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 30th September 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 A. R. Cook (CiLCA) (PIALC)

Christopher A. R. Cook
Clerk to the Council
21st September 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 1772 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 | 30 September 2026

1771(a) /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.

1772 Public participation

1773 To receive Apologies for Absence and approve the reasons given. (LGA 1972 s85(1))

1774 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.

1775 To approve and sign as a correct record the draft Minutes of the Public Meeting held on Wednesday 26th August 2026. (LGA 1972 sch.12.para 41(1))

1776 Matters arising from the Minutes for report purposes only.

1777 A Report from Cornwall Councillor Paul Cador

1778 Finance

A Accounts for Payment.

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

Payments Schedule **30 September 2026** **Period 6**

Date	Payee	Description	BACs ref.	£
30/09/2026	Christopher Cook	Salary	520	363.22
30/09/2026	HMRC	PAYE	521	91.00

30/09/2026	Christopher Cook	Office allowance contractural	522	26.00
30/09/2026	Information Commissioner	Data Protection annual fee	DD	47.00
30/09/2026	Ally Hill property maintenance	Grass cutting (Aug)	523	780.00
30/09/2026	BDO LLP	External Auditors fee	524	252.00
30/09/2026	Miss R A Escott	Swing purchase and installation	525	237.60
30/09/2026	WesternWeb Limited	Renewal of cloud email account	526	186.00
30/09/2026	Lloyds Bank	Bank charges (Sept)	DD	4.25
All BACs payment amounts today				**£ 1,987.07**

B Direct bank Payments & Receipts for information

All bank receipts for this period **£11,250** Total receipts **2026/2027** are **£24,544**
Total receipts **Account 1** 2026/2027 are **£24,169**
Total receipts **Account 2** 2026/2027 are **£ 375**

Date 30th Sept 2026 **Botus Fleming PC Current Year 2026/2027** **Period 6**
Receipts & Payments statement as at 30/09/2026
Current A/c 1 & Business Reserve A/c 2

Bank Statement Account Name(s)		Statement Date		Amount	Balances
Current Account - Lloyds A/c 1		**30/09/2026**			**24,169.06**
Business Reserve Account - Lloyds A/c 2		**30/09/2026**			**375.00**
Lloyds A/c 2 = Earmarked Funds *					
Total Receipts					**24,544.06**

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					**5,531.62**
Less - Payments made A/c1 - August					**2,551.99**
Add - Receipts during August					**1,104.60**
Less - Payments made A/c1 - Sept					**1,987.07**
Add - Receipts during September					**11,250.00**
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**
General Funds as per Bank Statement					**15,163.48**

Movement on A/c1 September		**Receipts**		**Payments**	**Movement +/-**
Receipts against Payments		**24,169.06**		**22,662.29**	**1,506.77**

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**

10/08/2026 Receipt A/c1		Donation		Recreation Field	1,104.60
14/09/2026 Receipt A/c1		Cornwall Council		Precept Sept 2026	11,250.00
					24,169.06

30/09/2026 Earmarked Funds receipts *					
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
					375.00

30/09/2026 Earmarked Funds payments					
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 30th Sept 2026					0.00

C Bank reconciliation and Earmarked Funds (EMF) balances as at the 30th Sept 2026

Current Account Lloyds A/c1 £ 15,163
Business Reserve Lloyds A/c2 £ 11,605
Bank Reconciliation balance £ 26,768

Date 30th Sept 2026 Botus Fleming PC Current Year 2026/2027 Period 6

Bank Reconciliation statement as at 30/09/2026
Current A/c 1 & Business Reserve A/c 2

Bank Statement Account Name(s)	Statement Date	Amount	Balances
Current Account - Lloyds A/c 1	30/09/2026		15,163.48
Business Reserve Account - Lloyds A/c 2	30/09/2026		11,604.81
A/c 2 = Earmarked Funds rounded *			
Total balance			26,768.29

