



## **The Annual Meeting of the Parish Council**

**Wednesday 27<sup>th</sup> May 2026**

**Present: Councillor Edwards (Chair)**

**Councillors Robinson, Venables, Walton, White & Willey (Vice Chair).**

**Also in attendance:**

Christopher Cook - Parish Clerk & Responsible Financial Officer.

Members of the public: **6**

Members of the public were permitted to speak on each Agenda item for a period of 3 minutes. This meeting was advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media, and members of the public. The public were advised that whilst every effort is taken to ensure that members of the public would not be filmed, it could not be guaranteed.

**Minutes 27<sup>th</sup> May 2026**

### **1711/2026 Chair's Welcome & Announcements**

Cllr Edwards (Chairman) welcomed residents to the Public Meeting of the Parish Council and delivered Health and Safety housekeeping rules.

Social distancing and Covid-19 measures were observed, such as ventilation.

No one recorded the meeting.

### **1712 (a) Election of Chairman (LGA 1972 Sect.15 (1))**

Cllr Edwards was nominated by Cllr White, seconded Cllr Willey.

**There being no other nominations, Councillors resolved that Cllr Edwards be elected as Chairman for the year to May 2027.**

**The Declaration of Acceptance Form to be signed by the Chairman on 22<sup>nd</sup> July 2026.**

### **1712 (b) Election of a Vice Chairman (LGA 1972 Sect.15 (1))**

Cllr Willey was nominated by Cllr Edwards, seconded Cllr Venables.

**There being no other nominations, Councillors resolved that Cllr Willey be elected as Chairman for the year to May 2027.**

**The Declaration of Acceptance Form to be signed by the Vice Chairman on 22<sup>nd</sup> July 2026.**



**1713 Public participation**

**Cornwall Councillor Paul Cador -**

For the last year it has been non-stop, along with learning the role that I hold, I have been meeting Residents, Groups, Charities, I became the Vice Chairman of the Saltash and District RBL.

Committee's that I joined and participate with are Licencing, Miscellaneous Licencing, Emergency Drivers Committee and CIFCA (Cornwall Inshore Fisheries & Conservation Authority)

Other committee's I am on are -

**Community Area Partnership (CAP)  
Safer 38  
Safer Saltash.**

Parish and Town Councils I represent are –

**Landulph  
Botus Flemming  
Landrake  
and Saltash TC.**

It's been an honour attending as and when I can, but one of the problems I have in attending is because, I also work shift with the MOD at The Royal Citadel in Plymouth.

At the beginning of my term I was given a community Chest to the value of £1400.

This was used for the following.

**Cornwall Councillor Community Chest Grants 2025/26 – Paul Cador CC**

<b>Applicant</b>	<b>Amount</b>
<b>Sir Robert Geffery's School &amp; Community Farm</b> Maintenance equipment and children's outdoor toys	<b>£500</b>
<b>Saltash Veterans</b> Monthly support sessions	<b>£450</b>
<b>Cornwall International Male Choral Festival</b> Festival 2026	<b>£225</b>
<b>Cornwall Blood Bikes</b> Equipment	<b>£225</b>
<b>Total of allocated funds:</b>	<b>£1400</b>
<b>Total of remaining funds:</b>	<b>0</b>



My Community Chest has been restocked with the same £1400. If you know of any good causes that may need help, Please contact me.

An update from Bloor Homes ref the new roundabout on the A388, they will be in contact via the planning officer ref a meeting to talk about a potential Footpath going up the road to the A38.

Cllr Cadour confirmed that the new Stoketon Cross roundabout was due to open in Autumn 2026.

Councillors **resolved** to note Cllr Cadour's report.

A resident addressed the long-running Orchard Meadow road development stating that a meeting had taken place with the Contractor and Council Officials who appeared not to have addressed the points of concern raised in connection with Easements (access & egress) and also utilities needed for the development. The resident intended to have an appointment with the Citizen's Advice Bureau and to determine Legal advice.

