



**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> June 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  
18<sup>th</sup> June 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 1577 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 | 25 June 2025

### **1576/2025 Chair's Welcome & Announcements**

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

### **1577 Public participation**

### **1578 To receive Apologies for Absence and approve the reasons given. (LGA 1972 s85(1))**

### **1579 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.

### **1580 To approve and sign as a correct record the draft Minutes of the Annual Meeting of the Parish Council held on Monday 19<sup>th</sup> May 2025. (LGA 1972 sch.12.para 41(1))**

### **1581 Matters arising from the Minutes for report purposes only.**

### **1582 A Report from Cornwall Councillor Paul Cador**

### **1583 Finance**

#### **A Accounts for Payment.**

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

#### **Payments Schedule**

**25 June 2025**

**Period 3**

Date	Payee	Description	BACs ref.	£
25/06/2025	Christopher Cook	Salary	BACS428	352.18
25/06/2025	HMRC	PAYE	BACS429	88.00

25/06/2025	Christopher Cook	Office allowance contractual	BACS430	52.00
25/06/2025	St. Marys PCC Hall Committee	Church Hall room hire donation	BACS431	750.00
25/06/2025	Ally Hill property maintenance	Grass cutting (May)	BACS432	730.00
25/06/2025	Public Works Loan Board	Loan repayment instalment	DD	2,732.22
25/06/2025	BIFFA	Dog bin cleansing annual charge	BACS433	873.60
<b>All BACs payment amounts today</b>				<b>£ 5,578.00</b>

## B Direct bank Payments & Receipts for information

All bank receipts for this period **£550.00** Total receipts **2025/2026** are **£14,076.76**

Total receipts **Account 1** 2025/2026 are **£13,526.76**

Total receipts **Account 2** 2025/2026 are **£ 550.00**

Date 25th June 2025

Botus Fleming PC Current Year 2025/2026

Period 3

Receipts & Payments statement as at 25/06/2025

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	25/06/2025		13,526.76
Business Reserve Account - Lloyds A/c 2	25/06/2025		550.00
Lloyds A/c 2 = Earmarked Funds *			
Total Receipts			14,076.76

Available General Funds from 31st March			11,687.86
Less - Payments made A/c1 - Apr			1,510.01
Add - Receipts during April			13,526.76
Less - Transfer to Account 2 (EMF)			2,040.00
Less - Payments made A/c1 - May			1,708.61
Less - Payments made A/c1 - June			2,845.78
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 - Dec / 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			14,378.00

Movement on A/c1 June	Receipts	Payments	Movement +/-
Receipts against Payments	13,526.76	10,836.62	2,690.14

Precept payment due 7/4/25 £11,000.00

Precept payment due 7/9/25 £11,000.00

07/04/2025 Receipt A/c1	Cornwall Council	Precept April 2025	11,000.00
07/04/2025 Receipt A/c1	Cornwall Council	CTS Grant April 2025	0.00
09/04/2025 Receipt A/c1	HMRC	Vat recovery claim	2,526.76
14/09/2025 Receipt A/c1	Cornwall Council	Precept Sept 2025	0.00
14/09/2025 Receipt A/c1	Cornwall Council	CTS Grant Sept 2025	0.00

					13,526.76
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25/06/2025 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		550.00
BOTHER Climate emergency	Account 2		Receipts		0.00
Neighbourhood Development Plan (NDP)	Account 2		Receipts		0.00
					550.00

25/06/2025 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		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 June 2025					0.00

## C Bank reconciliation and Earmarked Funds (EMF) balances as at the 25<sup>th</sup> June 2025

Date 25th June 2025

Botus Fleming PC Current Year 2025/2026

Period 3

Bank Reconciliation statement as at 25/06/2025  
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	25/06/2025		14,378.00
Business Reserve Account - Lloyds A/c 2	25/06/2025		10,448.31
A/c 2 = Earmarked Funds *			
Total balance			24,826.31

Unpresented Cheques (Minus)	0.00	0.00
		24,826.31
Receipts not banked / Cleared (Plus)	0.00	0.00
		24,826.31
	Balance per Cash Book is :-	24,826.31
	Difference is :-	0.00
General Funds as per Bank Statement	Available General Funds	14,378.00

