



ANNUAL MEETING OF THE PARISH COUNCIL

Monday 19th May 2025

Present: Councillor Edwards (Chair)

Councillors Robinson, Smith, Venables, Walton, White & Willey (Vice Chair).

Also in attendance:

Christopher Cook - Parish Clerk & Responsible Financial Officer.

Members of the public: **9**

Members of the public were permitted to speak on each Agenda item for a period of 3 minutes. This meeting was advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media, and members of the public. The public were advised that whilst every effort is taken to ensure that members of the public would not be filmed, it could not be guaranteed.

Minutes 19th May 2025 (AMPC)

1554/2025 Chair's Welcome & Announcements

Cllr Edwards (Chairman) welcomed residents to the Public Meeting of the Parish Council and delivered Health and Safety housekeeping rules.

Cllr Edwards (Chairman) welcomed newly Elected Councillor Leeshia Walton to the Council.

Social distancing and Covid-19 measures were observed, such as ventilation.

No one recorded the meeting.

1555 Election of Chairman

Cllr Edwards was nominated by Cllr Smith, seconded Cllr White.

There being no other nominations, Councillors resolved that Cllr Edwards be elected as Chairman for the year to May 2026.

Cllr Edwards signed the Acceptance of Office form.



1556 Election of Vice Chairman

Cllr Willey was nominated by Cllr Edwards (Chairman), seconded Cllr Smith. There being no other nominations, Councillors resolved that Cllr Willey be elected as Vice Chairman for the year to May 2026.

Cllr Willey signed the Acceptance of Office form.

1557

Councillors resolved to note that all Election procedures had been adhered to following the Local Elections 1st May 2025. See Agenda Item 1557 details.

1558

Councillors resolved to note that the Parish Council had no vacancies for co-option.

1559 Public participation

A resident mentioned that the Parish Council should be proud in the manner that they had managed their public green spaces, and associated biodiversity matters over the past 10 years.

However, it was disappointing to note that the roundabout at Hatt on the A388 had been cut in early May, destroying all the wild flowers in the process and reducing any pollen for insects and bees. The Parish Council had in recent years agreed with CORMAC that any grass cutting would take place only twice a year in June and September, allowing flowers to flourish.

A resident noted that the newly Elected Cornwall Councillor was not present at the Public Meeting.

ACTION: Cllr Edwards (Chairman) to contact Will Glassup, CORMAC Highways & Environment Manager to seek a response regarding the roundabout.

Councillors resolved to note.

1560 To receive Apologies for Absence and approve the reasons given

Cllr Ellis (illness)

Councillors resolved to note.

1561 Declarations of Interest

Councillors resolved that no Councillors declared pecuniary or non-pecuniary interests.

Councillors resolved that no Councillors were liable for written Dispensations or Gifts.



1562 Minutes of the Public Meeting 23rd April 2025

Draft Minutes 23rd April 2025 - Proposed Cllr Edwards (Chairman), seconded Cllr Willey (Vice Chairman) 6 agreed, 1 abstention.

Councillors **resolved** to approve the draft Minutes.

1563 Matters arising from the draft Minutes for report purposes only.

None.

1564 A Report from Cornwall Councillor Paul Cador

Councillor not present. No report.

1565 Finance

A Accounts for Payment May 2025

Cllr Robinson proposed, Cllr Walton seconded the approval of the Accounts for payment. All agreed.

Councillors **resolved** to approve the accounts for payment.

B Direct bank Payments & Receipts for information

Bank Receipts were reported as **£13,526.76** Total receipts **Account1** 2025/2026 **£13,526.76**.

Bank Receipts were reported as **£0.00**. Total receipts **Account2** 2025/2026 **£2,040.00** (Transfer from A/C 1 – Vat)

Total Receipts all Accounts 2025/2026 £13,526.76

Councillors **resolved** to note.

