

# Botus Fleming Parish Council

www.botusfleming.org.uk



## 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> March 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  
10<sup>th</sup> March 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 1682 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 | 25 March 2026

### **1681/2026 Chair's Welcome & Announcements**

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

### **1682 Public participation**

**1683 To receive Apologies for Absence and approve the reasons given. (LGA 1972 s85(1))**

### **1684 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.

**1685 To approve and sign as a correct record the draft Minutes of the Public Meeting held on Wednesday 25<sup>th</sup> February 2026 (LGA 1972 sch.12.para 41(1))**

**1686 Matters arising from the Minutes for report purposes only.**

**1687 A Report from Cornwall Councillor Paul Cadour**

### **Introduction of Plastic Bags and Wrapping, and Cartons Collection**

From 16 March 2026, we'll start collecting plastic bags and wrapping, and cartons from households in Cornwall. This change is part of the national Simpler Recycling legislation. The new materials include:

- Custard, milk and juice cartons
- Bread bags, cereal bags, salad bags, frozen food bags and carrier bags
- Multi-pack wrapping, bubble wrap, cling film and plastic film lids

- Fruit and vegetable nets
- Chocolate, sweet and biscuit wrappers

Before 16 March, we will update our recycling webpages and Recycling A-Z at:

[www.cornwall.gov.uk/recycling](http://www.cornwall.gov.uk/recycling)

### **Carkeel Roundabout**

Carkeel Roundabout has been cleared of all rubbish, I will try to ensure that it is kept that way, it is due to be handed to National Highways and they will take control of it. Until that time it is still under control though Cornish Highways. Once it has been handed over to National Highways I will approach them to see what can be done to improve the look. Residents have asked for a Cornish Celtic Cross to be put there but we may be priced out of that with costs for the Cross alone will be £200,000+, that not including fitting. In the mean time I am approaching Garden Centres to get Wild Flower Seeds, to put on there.

### **Three-year budget proposals approved**

~~On Tuesday this week, our budget proposals were approved at the Full Council~~  
**meeting.** Uniquely, this is a three-year budget covering the period 2026/27, 2027/28 and 2028/29 which will help enormously with our forward planning and delivery. Many thanks to those residents who took the opportunity to provide their views on the proposals. We have now reached a position where we have set a three-year budget based on our new [Council Priorities Plan](#), which includes investment in several key areas including children's services and adult social care.

Cornwall residents are being encouraged to have their say on new specialist support services to help people with managing mental health and trauma, finding and keeping a home, and day to day living skills.

Cornwall Council are developing services that will be available across Cornwall, with local people and other organisations, with the aim of helping people to build their confidence and independence and develop stronger links in their community.

Cornwall Council Cabinet member for Adult Social Care and Health Partnerships, Cllr Jim McKenna said: "The service will offer short-term, person-centred support to people who approach adult social care or housing services. The aim is to help people feel safe, learn new skills, and move forward independently.

"Cornwall's health, care and housing services are under pressure. Many people with lots of needs do not get the right help early enough. This new service will offer early, flexible support to help stop crises and reduce the need for more intensive help later."

The services will be provided for people over the age of 18 with support needs related to:

- Mental health and trauma
- Homelessness or risk of homelessness
- Drug or alcohol dependence
- Autism
- Learning disabilities

People using the service will have access to one-to-one support focused on confidence and independence, group sessions to learn skills and build connections, help with housing and everyday living, support that is trauma informed and safe and flexible, short-term help based on personal goals.

We expect the service to help reduce homelessness, reduce avoidable hospital admissions, improve mental health and wellbeing, build confidence and daily living skills and make services easier to use and better connected.

You can have your say by visiting our Let's Cornwall website  
<https://letstalk.cornwall.gov.uk/specialist-prevention-and-intermediate-care>

Once we have gathered everyone's views we will seek approval from Cornwall Council cabinet with services planned to start in April 2027.

We will be holding workshops to help us develop these services and would like to hear from people with lived experience, families and carers, professionals and community partners.

If you would like to take part in these sessions please email [adultscommissioning@cornwall.gov.uk](mailto:adultscommissioning@cornwall.gov.uk) or call 0300 1234 131

## 1688 Finance

### A Accounts for Payment.

Members are asked to note the following items of expenditure for the month of **March 2026**.