A resident thanked Cllr Cadour for the tidying up of the Waitrose roundabout. The roundabout is maintained by National Highways therefore only they have control as to when any grass cutting work is carried out.

It was brought to the attention of the Parish Councillors that a site meeting would be arranged in connection with Planning Application PA26/01784 (Erection of livestock building at Land East of Villaton Court Farm Hatt). The applicants wish to discuss the development further. The Parish Council considered the application at the Public Meeting 22<sup>nd</sup> April 2026 submitting their comments to the Cornwall Council Planning portal with the decision not to support the application.

Mr Fletcher (the Parish Council's Tree Warden) requested that the Council's contractor carry out some strimming work to the tree plantation area. The Chairman Cllr Edwards agreed to this request confirming that the expenditure for this work was budgeted for as advised by the (RFO).

The Tree Warden also noted that Hatt roundabout, managed by Cormac highways, had a cut and collect process when cutting the grass, and that grass cutting starved the process and development of wild flowers.

Councillors **resolved** to note this report.

#### **1714 To receive Apologies for Absence and approve the reasons given**

Cllr Smith (holiday – Parish Council informed)

Cllr Ellis (absent – no apologies)

Councillors **resolved** to note.

#### **1715 Declarations of Interest**

Councillors **resolved** that no Councillors declared pecuniary or non-pecuniary interests.



Councillors **resolved** that no Councillors were liable for Written Dispensations or Gifts.

**1716 Minutes of the Public Meeting 22<sup>nd</sup> April 2026**

Draft Minutes 22<sup>nd</sup> April 2026 – Proposed Cllr Edwards (Chairman), Seconded Cllr Walton.  
All agreed.

Councillors **resolved** to approve the draft Minutes.

**1717 Matters arising from the draft Minutes for report purposes only.**

None

**1718 A Report from Cornwall Councillor Paul Cador**

See item 1713.

**1719 Finance**

**A Accounts for Payment May 2026**

Cllr Edwards (Chairman) proposed, Cllr Robinson seconded the approval of the Accounts for payment. All agreed.

Councillors **resolved** to approve the accounts for payment.

**B Direct bank Payments & Receipts for information**

Receipts **Account1** 2026/2027 **£11,814.46**

Receipts **Account2** 2026/2027 **£0.00**

**Total Receipts all Accounts 2026/2027 £11,814.46**

Councillors **resolved** to note.

**C Bank reconciliation and Earmarked Funds (EMF)**

The General Account balance was reported as **£18,766.55** and the Earmarked Funds as **£11,246.81**. Total Funds **£30,013.36**.

**D Monthly budget monitoring balances report**

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

Councillors **resolved** to note items 1719 (B) (C) & (D) as specified in the agenda.



**E Public Works Loan Board Statement May 2026**

Councillors **resolved** to note the Loan amount outstanding **£46,840.09**

**1720 Planning <http://planning.cornwall.gov.uk/online-applications>**

**Planning Application NEW – Two received**

**Application PA26/02058**  
**Proposal Erection of an agricultural building to be used for dry storage of farm equipment and as animal shelter on existing agricultural land**  
**Location Land South East of Ploughman’s cottage Botus Fleming Saltash**  
**Grid Ref 240940/61603**  
**Application received 21<sup>st</sup> April 2026, extension to 27<sup>th</sup> May 2026 applied for.**

Councillors considered that the development was for a small building, having little impact on the area and had no further comment to make.

Cllr Willey (Vice Chair) proposed, Cllr Robinson) seconded **SUPPORT** for the application. All agreed.