C Bank reconciliation and Earmarked Funds (EMF)

The General Account balance was reported as **£19,960** and the Earmarked Funds as **£9,902**. Total Funds **£29,862**.

D Monthly budget monitoring balances report

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



Councillors **resolved** to note items 1565 (B) (C) & (D).

E Public Works Loan Board Statement May 2025

Councillors **resolved** to note the Loan amount outstanding **£51,251.29**.

1566 Planning <http://planning.cornwall.gov.uk/online-applications>

New Planning Applications – None received

Planning Application Decisions – None received

Planning Application for Information – None received

Planning Applications received after Agenda published – None received

Councillors **resolved** to note all planning matters.

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.

Cllr Smith proposed, Cllr Willey (Vice Chairman) seconded acceptance of the AGAR Sections 1 & 2 presented by the (RFO) and the Conflict of Interests return. All agreed.

Councillors resolved to approve item 1567 (b), (c) and Conflict of Interests Form.

Councillors resolved to note item 1567 (a) & (d).

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

Cllr Edwards (Chairman) proposed, Cllr Willey (Vice Chairman) seconded adoption of the (GPC). All agreed.

Councillors **resolved** to adopt procedures under Item 2 above and note that the Parish Council qualifies for the (GPC) power.

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.**

Councillors agreed that under item 5 'representatives' Cllrs, Willey (Vice Chairman), Robinson & Walton would represent the Parish Council at Cornwall Area Partnership (CAPs) meetings. The next meeting being at St. Germans on the 23rd June 2025 @6.00pm.

Cllr Edwards (Chairman) proposed, Cllr Venables seconded adoption of all the Governance Policies and Procedures items 1 – 9. All agreed.

Councillors **resolved** to adopt the Governance procedures and make the appointments as listed.

1569 Neighbourhood Development Plan (NDP) & Parish Plan www.botusflemingandhattndp.com

Cllr Edwards (Chairman) proposed that this Item should be deferred until April 2026 once the National Planning Policy framework and other draft Planning measures have been completed. (CALC) to advise of Planning changes once the Government confirms the new measures.

Councillors **resolved** to note.



1570 Recreation Field

No report.

1571

1571 (i) Asset Maintenance Audit

Cllr White noted that the Parish Pound had been strimmed and looked tidy.

Cllr White confirmed that our Contractor Mr. Hill would secure and repair the perimeter fencing at the Recreation Field (that faced onto the the A388).

Other Assets were reported in order.

Councillors **resolved** to note this report.

Item 1571 (i) can be viewed under 'Reports' at www.botusfleming.org.uk

1571 (ii) Other Councillor reports

The following reports would remain active, but no current updates were available at the meeting - Climate Ecological Emergency & Cycle/walkway working groups.

Councillors agreed to have 'operations meetings' on the following dates -

1. 11th June 2025
2. 9th July 2025
3. 8th October 2025
4. 12th November 2025

Councillors **resolved** to note.

1572 Clerk's items

Councillors noted items 1572 (i), (ii) & (iii)

Cllr Edwards (Chairman) proposed, Cllr Walton seconded that a donation be made to the St. Mary's Hall committee in respect to hire charges for Council Public Meetings. The sum of £750 would be paid in accordance with the Council's budget for donations. All agreed.

Councillors **resolved** to donate £750.

1573 Correspondence

Correspondence received from a resident concerning activities at the Croft were noted. The contents were more particularly addressed at the Public Meeting 26th March 2026. See Item 1523.

Councillors **resolved** to note, and no further action.



1574 Date of next meeting

The next Meeting of the Council will be the **Public Meeting on Wednesday 25th June 2025 at 7:30pm at the St Mary's Church Hall (covid safe).**

The Parish Council would continue to follow any instructions from CALC concerning the COVID -19 situation in connection with forthcoming Public Meetings. The choice to meet face to face was now an option with safety guidelines applying.

Please refer to www.botusfleming.org.uk for further details.

1575 End of meeting 20:04

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Signed
(Chairman)

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Date