

# 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 10<sup>th</sup> June 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  
3<sup>rd</sup> June 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 1727 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 | 10 June 2026

### **1726/2026 Chair’s Welcome & Announcements**

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

### **1727 Public participation**

**1728 To receive Apologies for Absence and approve the reasons given. (LGA 1972 s85(1))**

### **1729 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.

**1730 To approve and sign as a correct record the draft Minutes of the Annual Meeting of the Parish Council held on Wednesday 27<sup>th</sup> May 2026. (LGA 1972 sch.12.para 41(1))**

**1731 Matters arising from the Minutes for report purposes only.**

**1732 A Report from Cornwall Councillor Paul Cadour (Update for July Meeting)**

### **1733 Finance**

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

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

#### **Payments Schedule**

**10 June 2026**

**Period 3**

<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>BACs ref.</b>	<b>£</b>
10/06/2026	Christopher Cook	Salary	501	363.42
10/06/2026	HMRC	PAYE	502	90.80

10/06/2026	Christopher Cook	Office allowance contractual	503	26.00
10/06/2026	St. Marys PCC Hall Committee	Church Hall room hire donation	504	800.00
10/06/2026	Ally Hill property maintenance	Grass cutting (May)	505	730.00
10/06/2026	Zurich Insurance	Insurance portfolio premium renewal	506	1,140.30
10/06/2026	Public Works Loan Board	Loan repayment instalment	DD	2,732.22
10/06/2026	Lloyds Bank	Bank charges (June)	DD	4.25
<b>All BACs payment amounts today</b>				<b>£ 5,886.99</b>

## B Direct bank Payments & Receipts for information

All bank receipts for this period **£375.00** Total receipts **2026/2027** are **£12,189.46**

Total receipts **Account 1** 2026/2027 are **£11,814.46**

Total receipts **Account 2** 2026/2027 are **£ 375.00**

Date 10th June 2026

Botus Fleming PC Current Year 2026/2027

Period 3

Receipts & Payments statement as at 10/06/2026

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	10/06/2026		11,814.46
Business Reserve Account - Lloyds A/c 2	10/06/2026		375.00
Lloyds A/c 2 = Earmarked Funds *			
<b>Total Receipts</b>			<b>12,189.46</b>

Available General Funds from 31st March			13,656.71
Less - Payments made A/c1 - Apr			5,087.42
Add - Receipts during April			11,814.46
Less - Payments made A/c1 - May			1,617.20
Less - Payments made A/c1 - June			3,154.77
Less - Payments made A/c1 - June - Loan			2,732.22
Less - Payments made A/c1 - July			0.00
Less - Payments made A/c1 - August			0.00
Less - Payments made A/c1 - Sept			0.00
Add - Receipts during September			0.00
Less - Payments made A/c1 - Oct			0.00
Less - Payments made A/c1 - Nov			0.00
Less - Payments made A/c1 - Dec			0.00
Less - Payments made A/c1 - Dec - Loan			0.00
Less - Payments made A/c1 - Dec / Jan			0.00
Less - Payments made A/c1 - Feb			0.00
Less - Payments made A/c1 - Mar			0.00
<b>General Funds as per Bank Statement</b>			<b>12,879.56</b>

Movement on A/c1 June	Receipts	Payments	Movement +/-
Receipts against Payments	11,814.46	12,591.61	-777.15

Precept payment due 7/4/26 £11,250.00

Precept payment due 7/9/26 £11,250.00

07/04/2026 Receipt A/c1	Cornwall Council	Precept April 2026	11,250.00
09/04/2026 Receipt A/c1	HMRC	Vat recovery claim	564.46
14/09/2026 Receipt A/c1	Cornwall Council	Precept Sept 2026	0.00
			<b>11,814.46</b>

<b>10/06/2026 Earmarked Funds receipts *</b>				
Big Event / Christmas Fayre / Assets	Account 2		Receipts	0.00
Community Capacity Fund Grant	Account 2		Receipts	0.00
Playground equipment fund	Account 2		Receipts	0.00
Recreation Field maintenance	Account 2		Receipts	0.00
Recreation Field rental income	Account 2		Receipts	375.00
Neighbourhood Development Plan (NDP)	Account 2		Receipts	0.00
				<b>375.00</b>

<b>10/06/2026 Earmarked Funds payments</b>				
Big Event / Christmas Fayre / 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
Neighbourhood Development Plan (NDP)	Account 2		Payments	0.00
RFO 10th June 2026				<b>0.00</b>

**C Bank reconciliation and Earmarked Funds (EMF) balances as at the 10<sup>th</sup> June 2026**

Current Account Lloyds A/c1 £ 12,881  
Business Reserve Lloyds A/c2 £ 11,622  
Bank Reconciliation balance £ 24,503 (rounded)

Date 10th June 2026

Botus Fleming PC Current Year 2026/2027

Period 3

Bank Reconciliation statement as at 10/06/2026  
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	10/06/2026		12,879.56
Business Reserve Account - Lloyds A/c 2 A/c 2 = Earmarked Funds *	10/06/2026		11,622.00
<b>Total balance</b>			<b>24,501.56</b>

