & Announcements**

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

### **1442 Public participation**

### **1443 To receive Apologies for Absence and approve the reasons given.**

(LGA 1972 s.85 (1))

### **1444 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.

### **1445 To approve and sign as a correct record the draft Minutes of the Public Meeting held on Wednesday 28<sup>th</sup> August 2024.**

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

### **1446 Matters arising from the Minutes for report purposes only.**

### **1447 A Report from Cornwall Councillor Martin Worth**

## 1448 Finance

### A Accounts for Payment.

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

#### Payments Schedule

25 September 2024

Period 6

Date	Payee	Description	BACs ref.	£
25/09/2024	Christopher Cook	Salary	BACS380	339.00
25/09/2024	HMRC	PAYE	BACS381	84.80
25/09/2024	Christopher Cook	Office allowance contractual	BACS382	52.00
25/09/2024	Information Commissioner	Data Protection annual fee	DD	35.00
25/09/2024	Ally Hill property maintenance	Grass cutting (Aug)	BACS383	890.00
25/09/2024	WesternWeb Limited	Renewal cloud email account	BACS384	180.00
25/09/2024	Glasdon Limited	Replacement Bin cover lid	BACS385	276.26
25/09/2024	Christopher Cook	Mileage expenses Meeting St.Austell	BACS386	28.80
<b>All BACs payment amounts today</b>				<b>£ 1,885.86</b>

### B Direct bank Receipts & Payments for information

All bank receipts for this period **£10,750** Total receipts 2024/2025 are **£23,681**

Total receipts **Account 1** 2024/2025 are **£23,681**

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

Date 25th September 2024

Botus Fleming PC Current Year 2024/2025

Period 6

Receipts & Payments statement as at 25/09/2024

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	25/09/2024		23,681.87
Business Reserve Account - Lloyds A/c 2	25/09/2024		0.00
Lloyds A/c 2 = Earmarked Funds *			
<b>Total Receipts</b>			<b>23,681.87</b>

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			1,179.40
Less - Payments made A/c1 - August			1,645.80
Less - Payments made A/c1 - Sept			1,885.86
Add - Receipts during September			10,750.00
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					20,852.31
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Movement on A/c1 September		Receipts		Payments	Movement +/-
Receipts against Payments		23,681.87		15,865.95	7,815.92

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	10,750.00
					23,681.87

25/09/2024 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

25/09/2024 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 25th September 2024					0.00

**C Bank reconciliation and Earmarked Funds (EMF) balances at 25<sup>th</sup> September 2024**

Current Account Lloyds A/c1 £20,852.31  
 Business Reserve Lloyds A/c2 £19,461.06  
 Bank Reconciliation balance £40,313.37

Date 25th September 2024

Botus Fleming PC Current Year 2024/2025

Period 6

Bank Reconciliation statement as at 25/09/2024

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	25/09/2024		20,852.31
Business Reserve Account - Lloyds A/c 2	25/09/2024		19,461.06
A/c 2 = Earmarked Funds *			
<b>Total balance</b>			<b>40,313.37</b>

Unpresented Cheques (Minus)		0.00	0.00
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		40,313.37
Receipts not banked / Cleared (Plus)	0.00	0.00
		40,313.37
	Balance per Cash Book is :-	40,313.37
	Difference is :-	0.00
General Funds as per Bank Statement	Available General Funds	20,852.31

<b>25/09/2024 Earmarked Funds *</b>		
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 25th September 2024		19,461.06

## D Monthly budget monitoring balances at 25<sup>th</sup> September 2024

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

YEAR END 2024-2025  
Period 6 - September

Lloyds Current Account A/c 1 - 38772468	Budget 2023 2024 *	Expenditure as at 27/03/24	Budget 2024 2025 *	Expenditure as at 25/09/24	Budget available
<b>Expenditure</b>					
Clerk's Salary & Locum expenses	3,750	4,000	3,750	2,034	1,716
HMRC	836	997	936	510	426
		4,997	4,686	2,544	2,142
<b>General &amp; Administration</b>					
Postage & Admin Office allowance	300	305	300	144	156
Legal & Website fees	700	577	500	150	350
Professional fees & Subscriptions	500	652	600	770	-170
Elections & Adverts (see EMF A/c2)	400	0	2,000	0	2,000
Training & Expenses	450	0	250	159	91
		1,534	3,650	1,223	2,427
<b>Contracts</b>					
Grass cutting	6,000	5,310	6,550	4,360	2,190
Dog bin cleansing	750	730	750	728	22
Insurance	1,100	855	1,100	972	128
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	1,880	1,120
		13,964	17,264	10,672	6,592
<b>Other Payments</b>					
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	1,500	0	1,000	0	1,000

(CAT)					
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	4,900	1,022	3,878
* includes Projects, Bother & (CAT)					
Total Budget £4,250					
Total Payments	29,050	21,460	30,500	15,461	15,039
Vat to date 2024 2025 A/cs 1 & 2				405	

RFO 25th September 2024

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

E Public Works Loan Board - Loan Statement 25<sup>th</sup> September 2024

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

1449 Planning

**New Planning Applications – One received**

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

Application PA24 / 06346  
 Proposal Erection of two detached dwellings  
 Location 7 Carlton Villas Hatt Saltash Cornwall  
 Grid Ref 239788 / 62024

**Planning Application Decisions – Two received**

Application PA24 / 03984  
 Proposal Proposed new dwelling set within the private land ownership grounds of Villaton Barton. Intended to allow multi-generational family occupancy, and to remain dependent on and tied to the main host dwelling.  
 Location Villaton Barton Hatt Saltash PL12 6PP  
 Grid Ref 239001 / 62285

**Planning Application PA24 / 03984 Refused 28<sup>th</sup> August 2024**

Application PA24 / 04219  
 Proposal Erection of garage to the East of the existing property (under construction PA19 / 10392)  
 Location Crooked Lodge Botus Fleming Saltash Cornwall PL12 6NQ

**Planning Application PA24 / 04219 Approved 29<sup>th</sup> August 2024**

Planning Application – For information – None received

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

1450 Neighbourhood Development Plan & Parish Plan  
[www.botusflemingandhattndp.com](http://www.botusflemingandhattndp.com)

1451 Recreation Field

1452 Councillor Reports (Report A previously circulated)

A Asset Audit - Cllr Sally White

B Climate & Ecological emergency - Cllr Malcolm Fletcher

1453 Clerk's items [www.botusfleming.org.uk](http://www.botusfleming.org.uk)

1454 Correspondence

1455 Date of next meeting.

The next Meeting of the Council will be the **Public Meeting** on Wednesday 23<sup>rd</sup> October 2024 at 7:30pm at the St Mary's Church Hall (covid safe).

1456 End of meeting