25/06/2025 Earmarked Funds *		
Big Event / Christmas Fayre		3,921.00
Big Event / Assets / Grants		0.00
Community Capacity Fund Grant		0.00
Playground equipment fund		0.00

Sports & Recreation Field	638.17
Recreation Field rental income	1,375.00
BOTHER climate emergency response	108.23
Local Elections Fund 2025	3,000.00
Neighbourhood Development Plan (NDP)	1,418.66
Lloyds bank charges	-12.75
RFO 25th June 2025	10,448.31

Current Account Lloyds A/c1 £ 14,378.00

Business Reserve Lloyds A/c2 £ 10,448.31

Bank Reconciliation balance £ 24,826.31

#### D Monthly budget monitoring balances at the 25<sup>th</sup> June 2025

Summary Expenditure Account      Year ended 31st March 2026      Monthly  
Budget monitoring

#### YEAR END 2025-2026

##### Period 3 - June

Lloyds Current Account A/c 1 - 38772468	Budget 2024 2025 *	Expenditure as at 26/03/25	Budget 2025 2026 *	Expenditure as at 25/06/25	Budget available
<b>Expenditure</b>					
Clerk's Salary & Locum expenses	3,750	4,212	4,201	1,050	3,151
HMRC	936	1,056	1,000	264	736
		5,268	5,201	1,314	3,887
<b>General &amp; Administration</b>					
Postage & Admin Office allowance	300	324	315	88	227
Legal / Website & Bank charges	500	335	500	12	488
Professional fees & Subscriptions	600	918	970	544	426
Elections & Adverts (see EMF A/c2)	2,000	0	250	0	250
Training & Expenses	250	159	300	0	300
		1,736	2,335	644	1,691
<b>Contracts</b>					
Grass cutting	6,550	6,470	7,250	1,310	5,940
Dog bin cleansing	750	728	750	728	22
Insurance	1,100	972	1,100	1,036	64
Play Equipment inspections	400	191	500	0	500
Loan Repayments (PWLb)	5,464	5,464	5,464	2,732	2,732
Maintenance & Equipment	3,000	2,029	3,000	0	3,000
		15,854	18,064	5,806	12,258
<b>Other Payments</b>					
Grants & Donations	750	750	750	750	0
Newsletter printing	400	0	400	0	400
Projects & S.137	1,000	147	1,000	0	1,000
Community Action Team (CAT)	1,000	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	149	500	0	500
Transfer A/c1 to A/c2 EMF				2,040	
^see Receipts £2,526.76 Vat claim		1,046	4,900	2,790	4,150
* includes Projects, Bother & (CAT)					

Total Budget £4,250					
Total Payments	30,500	23,904	30,500	10,554	21,986
Vat to date 2025 2026 A/cs 1 & 2				282	

RFO 25th June 2025

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> June 2025

Public Works Loan Board – Loan amount outstanding £49,057.21

Date 25th June 2025

Botus Fleming PC Current Year 2025/2026

Period 3

Loan Payments statement  
for Cashbook - Current A/c 1

Bank Statement Account Name(s)	Statement Date 25/06/2025	Loan advance	Payments Principal & Interest	Balance to pay
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
Direct Debit payment - 25/6/2025			2,732.22	48,519.07
Interest 2024/2025			538.14	49,057.21
Direct Debit payment - 24/12/2025				
Interest 2024/2025				
Total Loan amount outstanding				49,057.21

## 1584 Planning

New Planning Applications – None received

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

Planning Application Decisions – One received

Application PA25 / 02575

Location 7 Carlton Villas Hatt Saltash Cornwall PL12 6PS

Proposal Erection of two semi-detached dwellings

**Planning Application decision APPROVED with conditions 22<sup>nd</sup> May 2025**

Planning Application – For Information

Planning Application received after Agenda issue – To be advised

1585 Recreation Field

1586 Councillors reports (Report A previously circulated)

(i) Asset maintenance audit

(ii) Other Councillor reports / CAPs report

1587 Clerk's items

**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 4<sup>th</sup> April, 2020 in respect to smaller authorities.*

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

1588 Correspondence

1589 Date of next meeting.

The next Meeting of the Council will be the Public Meeting on Wednesday 23<sup>rd</sup> July 2025.  
The Meeting will be held at the St. Marys church hall, Botus Fleming commencing at 7:30pm

1590 End of meeting