



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 28th January 2026

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 January 2026

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 1652 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)

Under the Local Government Act (LGA) 1972 s101, supported by *Regina V Secretary of State for the Environment ex parte London Borough of Hillingdon 1986* case law, no one Councillor can make a decision on behalf of the Council.

Agenda | 28 January 2026

1651/2026 Chair's Welcome & Announcements

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

1652 Public participation

1653 To receive Apologies for Absence and approve the reasons given. (LGA 1972 s85(1))

1654 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.

1655 To approve and sign as a correct record the draft Minutes of the Public Meeting held on Wednesday 22nd October 2025 & 26th November 2025. (LGA 1972 sch.12.para 41(1))

1656 Matters arising from the Minutes for report purposes only.

1657 A Report from Cornwall Councillor Paul Cador

1658 Finance

A Accounts for Payment.

Members are asked to note the following items of expenditure for the months of **December 2025 & January 2026.**

Date	Payee	Description	BACs ref.	£
28/01/2026	Christopher Cook	Salary (Nov)	BACS463	363.42
28/01/2026	HMRC	PAYE (Nov)	BACS464	90.80
28/01/2026	Christopher Cook	Office allowance contractual (Nov)	BACS465	26.00
28/01/2026	Christopher Cook	Salary (Dec)	BACS466	363.42
28/01/2026	HMRC	PAYE (Dec)	BACS467	90.80
28/01/2026	Christopher Cook	Office allowance contractual (Dec)	BACS468	26.00
28/01/2026	Glasdon UK Limited	Sherwood bin and fixtures	BACS469	521.92
28/01/2026	Ally Hill Property Maintenance	Grass cutting (Oct)	BACS470	610.00
28/01/2026	Christopher Cook	Mailbird I.T. licence fees	BACS471	76.80
28/01/2026	Public Works Loan Board	Loan instalment payment	DD	2,732.22
28/01/2026	SLCC	Membership annual subscription fee	BACS472	190.00
28/01/2026	Ally Hill Property Maintenance	Grass cutting (Nov)	BACS473	410.00
28/01/2026	Lloyds Bank	Bank charge admin.fees (Nov & Dec)	DD	8.50
All BACs payment amounts today				£ 5,509.88

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 28th Jan 2026

Current Account Lloyds A/c1 £ 12,963
 Business Reserve Lloyds A/c2 £ 10,418
 Bank Reconciliation balance **£ 23,381**

D Monthly budget monitoring balances at the 28th Jan 2026

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

E Public Works Loan Board – Loan Statement 28th Jan 2026

Public Works Loan Board – Loan amount outstanding £46,840.09

1659 Planning

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

Planning Application NEW – None received

Planning Application Decisions – Two received

PA25/03258 – Tamar Holdings Ltd
Barn North East of Fanns Cottage Botus Fleming
Conversion of Existing Barn to form dwelling house
Refused 9th December 2025

PA25/07292
Land East of Villaton Court Hatt
General Agricultural building
Approved 19th December 2025

Planning Application for Information – None received

Planning Application received after Agenda issue – To be advised

1660 Recreation Field

1661 Councillors reports (Report 1661 (i) previously circulated)

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

1662 Clerk's items

1663 Correspondence

Hi there,

Hope this finds you well! I'm touching base as we're booking up for 2026 for both The RPM Bicycle Stunt Show and The Slackline School, an attraction and an activity that have worked really well at hundreds of town and parish events and shows in areas like yours over the last ten years. There are a few pictures attached to give you an idea of what we do. We can set up on any kind of surface.

We can bring something amazing to your space that people will really enjoy, we can be on message and under budget, and there are very few limitations to where we can set up.

If something like this would be of interest to you in 2026, then I was wondering if it would be possible to organise a quick phone call just to see what we can do together?

All the best,

RPM Bike Trials Display Show

1664 Date of next meeting.

The next Meeting of the Council will be the Public Meeting on Wednesday 25th February 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 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.

1665 End of meeting