



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 October 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
10th October 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 1622 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 | 22 October 2025

1621/2025 Chair's Welcome & Announcements

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

1622 Public participation

1623 To receive Apologies for Absence and approve the reasons given. (LGA 1972 s85(1))

1624 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.

1625 To approve and sign as a correct record the draft Minutes of the Public Meeting held on Wednesday 10th September 2025. (LGA 1972 sch.12.para 41(1))

1626 Matters arising from the Minutes for report purposes only.

1627 A Report from Cornwall Councillor Paul Cador

1628 Finance

A Accounts for Payment.

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

Payments Schedule

22 October 2025

Period 7

Date	Payee	Description	BACs ref.	£
22/10/2025	Christopher Cook	Salary	BACS450	363.42
22/10/2025	HMRC	PAYE	BACS451	90.80

22/10/2025	Ally Hill property maintenance	Grass cutting (Sept)	BACS452	805.00
22/10/2025	Play Inspection Company	Play equipment annual inspection	BACS453	235.20
22/10/2025	Christopher Cook	Office allowance contractual	BACS454	26.00
22/10/2025	Lloyds Bank	Bank charges (Sept)	DD	4.25
All BACs payment amounts today				£ 1,524.67

B Direct bank Payments & Receipts for information

Receipts **Account 1** 2025/2026 are **£24,527** / Receipts **Account 2** 2025/2026 are **£ 550.00**
Total bank receipts for **2025/2026** are **£25,077**

C Bank reconciliation and Earmarked Funds (EMF) balances as at the 22nd Oct 2025

Current Account Lloyds A/c1 £ 20,165
Business Reserve Lloyds A/c2 £ 10,433
Bank Reconciliation balance £ 30,598

D Monthly budget monitoring balances at the 22nd Oct 2025

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

E Public Works Loan Board – Loan Statement 22nd Oct 2025

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

F draft Budget & Precept 2026 / 2027

1629 Planning

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

Planning Applications	2025/26 - Location / Development	Validated	Comments from Cornwall Council
PA25 / 04805	Cross Park Farm - demolition agricultural building	16th July 2025	Approved 9/9/2025
PA25 / 03258	Fanns Cottage - conversion barn to dwelling house	11th June 2025	Awaiting decision
PA25 / 05519	Croft Inn - self-storage site change of use	5th August 2025	Refused 15/9/25
PA25 / 05737	Orchard Meadow - 4 x 2 story dwellings and parking	3rd Sept 2025	Awaiting decision
PA25 / 06566	Land East of Villaton - general purpose agriculture bldg.	24th Sept 2025	Awaiting decision
PA25 / 06531	Four Shilling Park - installation stand-alone 10kw solar	1st Oct 2025	Awaiting decision
PA25 / 07144	Hatt Yard - change of use to B8 storage	3rd Oct 2025	Awaiting decision

Councillors to review new planning Applications PA25/06566, PA25/06531 & PA25/07144

1630 Recreation Field

1631 Councillors reports (Report 1631 (i) previously circulated)

(i) Asset maintenance audit / Playground RoSPA Inspection report

(ii) Other Councillor reports / CAPs

1632 Clerk's items

1633 Correspondence

1634 Date of next meeting.

The next Meeting of the Council will be the Public Meeting on Wednesday 26th November 2025.

The Meeting will be held at the St. Marys church hall, Botus Fleming commencing at 7:30pm

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.

1635 End of meeting