<b>Unpresented Cheques (Minus)</b>	<b>0.00</b>	<b>0.00</b>
		<b>24,501.56</b>
<b>Receipts not banked / Cleared (Plus)</b>	<b>0.00</b>	<b>0.00</b>
		<b>24,501.56</b>
	<b>Balance per Cash Book is :-</b>	<b>24,501.56</b>
	<b>Difference is :-</b>	<b>0.00</b>
<b>General Funds as per Bank Statement</b>	<b>Available General Funds</b>	<b>12,879.56</b>

<b>10/06/2026 Earmarked Funds *</b>		
Big Event / Christmas Fayre / Assets		3,921.00
Community Capacity Fund Grant		0.00
Playground equipment fund		50.00
Recreation Field maintenance		638.00
Recreation Field rental income		2,550.00
BOTHER climate emergency response		108.00
Local Elections Fund 2029		3,000.00

Neighbourhood Development Plan (NDP)	1,364.00
Lloyds bank charges	-9.00
RFO 10th June 2026	11,622.00

## D Monthly budget monitoring balances at the 10<sup>th</sup> June 2026

Summary Expenditure Account      Year ended 31st March 2027      Monthly Budget monitoring

YEAR END 2026-2027  
Period 3 - June

Lloyds Current Account A/c 1 - 38772468	Budget 2025 2026 *	Expenditure as at 25/03/26	Budget 2026 2027 *	Expenditure as at 10/06/26	Budget available
<b>Expenditure :</b>					
<b>Salaries</b>					
Clerk's Salary & Locum expenses	4,201	4,348	4,380	1,089	3,291
HMRC	1,000	1,087	1,116	273	843
	<b>5,201</b>	<b>5,435</b>	<b>5,496</b>	<b>1,362</b>	<b>4,134</b>
<b>General &amp; Administration</b>					
Postage & Admin Office allowance	315	366	330	103	227
Legal / Website charges	500	422	600	45	555
Professional fees & Subscriptions	970	990	1,010	567	443
Elections & Adverts (see EMF A/c2)	250	322	250	0	250
Training & Expenses	300	227	300	0	300
	<b>2,335</b>	<b>2,327</b>	<b>2,490</b>	<b>715</b>	<b>1,775</b>
<b>Contracts</b>					
Grass cutting	7,250	6,270	7,500	1,920	5,580
Dog bin cleansing	750	728	750	0	750
Insurance	1,100	1,036	1,200	1,070	130
Play Equipment inspections	500	196	500	257	243
Loan Repayments (PWLB)	5,464	5,464	5,464	2,732	2,732
Maintenance & Equipment	3,000	467	8,000	2,943	5,057
	<b>18,064</b>	<b>14,161</b>	<b>23,414</b>	<b>8,922</b>	<b>14,492</b>
<b>Other Payments</b>					
Grants & Donations	750	750	1,250	800	450
Newsletter printing	400	0	300	0	300
Projects & S.137 wreath	1,000	30	0	0	0
Contingency Reserve	1,000	0	250	0	250
Big Event (see EMF)	1,000	0	0	0	0
Neighbourhood Dev. Plan	250	0	250	0	250
BOTHER (ceased Apr 2026)	500	0	0	0	0
Lloyds bank charges			50	12	38
Receipts £564.46 Vat claim	<b>4,900</b>	<b>780</b>	<b>2,100</b>	<b>812</b>	<b>1,288</b>
Vat claim '25'26		2,040			
<b>Total Payments</b>	<b>30,500</b>	<b>24,743</b>	<b>33,500</b>	<b>11,811</b>	<b>21,689</b>
<b>Vat to date 2026 2027</b>		<b>564</b>		<b>779</b>	
		<b>25,307</b>		<b>12,590</b>	

RFO 10th June 2026

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

## E Public Works Loan Board – Loan Statement 10<sup>th</sup> June 2026

Public Works Loan Board – Loan amount outstanding £44,599.69

Date 30th June 2026

Botus Fleming PC Current Year 2026/2027

Period 3

Loan Payments statement  
for Cashbook - Current A/c 1

Bank Statement Account Name(s)	Statement Date	Loan advance	Payments	Balance to pay
	10/06/2026		Principal & Interest	
<b>Current Account - Lloyds A/c 1</b>	<b>24/06/2020</b>			
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
Direct Debit payment - 25/6/2026			2,732.22	44,107.87
Interest 2025/2026			491.82	44,599.69
<b>Total Loan amount outstanding</b>				<b>44,599.69</b>

**1734 Planning**

**New Planning Applications – Two received**

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

**Application PA26/03325**

**Proposal Proposed change of use of public house into children's day Nursery and restaurant/cafe**

**Location The Croft Hatt Saltash PL12 6PJ**

**Grid Ref 239812/61622**

**Application received 2<sup>nd</sup> June 2026.**

**Application PA26/02976**

**Proposal Erection of livestock building**

**Location Land at Hatt (SX397627) Saltash**

**Grid Ref 239772/62704**

**Application received 28<sup>th</sup> May 2026.**

**Planning Application Decisions – None received**

**Planning Application – For Information**

Planning Application received after Agenda issue – To be advised

1735 Recreation Field

1736 Councillors reports (Report (i) previously circulated)

(i) Asset maintenance audit (to be advised)

(ii) Other Councillor reports

1737 Clerk's items

1738 Correspondence

**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.*

1739 Date of next meeting.

The next Meeting of the Council will be the Public Meeting on Wednesday 22<sup>nd</sup> July 2026. The Meeting will be held at the St. Marys church hall, Botus Fleming commencing at 7:30pm

1740 End of Meeting