The Council **resolved** to **SUPPORT** Application PA26/02058

**Application PA26/02109**  
**Proposal Outline planning permission with some matters (appearance, landscaping, layout and scale) reserved for erection of up to 35 dwellings.**  
**Location Land adjacent to Sunnybanks Estate Vollards Lane Hatt Cornwall**  
**Grid Ref 239370/61964**  
**Application received 24<sup>th</sup> April 2026, extension to 27<sup>th</sup> May 2026 applied for.**

Councillors considered the following aspects –

- The development of 35 houses (approx. 2 cars per household) would significantly increase the amount of traffic on a congested road area.
- Somewhat ironically BFPC declared a climate emergency in 2020 and an additional 70 plus vehicles and a further erosion of habitats and biodiversity that this development only 2 miles from the major Treledan development would cause is untenable.
- There appears to be no on-site parking arrangements.
- Landscaping features mentioned appear superficial allowing for the land to be developed further with housing.
- The road plan does not mention any sort of access to the development. A proper pavement would need to be created for pedestrian access. Ownership of the land for creating a suitable paved area is in question.
- It will have a detrimental impact on local wildlife habitats and biodiversity. The removal or disturbance of these habitats through residential development would have a severe negative environmental impact and could potentially affect protected or priority species.



- As the Treledan Housing development has been completed and only about 2 miles away from the Sunnybanks Estate Vollards Lane, why are more dwellings required?
- 35 more open market properties is unnecessary.
- Infrastructure – the area is already running at capacity regarding sewage & water utilities, and there is no sewage pumping station mentioned in the new development other than siphoning sewage over land to another area which is running at capacity.

Cllr Willey (Vice Chair) proposed, Cllr Walton seconded NOT to SUPPORT for the application. All agreed.

The Council **resolved** NOT to SUPPORT Application PA26/02109.

### **Planning Application Decisions – None received**

### **Planning Application for Information – None received**

### **Planning Application received after Agenda issue – None received.**

Councillors **resolved** to note all planning matters.

### **1721(i) Resolutions**

1. To receive a Financial Statement for the year ending 31<sup>st</sup> March 2026
  - (a) To receive the Internal Auditor's Report and note its contents
  - (b) To approve the Annual Governance Statement (Section 1)
  - (c) To approve the Accounting Statement (Section 2)
  - (d) To set the commencement date for the exercise of Public Rights (documents (b), (c) to be signed 12<sup>th</sup> May 2026)

Resolution – Conflict of Interest confirmation required by External Auditors

Cllr Edwards (Chairman) proposed, Cllr Willey (Vice Chairman) seconded acceptance of the AGAR Sections 1 & 2 presented by the (RFO) and the Conflict of Interests return. All agreed.

Councillors **resolved** to approve item 1721 (b), (c) and Conflict of Interests Form. These forms were signed and completed by the Chairman & (RFO).

Councillors **resolved** to note item 1721 (a) & (d).

2. The General Power of Competence – The original report from the Parish Clerk 14<sup>th</sup> May 2024 refers. New General Power of Competence to be approved post Local Elections 1<sup>st</sup> May 2025. The Election was uncontested and Landrake with St Erney Parish Council have a complement of 8 Councillors. 2 Councillors will be required to fill the vacancies by co-option. Landrake with St Erney Parish Council meet the 2/3rds criteria of elected Councillors.

- (i) That the Council confirms that it meets the two required criteria for eligibility at the time of this Meeting to exercise the General Power of Competence (GPC).
- (ii) That the Council resolves to adopt to use the General Power of Competence.



The above conditions of an Electoral mandate and (CiLCA) qualified Clerk for (GPC) remain in force at 19<sup>th</sup> May 2025. (Prescribed conditions order 2012 (SI 2012 965) Paragraph 2 for Resolution to be passed.

Councillors **resolved** to reaffirm and adopt procedures under Item 2 above and note that the Parish Council qualifies for the (GPC) power.

