



**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 26<sup>th</sup> November 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

10<sup>th</sup> November 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 1637 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 | 26 November 2025

### **1636/2025 Chair's Welcome & Announcements**

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

### **1637 Public participation**

### **1638 To receive Apologies for Absence and approve the reasons given. (LGA 1972 s85(1))**

### **1639 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.

### **1640 To approve and sign as a correct record the draft Minutes of the Public Meeting held on Wednesday 22<sup>nd</sup> October 2025. (LGA 1972 sch.12.para 41(1))**

### **1641 Matters arising from the Minutes for report purposes only.**

### **1642 A Report from Cornwall Councillor Paul Cador**

### **1643 Finance**

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

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

#### **Payments Schedule**

**26 November 2025**

**Period 8**

| Date       | Payee            | Description | BACs ref. | £      |
|------------|------------------|-------------|-----------|--------|
| 26/11/2025 | Christopher Cook | Salary      | BACS455   | 363.42 |
| 26/11/2025 | HMRC             | PAYE        | BACS456   | 90.80  |

|                                       |                                |                                    |         |                   |
|---------------------------------------|--------------------------------|------------------------------------|---------|-------------------|
| 26/11/2025                            | Christopher Cook               | Office allowance contractual       | BACS457 | 26.00             |
| 26/11/2025                            | Christopher Cook               | Admin/printing costs               | BACS458 | 18.51             |
| 26/11/2025                            | Ally Hill property maintenance | Grass cutting (Oct)                | BACS459 | 805.00            |
| 26/11/2025                            | Dave Edwards                   | Remembrance Wreath <b>S.137</b>    | BACS460 | 29.49             |
| 26/11/2025                            | Cornwall ALC Limited           | Code of Conduct training *         | BACS461 | 30.00             |
| 26/11/2025                            | Cornwall ALC                   | Uncontested Local Elections fees   | BACS462 | 322.48            |
| 26/11/2025                            | Lloyds Bank                    | Bank charges (Oct)                 | DD      | 4.25              |
|                                       |                                | * paid delegated authority 1/11/25 |         |                   |
| <b>All BACs payment amounts today</b> |                                |                                    |         | <b>£ 1,689.95</b> |

## 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 26<sup>th</sup> Nov 2025

**Current Account Lloyds A/c1 £ 18,473**  
**Business Reserve Lloyds A/c2 £ 10,427**  
**Bank Reconciliation balance £ 28,900**

## D Monthly budget monitoring balances at the 26<sup>th</sup> Nov 2025

Refer to Finance report at [www.botusfleming.org.uk](http://www.botusfleming.org.uk)

## E Public Works Loan Board – Loan Statement 26<sup>th</sup> Nov 2025

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

## F Budget & Precept 2026 / 2027

**MOTION to set the Budget at £33,500 and the Precept at £22,500**

## 1644 Planning

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

| <b>Planning Applications</b> | <b>BOTUS - 2025/26 - Location / Development</b>           | <b>Validated</b> | <b>Comments from Cornwall Council</b> |
|------------------------------|-----------------------------------------------------------|------------------|---------------------------------------|
| 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                     |
| PA25 / 07292                 | Oaklands Hatt - general purpose agricultural building     | 28th Oct 2025    | Awaiting decision                     |
| PA25 / 07153                 | Bidwell House - construction of house                     | 6th Nov 2025     | Awaiting decision                     |
|                              |                                                           |                  |                                       |

**New Planning Applications**  
**PA25 / 07292 Oaklands Hatt**  
**PA25 / 07153 Bidwell House**

5 Day-Protocol requests received from Cornwall Planning 4<sup>th</sup> November 2025

Planning Application PA25 / 05737 Land at Orchard Meadow

5 Day-Protocol result sent to Cornwall Planning 5<sup>th</sup> November 2025

Option 1 agree with recommendation = 0 votes

Option 2 agree to disagree = 0 votes

Option 3 refer to Planning Committee = 8 votes

**1645 Recreation Field**

**1646 Councillors reports (Report 1646 (i) previously circulated)**

(i) **Asset maintenance audit**

(ii) **Other Councillor reports**

**1647 Clerk's items – Meeting schedule 2026 circulated to Councillors**

**1648 Correspondence**

**1648 (i) Dear Botus Fleming Parish Council**

We're working with Tamar Estuaries Consultative Forum (TECF) to find a site for an additional bird hide in the Tamar Valley National Landscape. It would be fully funded through our Defra Access for All fund.

Moditonham Quay has been suggested as a possible location. We believe the Parish Council own the Quay - would it be possible to table this at the PC meeting on Wednesday evening?

Grateful for your thoughts

**1648 (ii) Dear Christopher**

Does your parish council operate and maintain defibrillators? We know these are often maintained by volunteers, with admin overseen by a councillor often working within a CIC basis.

We offer bespoke insurance to protect the public, and volunteers, when accessing these devices.

For example, we insure a local council who has a bank 25 volunteers to oversee maintenance of their defibrillators. They are currently paying £250 a year for £5 million public liability and £10 million Employers/volunteer protection.

They have also chosen to protect themselves with a management liability insurance at £108.00 for the year.

We would be delighted to offer quotations for you for this type of liability insurance or any Property insurance that you may be paying too much for.

If you would like a quotation, please call Cube Insurance Ltd, based in Brannel parish on 01726 822511 or on 07832 206589.

Please ask to speak to Emma or Boff. If you prefer to originally make contact by email, we can be reached on [info@cubeinsurance.co.uk](mailto:info@cubeinsurance.co.uk)

**1649 Date of next meeting.**

**The next Meeting of the Council will be the Public Meeting on Wednesday 28<sup>th</sup> January 2026. 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 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.***

**1650 End of meeting**

**BOTUS FLEMING – 4<sup>th</sup> Wednesday**

**BOTUS**

Wednesday 28<sup>th</sup> January 2026 Public Meeting

Wednesday 25<sup>th</sup> February 2026 Public Meeting

Wednesday 25<sup>th</sup> March 2026 Public Meeting

Wednesday 22<sup>nd</sup> April 2026 Annual Parish Meeting @6:00pm

Wednesday 22<sup>nd</sup> April 2026 Public Meeting

Wednesday 27<sup>th</sup> May 2026 Annual Meeting Parish Council

Wednesday 10<sup>th</sup> June 2026 Public Meeting

Wednesday 22<sup>nd</sup> July 2026 Public Meeting

Wednesday 26<sup>th</sup> August 2026 Public Meeting

Wednesday 30<sup>th</sup> September 2026 Public Meeting

Wednesday 28<sup>th</sup> October 2026 Public Meeting

Wednesday 25<sup>th</sup> November 2026 Public Meeting