Payments Schedule		25 March 2026	Period 12	
Date	Payee	Description	BACs ref.	£
25/03/2026	Christopher Cook	Salary	BACS479	363.42
25/03/2026	HMRC	PAYE	BACS480	90.80
25/03/2026	Christopher Cook	Office allowance contractual	BACS481	26.00
25/03/2026	Ally Hill	Grass cutting (Jan) and plantation	BACS482	290.00
25/03/2026	Cornwall ALC Limited	Clerk Assertion 10 training	BACS483	15.00
25/03/2026	Ally Hill	Grass cutting (Feb)	BACS484	290.00
25/03/2026	WesternWeb Ltd.	Renewal web space. SSL cert NDP.	BACS485	96.00
25/03/2026	Lloyds Bank	Bank charge administration (Feb/Mar)	DD	8.50
<b>All BACs payment amounts today</b>				<b>£ 1,179.72</b>

### B Direct bank Payments & Receipts for information

Receipts **Account 1** 2025/2026 are **£27,276** / Receipts **Account 2** 2025/2026 are **£ 1,400.00**  
 Total bank receipts for **2025/2026** are **£28,676**

Date 25th March 2026 Botus Fleming PC Current Year 2025/2026 Period 12  
 Receipts & Payments statement as at 25/03/2026  
 for Cashbook - Current A/c 1 & Business Reserve A/c 2

Bank Statement Account Name(s)	Statement Date	Amount	Balances
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Current Account - Lloyds A/c 1	25/03/2026		27,276.25
Business Reserve Account - Lloyds A/c 2	25/03/2026		1,400.00
Lloyds A/c 2 = Earmarked Funds *			
<b>Total Receipts</b>			<b>28,676.25</b>

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				1,311.68
Less - Payments made A/c1 - August				0.00
Less - Payments made A/c1 - Sept				2,378.41
Add - Receipts during September				11,000.00
Less - Payments made A/c1 - Oct				1,524.67
Less - Payments made A/c1 - Nov				1,689.95
Less - Payments made A/c1 - Dec				0.00
Less - Payments made A/c1 - Dec - Loan				2,732.22
Less - Payments made A/c1 - Dec / Jan				2,777.66
Less - Payments made A/c1 - Feb				876.47
Add - Receipts during March				2,749.49
Less - Payments made A/c1 - Mar				1,179.72
<b>General Funds as per Bank Statement</b>				<b>13,656.71</b>

Movement on A/c1 Mar	Receipts	Payments	Movement +/-
Receipts against Payments	27,276.25	25,307.40	1,968.85

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	11,000.00
13/03/2026 Receipt A/c1	Zurich Insurance	Claim settlement	2,749.49
			<b>27,276.25</b>

<b>25/03/2026 Earmarked Funds receipts *</b>			
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	50.00
Sports & Recreation Field	Account 2	Receipts	0.00
Recreation Field rental income	Account 2	Receipts	1,350.00
BOTHER Climate emergency	Account 2	Receipts	0.00
Neighbourhood Development Plan (NDP)	Account 2	Receipts	0.00
			<b>1,400.00</b>

<b>25/03/2026 Earmarked Funds payments</b>			
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 Mar 2026			<b>0.00</b>

### C Bank reconciliation and Earmarked Funds (EMF) balances as 25<sup>th</sup> Mar 2026

Current Account Lloyds A/c1 £ 13,657  
Business Reserve Lloyds A/c2 £ 11,256  
Bank Reconciliation balance £ 24,913

Bank Reconciliation statement as at 25/03/2026  
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	25/03/2026		13,656.71
Business Reserve Account - Lloyds A/c 2 A/c 2 = Earmarked Funds *	25/03/2026		11,255.81
<b>Total balance</b>			<b>24,912.52</b>

Unpresented Cheques (Minus)		0.00	0.00
			24,912.52
Receipts not banked / Cleared (Plus)		0.00	0.00
			24,912.52
		Balance per Cash Book is :-	24,912.52
		Difference is :-	0.00
General Funds as per Bank Statement		Available General Funds	13,656.71