#### **1721(ii) Governance**

1. Review of Policies & Procedures due May 2026
2. Model Publications Scheme 2026 (for information)
3. Review of the Parish Council's Insurance Portfolio & Asset Register 2026.
4. To confirm the re-appointment of a (CALC) registered auditor as the Parish Council's Internal Auditor.
5. Councillor's representatives and Committees 2026/2027.
6. Review Council Banking arrangements & Signatories to account.
7. To appoint the Parish Clerk as the section 151 Finance Officer for 2026/2027.
8. To adopt the Model Standing Orders (NALC) updated 2025.
9. To reaffirm the Model Financial Regulations (NALC) 2024 adopted 22<sup>nd</sup> May 2024

Items 1 – 9 were as explained by the Parish Clerk with little in the way of changes or amendments. All agreed.

Councillors **resolved** to adopt the Governance procedures and make the appointments as listed without change.

#### **1722 Recreation Field**

Cllr Willey (Vice Chair) offered to order the new swing seats and shackles and also to renew some of the picnic benches which were showing signs of age and deterioration (see item 1723 (i)). The expenditure for these purchases would be considered by way of quotation and would be funded from the Recreation Field (EMF) reserve account with a budget of approx. £3,100.

Cllr Venables offered the services of one of his staff at Brunel recycling services to carry out general concrete base works for the new benches and also installation of the new dog-waste bin. An estimate of costs for this work to be for the (RFO) and for the Council to consider. Councillors thanked Cllr Venables for this offer of assistance.

Councillors **resolved** to note this report.

#### **1723 (i) Asset Maintenance Audit**

Cllr White acknowledged that Cllr Willey (Vice Chair) would be ordering new swing seats and mechanisms and would also review the cost of replacing the slide, and seeking replacement picnic bench cost estimates.

A noticeboard had been ordered for Hatt village (similar to the installation at Botus Fleming crossroads), with delivery expected in June 2026. The current Hatt noticeboard could be resited to the Recreation Field, should remedial repairs to the noticeboard be successful. Alternatively, a new smaller noticeboard would be provided by the Parish Council.

Councillors **resolved** to note this report



Item 1723 (i) can be viewed under ‘Reports’ at [www.botusfleming.org.uk](http://www.botusfleming.org.uk)

**1723 (ii) Other Councillor reports - Defibrillator**

Cllr Walton advised Councillors that there was no further update regarding defibrillator training.

Councillors **resolved** to note this report.

**1724 Clerk’s items & Correspondence**

(i) **Draft Minutes of the Annual Parish Meeting 22<sup>nd</sup> April 2026 are posted on the Council’s website. Minutes can be viewed at [www.botusfleming.org.uk](http://www.botusfleming.org.uk)**

(ii) **St. Mary’s Hall hire charges for Public Meetings Donation**

Cllr. Edwards (Chairman) proposed, Cllr Willey (Vice Chair) seconded a donation of £800, this representing an uplift of 6% on £750 . All agreed.

(iii) **Display of 2026 Employers’ Liability Insurance certificate at St. Mary’s Hall.**

Councillors **resolved** to note with no correspondence from residents.

Councillors discussed the date of the next Public Meeting planned for the 10<sup>th</sup> June 2026 to accommodate the Clerk being on holiday, and agreed to cancel the meeting until the 22<sup>nd</sup> July 2026, subject to any extraordinary meeting required to consider new Planning Applications that may be received during June.

**1725 Date of next meeting**

The next Meeting of the Council will be the **Public Meeting on Wednesday 22<sup>nd</sup> July 2026 at 7:30pm in the St Mary’s Church Hall (covid safe).**

**The planned Public Meeting 10<sup>th</sup> June 2026 is CANCELLED.**

The Parish Council would continue to follow any instructions from CALC concerning the COVID -19 situation in connection with forthcoming Public Meetings. The choice to meet face to face was now an option with safety guidelines applying.

Please refer to [www.botusfleming.org.uk](http://www.botusfleming.org.uk) for further details.

**End of meeting 20:55**

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**Signed  
(Chairman)**

**Date**