

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: Monday 19th May 2025

Time: 7.30pm

Location: St Mary's Church Hall, Botus Fleming

To: Chairman & Parish Councillors

Chairman D Edwards

M Ellis, J Robinson, M Smith, B Venables, L. Walton, 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) (PIALC)

Christopher Cook
Clerk to the Council
9th May 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 later.

Parish Clerk & Responsible Financial Officer
32 Essa Road - Saltash - Cornwall - PL12 4EE
Tel. 07523 005414
clerk@botusfleming.org.uk

7.30pm – Item 1559 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 | 19 May 2025

1554/2025 Chair's Welcome & Announcements

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

1555 Election of Chairman (LGA 1972 Sect.15 (1))

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

1556 Election of a Vice Chairman (LGA 1972 Sect.15 (1))

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

- 1557 Confirmation that members have completed Declaration of Acceptance form
Confirmation that members must complete and return the Register of Interests form
by the 3rd June 2025
Reminder that members must complete and return their Election Expenses form by
the 29th May 2025
Reminder that members must complete Code of Conduct training by 5th November
2025
Councillor Statement of Assurance signed by members
Induction Pack (new Councillors)
Registration of approval to receive meeting papers by private email**

1558 To note any vacancies for co-option

1559 Public participation

1560 To receive Apologies for Absence and approve the reasons given. (LGA 1972 s85(1))

1561 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 or whole Council dispensations.

1562 To approve and sign as a correct record the draft Minutes of the Public Meeting held on Wednesday 23rd April 2025. (LGA 1972 sch.12.para 41(1))

1563 Matters arising from the Minutes for report purposes only.

1564 A Report from Cornwall Councillor Paul Cador

1565 Finance

A Accounts for Payment.

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

Payments Schedule

19 May 2025

Period 2

Date	Payee	Description	BACs ref.	£
19/05/2025	Christopher Cook	Salary	BACS424	352.18
19/05/2025	HMRC	PAYE	BACS425	88.00
19/05/2025	Botus Fleming Account 2 EMF	VAT recovery amount	transfer	2,040.00
19/05/2025	Zurich Insurance	Insurance portfolio premium renewal	BACS426	1,104.18
19/05/2025	Linda Coles	Internal Auditor fee	BACS427	160.00
19/05/2025	Lloyds Bank	Bank charges	DD	4.25
All BACs payment amounts today				£ 3,748.61

B Direct bank Payments & Receipts for information

All bank receipts for this period **£0.00** Total receipts **2025/2026** are **£13,527.76**

Total receipts **Account 1** 2025/2026 are **£13,527.76**

Total receipts **Account 2** 2025/2026 are **£ 2,040.00 (transfer from A/c1 – Vat)**

C Bank reconciliation and Earmarked Funds (EMF) balances as at the 19th May 2025

Current Account Lloyds A/c1 £ 19,960.25

Business Reserve Lloyds A/c2 £ 9,902.56

Bank Reconciliation balance £ 29,862.81

D Monthly budget monitoring balances at the 19th May 2025

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

E Public Works Loan Board – Loan Statement 19th May 2025

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

1566 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

1567 Resolutions

1. To receive a Financial Statement for the year ending 31st March 2025

- (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 19th May 2025)

Resolution – Conflict of Interest confirmation required by External Auditors

2. The General Power of Competence – The original report from the Parish Clerk 24th February 2021 refers. New General Power of Competence to be approved post Local Elections 1st May 2025. The Election was uncontested and Botus Fleming Parish Council have a full complement of 8 Councillors.

- (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 19th May 2025. (Prescribed conditions order 2012 (SI 2012 965) Paragraph 2 for Resolution to be passed.

1568 Governance

- 1. Review of Policies & Procedures due May 2025
- 2. Model Publications Scheme 2025 (for information)
- 3. Review of the Parish Council's Insurance Portfolio & Asset Register 2025.
- 4. To confirm the re-appointment of Mrs Linda Coles as the Parish Council's Internal Auditor.
- 5. Councillor's representatives and Committees 2025/2026.
- 6. Review Council Banking arrangements.
- 7. To appoint the Parish Clerk as the section 151 Finance Officer for 2025/2026.
- 8. To adopt the Model Standing Orders (NALC) updated 2025.
- 9. To reaffirm the Model Financial Regulations (NALC) 2024 adopted 22nd May 2024

1569 Neighbourhood Development Plan & Parish Plan

www.botusflemingandhattndp.com

1570 Recreation Field

1571 Councillors reports (Report A previously circulated)

- (i) Asset maintenance audit
- (ii) Other Councillor reports

1572 Clerk's items

- (i) Draft Minutes of the Annual Parish Meeting 23rd April 2025 are posted on the Council's website. Minutes can be viewed at www.botusfleming.org.uk
- (ii) St. Mary's Hall hire charges for Public Meetings Donation
- (iii) Display of 2025 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 4th April, 2020 in respect to smaller authorities.

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

1573 Correspondence

1573 (i)

I must say I like many other residents are disappointed that the PC seems to be walking away from this problem.

We now have anti-social behaviour, drunks, theft, aggressive behaviour in our community. My wife will only dog walk in pairs now as she fears meeting some of them out as she has done so. I have had to supply her with a personal alarm. The Police have to divert resources continually to the Croft or local shops where problems occur.

All this while The Croft is in breach of its C1 planning permission.

We once had a peaceful and safe village..... no longer.

Yours in disappointment

1573 (ii)

See attached. Can you engage with the Parish Councillors to see if you as a whole will object? Is this a good idea to have a drinks licence etc. granted at a place housing homeless people some of whom have convictions for assault (as seen in Cornish Times).

This will just create some serious problems locally.

Note objections have to be in by 24th.

Regards

1574 Date of next meeting.

The next Meeting of the Council will be the Public Meeting on Wednesday 25th June 2025. The Meeting will be held at the St. Marys church hall, Botus Fleming commencing at 7:30pm

1575 End of meeting