25/03/2026 Earmarked Funds *		
Big Event / Christmas Fayre		3,921.00
Big Event / Assets / Grants		0.00
Community Capacity Fund Grant		0.00
Playground equipment fund		50.00
Sports & Recreation Field		633.92
Recreation Field rental income		2,175.00
BOTHER climate emergency response		108.23
Local Elections Fund 2025		3,000.00
Neighbourhood Development Plan (NDP)		1,418.66
Lloyds bank charges		-51.00
RFO 25th Mar 2026		11,255.81

#### D Monthly budget monitoring balances as 25<sup>th</sup> Mar 2026

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

YEAR END 2025-2026

Period 12 - Mar

Lloyds Current Account A/c 1 - 38772468	Budget 2024 2025 *	Expenditure as at 26/03/25	Budget 2025 2026 *	Expenditure as at 25/03/26	Budget available
<b>Expenditure</b>					
Clerk's Salary & Locum expenses	3,750	4,212	4,201	4,348	-147
HMRC	936	1,056	1,000	1,087	-87
		5,268	5,201	5,435	-234
<b>General &amp; Administration</b>					
Postage & Admin Office	300	324	315	366	-51

allowance					
Legal / Website & Bank charges	500	335	500	422	78
Professional fees & Subscriptions	600	918	970	990	-20
Elections & Adverts (see EMF A/c2)	2,000	0	250	322	-72
Training & Expenses	250	159	300	227	73
		1,736	2,335	2,327	8
<b>Contracts</b>					
Grass cutting	6,550	6,470	7,250	6,270	980
Dog bin cleansing	750	728	750	728	22
Insurance	1,100	972	1,100	1,036	64
Play Equipment inspections	400	191	500	196	304
Loan Repayments (PWLB)	5,464	5,464	5,464	5,464	0
Maintenance & Equipment	3,000	2,029	3,000	467	2,533
		15,854	18,064	14,161	3,903
<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	30	970
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	2,820	4,120
* includes Projects, Bother & (CAT)					
<b>Total Budget £4,250</b>					
<b>Total Payments</b>	<b>30,500</b>	<b>23,904</b>	<b>30,500</b>	<b>24,743</b>	<b>7,797</b>
<b>Vat to date 2025 2026 A/cs 1 &amp; 2</b>				<b>564</b>	
				<b>25,307</b>	

RFO 25th Mar 2026

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> Mar 2026

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

Date 31st March 2026

Botus Fleming PC Current Year 2025/2026

Period 12

Loan Payments statement  
for Cashbook - Current A/c 1

Bank Statement Account Name(s)	Statement Date	Loan advance	Payments	Balance to pay
	31/03/2026		Principal & Interest	
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			2,732.22	46,324.99
Interest 2024/2025			515.10	46,840.09
<b>Total Loan amount outstanding</b>				<b>46,840.09</b>

\* PWLB less loan admin fee £25

## 1689 Planning

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

**Planning Application NEW – One received**

**Application** PA26 / 00940  
**Location** Roodcroft Waste management Roodcroft Hatt Saltash  
**Proposal** Waste management facility and associated activities, including the erection and operation of a wash plant, raising the height of the existing waste materials building, extension to the workshop and provision of a sustainable drainage scheme.  
**Grid Ref** 239488 / 61502

**Planning Application Decisions – None received**

**Planning Application for Information – None received**

**Planning Application received after Agenda issue – To be advised**

## 1690 Recreation Field

## 1691 Councillors reports (Report 1691 (i) previously circulated)

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

## 1692 Clerk's items – Assertion 10

1692 (i) To adopt the I.T. Policy

1692 (ii) To note the Compliance statement and Risk Assessment matrix

1692 (iii) Councillors to provide a signed copy of the I.T. Policy

## 1693 Correspondence –

**Q.** Hello, was wondering if there is any allotments in the parish. If not is there any plans for the future.

Thankyou.

**A.** Dear .....

I am afraid that there are no Allotments in the parish, and currently no plans.

The parish would like to offer the facility at some stage in the future however there is quite a lot of planning and law involved in the process.

Have you tried Saltash Town Council. There is probably a waiting list for allotment users.

Regards.

**1694 Date of next meeting.**

**The next Meeting of the Council will be the Annual Parish Meeting (APM) at 6.00pm on 22<sup>nd</sup> April 2026 which will immediately be followed by Public Meeting. 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.***

**1695 End of meeting**