Unpresented Cheques (Minus)		0.00	0.00
			26,768.29
Receipts not banked / Cleared (Plus)		0.00	0.00
			26,768.29
	Balance per Cash Book is :-		26,768.29
	Difference is :-		0.00
General Funds as per Bank Statement	Available General Funds		15,163.48

30/09/2026 Earmarked Funds *		
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		-26.00
Total funds (rounded)		11,605.00
RFO 30th Sept 2026		

D Monthly budget monitoring balances at the 30th September 2026

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

YEAR END 2026-2027
Period 6 - September

Lloyds Current Account A/c 1 - 38772468	Budget 2025 2026 *	Expenditure as at 25/03/26	Budget 2026 2027 *	Expenditure as at 30/09/26	Budget available
Expenditure :					
Salaries					
Clerk's Salary & Locum expenses	4,201	4,348	4,380	2,178	2,202
HMRC	1,000	1,087	1,116	546	570
	5,201	5,435	5,496	2,724	2,772
General & Administration					
Postage & Admin Office allowance	315	366	330	201	129
Legal / Website charges	500	422	600	200	400
Professional fees & Subscriptions	970	990	1,010	824	186
Elections & Adverts (see EMF A/c2)	250	322	250	0	250
Training & Expenses	300	227	300	37	263
	2,335	2,327	2,490	1,262	1,228
Contracts					
Grass cutting	7,250	6,270	7,500	4,460	3,040
Dog bin cleansing	750	728	750	500	250
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	7,091	909
	18,064	14,161	23,414	16,110	7,304
Other Payments					
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	25	25
Receipts £564.46 Vat claim	4,900	780	2,100	825	1,275
Vat claim '25'26		2,040			
Total Payments	30,500	24,743	33,500	20,921	12,579
Vat to date 2026 2027		564		1,741	
		25,307		22,662	

RFO 30th Sept 2026

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

E Public Works Loan Board – Loan Statement 30th September 2026

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

Date 30th Sept 2026 **Botus Fleming PC Current Year 2026/2027** **Period 6**

Loan Payments statement
for Cashbook - Current A/c 1

Bank Statement Account Name(s)		Statement Date 30/09/2026	Loan advance	Payments Principal & Interest	Balance to pay
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
Direct Debit payment - 25/6/2026				2,732.22	44,107.87
Interest 2025/2026				491.82	44,599.69
Direct Debit payment - 24/12/2026				2,732.22	41,867.47
Interest 2025/2026			ESTIMATE	466.93	42,334.40
Total Loan amount outstanding					42,334.40

F External audit process 2025/2026

(1) External auditor's report and Certificate – posted 7th September 2026
(2) Notice of conclusion of audit – posted 7th September 2026

1779 Planning

New Planning Applications – One received
Application link http://planning.cornwall.gov.uk/online-applications

Application **PA26/05191**
Proposal **Erection of a self-build detached dwelling (alternative design For Plot 2 approved under Planning permission PA25/05737**

Location **Orchard Meadow Hatt Saltash**
Grid ref **239767/61926**

Planning Application Decisions – Two received

Application **PA26/03297**
Proposal **Change of use from dwelling (Class C3) to 2 supported Living units (Sui Generis)**
Location **20 Sunnybanks Hatt Saltash PL12 6SA**
Grid ref **239407/61988**

Approved with conditions 3rd September 2026

Application **PA25/07153**
Proposal **Construction of house with associated access and landscaping**
Location **Land East of Bidwell House Botus Fleming Cornwall PL12 6NJ**
Grid ref **240523/061275**

Approved with conditions 8th September 2026

Planning Application – For Information

Planning Application received after Agenda issue – To be advised

1780 Recreation Field

1781 Councillors reports (Report (i) previously circulated)

(i) Asset maintenance audit

(ii) Other Councillor reports – defibrillator training

1782 Clerk's items – draft Budget & