

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 22nd January 2025

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

13th January 2025

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 1490 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 | 22 January 2025

1489/2025 Chair's Welcome & Announcements

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

1490 Public participation & Presentation by Mr Wayne John

1491 To receive Apologies for Absence and approve the reasons given.

(LGA 1972 s.85 (1))

1492 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.

1493 To approve and sign as a correct record the draft Minutes of the Public Meeting held on Wednesday 27th November 2024.

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

1494 Matters arising from the Minutes for report purposes only.

1495 A Report from Cornwall Councillor Martin Worth

1496 Finance

A Accounts for Payment.

Members are asked to note the following items of expenditure for the month of **January 2025**.

Payments Schedule

22 January 2025

Period 10

| Date | Payee | Description | BACs ref. | £ |
|---------------------------------------|--------------------------------|--|-----------|--------------------|
| 22/01/2025 | Christopher Cook | Salary (Nov) | BACS398 | 352.18 |
| 22/01/2025 | HMRC | PAYE (Nov) | BACS399 | 88.00 |
| 22/01/2025 | Christopher Cook | Office allowance contractual | BACS400 | 52.00 |
| 22/01/2025 | Ally Hill Property Maintenance | Grass cutting (Dec) | BACS401 | 290.00 |
| 22/01/2025 | South West Community Builds | Project management fee EMF A/c2 | BACS402 | 12,240.00 |
| 22/01/2025 | Christopher Cook | Salary (Dec) | BACS403 | 352.18 |
| 22/01/2025 | HMRC | PAYE (Dec) | BACS404 | 88.00 |
| 22/01/2025 | Christopher Cook | Mailbird I.T. licence fees | BACS405 | 76.80 |
| 22/01/2025 | Public Works Loan Board | Loan instalment payment | DD | 2,732.22 |
| | | A/c 1 = £ 4,031.38 | | |
| | | A/c 2 = £12,240.00 | | |
| All BACs payment amounts today | | | | £ 16,271.38 |

B Direct bank Receipts & Payments for information

All bank receipts for this period **£650** Total receipts 2024/2025 are **£24,331**

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

Total receipts **Account 2** 2024/2025 are **£650**

Date 22nd January 2025

Botus Fleming PC Current Year 2024/2025

Period 10

Receipts & Payments statement as at 22/01/2025

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 | 22/01/2025 | | 23,681.87 |
| Business Reserve Account - Lloyds A/c 2 | 22/01/2025 | | 650.00 |
| Lloyds A/c 2 = Earmarked Funds * | | | |
| Total Receipts | | | 24,331.87 |

| | | | |
|---|--|--|-----------|
| 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 - 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 | | | 1,323.79 |
| Less - Payments made A/c1 - Nov | | | 1,302.15 |
| Less - Payments made A/c1 - Dec | | | 0.00 |
| Less - Payments made A/c1 - Dec - Loan | | | 2,732.22 |
| Less - Payments made A/c1 - Dec / Jan | | | 1,299.16 |

| | | | | | |
|-------------------------------------|--|--|--|--|-----------|
| Less - Payments made A/c1 - Feb | | | | | 0.00 |
| Less - Payments made A/c1 - Mar | | | | | 0.00 |
| General Funds as per Bank Statement | | | | | 14,194.99 |

| | | | | | |
|-------------------------------------|--|-----------|--|-----------|--------------|
| Movement on A/c1 December / January | | Receipts | | Payments | Movement +/- |
| Receipts against Payments | | 23,681.87 | | 22,523.27 | 1,158.60 |

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 |

| | | | | | |
|---------------------------------------|--|-----------|--|----------|--------|
| 22/01/2025 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 | 650.00 |
| BOTHER Climate emergency | | Account 2 | | Receipts | 0.00 |
| Neighbourhood Development Plan (NDP) | | Account 2 | | Receipts | 0.00 |
| | | | | | 650.00 |

| | | | | | |
|---------------------------------------|--|-----------|--|----------|-----------|
| 22/01/2025 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 | 12,240.00 |
| 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 22nd January 2025 | | | | | 12,240.00 |

C Bank reconciliation and Earmarked Funds (EMF) balances at 22nd January 2025

Current Account Lloyds A/c1 £14,194.99
Business Reserve Lloyds A/c2 £ 7,871.06
Bank Reconciliation balance £22,066.05

Date 22nd January 2025

Botus Fleming PC Current Year 2024/2025

Period 10

Bank Reconciliation statement as at 22/01/2025

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 | 22/01/2025 | | 14,194.99 |
| Business Reserve Account - Lloyds A/c 2 A/c 2 = Earmarked Funds * | 22/01/2025 | | 7,871.06 |
| Total balance | | | 22,066.05 |

| | | |
|--------------------------------------|-----------------------------|-----------|
| Unpresented Cheques (Minus) | 0.00 | 0.00 |
| | | 22,066.05 |
| Receipts not banked / Cleared (Plus) | 0.00 | 0.00 |
| | | 22,066.05 |
| | Balance per Cash Book is :- | 22,066.05 |
| | Difference is :- | 0.00 |
| General Funds as per Bank Statement | Available General Funds | 14,194.99 |

| | | |
|--------------------------------------|--|-----------|
| 22/01/2025 Earmarked Funds * | | |
| Big Event / Christmas Fayre | | 3,921.00 |
| Big Event / Assets / Grants | | 0.00 |
| Community Capacity Fund Grant | | -2,040.00 |
| Playground equipment fund | | 0.00 |
| Sports & Recreation Field | | 638.17 |
| Recreation Field rental income | | 825.00 |
| BOTHER climate emergency response | | 108.23 |
| Local Elections Fund 2025 | | 3,000.00 |
| Neighbourhood Development Plan (NDP) | | 1,418.66 |
| RFO 22nd January 2025 | | 7,871.06 |

D Monthly budget monitoring balances at 22nd January 2025

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

YEAR END 2024-2025

Period 10 - January

| Lloyds Current Account A/c 1 - 38772468 | Budget 2023 2024 * | Expenditure as at 27/03/24 | Budget 2024 2025 * | Expenditure as at 22/01/25 | Budget available |
|---|--------------------|----------------------------|--------------------|----------------------------|------------------|
| Expenditure | | | | | |
| Clerk's Salary & Locum expenses | 3,750 | 4,000 | 3,750 | 3,508 | 242 |
| HMRC | 836 | 997 | 936 | 880 | 56 |
| | | 4,997 | 4,686 | 4,388 | 298 |
| General & Administration | | | | | |
| Postage & Admin Office allowance | 300 | 305 | 300 | 272 | 28 |
| Legal & Website fees | 700 | 577 | 500 | 150 | 350 |
| Professional fees & Subscriptions | 500 | 652 | 600 | 918 | -318 |
| Elections & Adverts (see EMF A/c2) | 400 | 0 | 2,000 | 0 | 2,000 |
| Training & Expenses | 450 | 0 | 250 | 159 | 91 |
| | | 1,534 | 3,650 | 1,499 | 2,151 |
| Contracts | | | | | |
| Grass cutting | 6,000 | 5,310 | 6,550 | 5,890 | 660 |
| Dog bin cleansing | 750 | 730 | 750 | 728 | 22 |
| Insurance | 1,100 | 855 | 1,100 | 972 | 128 |
| Play Equipment inspections | 400 | 325 | 400 | 191 | 209 |
| Loan Repayments (PWLb) | 5,464 | 5,464 | 5,464 | 5,464 | 0 |
| Maintenance & Equipment | 3,000 | 1,280 | 3,000 | 1,902 | 1,098 |
| | | 13,964 | 17,264 | 15,147 | 2,117 |

| | | | | | |
|---|---------------|---------------|---------------|---------------|--------------|
| Other Payments | | | | | |
| Grants & Donations | 750 | 750 | 750 | 750 | 0 |
| Newsletter printing | 400 | 195 | 400 | 0 | 400 |
| Projects & S.137 | 1,000 | 20 | 1,000 | 147 | 853 |
| 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 | 4,900 | 1,046 | 3,854 |
| * includes Projects, Bother & (CAT) | | | | | |
| Total Budget £4,250 | | | | | |
| Total Payments | 29,050 | 21,460 | 30,500 | 22,080 | 8,420 |
| Vat to date 2024 2025 A/cs 1 & 2 | | | | 2,483 | |

RFO 22nd January 2025

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

E Public Works Loan Board - Loan Statement 22nd January 2025

Public Works Loan Board - Loan amount outstanding £51,251.29

Date 22nd January 2025

Botus Fleming PC Current Year 2024/2025

Period 10

Loan Payments statement
for Cashbook - Current A/c 1

| Bank Statement Account Name(s) | Statement Date | Loan advance | Payments | Balance to pay |
|--------------------------------------|----------------|--------------|----------------------|------------------|
| | 22/01/2025 | | 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 |
| Direct Debit payment 24/12/2024 | | | 2,732.22 | 50,690.35 |
| Interest 2023/2024 | | | 560.94 | 51,251.29 |
| Total Loan amount outstanding | | | | 51,251.29 |

1497 Planning

New Planning Applications – One received

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

Application PA24 / 09741
Proposal Erection of two detached dwellings
Location 7 Carlton Villas Hatt Saltash Cornwall

Planning Application Decisions – Three received

Application PA24 / 06506
Proposal First floor conversion of the existing garage into ancillary Annexe and holiday accommodation.
Location Myrtle Cottage Botus Fleming Saltash Cornwall PL12 6NQ

Planning Application PA24 / 06506 Approved with conditions 27/11/2024

Application PA24 / 07531
Proposal Proposed raised patio to rear of existing bungalow.
Location 94 Sunnybanks Hatt Saltash Cornwall PL12 6SA

Planning Application PA24 / 07531 Approved with conditions 03/12/2024

Application PA24 / 07736 (Appeal Ref APP/D0840/W/24/3347387)
Proposal The development proposed is a new dwelling set within the private land ownership grounds of Villaton Barton. Intended for multi-generational family occupancy and to remain tied to the main host dwelling.
Location Villaton Barton Villaton Hatt Saltash Cornwall PL12 6PP

The Appeal is made under Section 78 of the Town and Country Planning Act 1990 (as amended) against a refusal to grant planning permission. The appeal is made against the decision of Cornwall Council. Application Ref PA24/07736.

Planning Application PA24 / 07736 Approved with conditions 20/12/2024

Planning Application – For information – One received

Cornwall Council instigated a 5-day protocol response request 10th January 2025

Application PA24 / 06783
Proposal Erection of earth banked slurry lagoon.
Location Agricultural land at Hatt Saltash

Councillors voted as follows-

Option 1 – Agree with my recommendation – 1 vote
Option 2 – Agree to disagree – 1 vote
Option 3 – It is requested the LPA consider referring the matter to Planning Committee – 6 votes

Response sent to Cornwall Council 11th January 2025

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

1498 Neighbourhood Development Plan & Parish Plan
www.botusflemingandhattndp.com

1499 Recreation Field

1500 Asset maintenance audit

1501 Climate Ecological emergency & cycle/walkway

1502 Correspondence

1502 (i)

Botus Fleming Parish Council Mobile Web site enquiry

comment : To whoever it may concern,

I keep my horses in Botus Fleming at the top of Ziggerson Hill, I believe the fields next door belong to the parish but are rented by Charlie Congdon?

I have messaged him on a couple of occasions and got no reply but a friend spoke to him 18 months to 2 years ago as he knows him about the tree outside my gate.

It is an ash with die back and it's quite rotten at the bottom and moves when it's windy, which is a big concern.

Charlie said he knows this is a problem and they were going to get it cut down but nothing has happened so far. I'm a bit concerned with all the storms recently. It may come down on its own but more which direction it will fall as my horses are literally right next to it.

I was wondering if there was anything that can be done to safeguard this happening? Or who I need to speak to.

I have video of the tree and how it's moving at the bottom if that helps, or can get any pictures of what you would need.

Look forward to hearing from you

Rachel

1503 Date of next meeting.

The next Meeting of the Council will be the **Public Meeting** on Wednesday 26th February 2025 at 7:30pm at the St Mary's Church Hall (covid safe).

1504 End of meeting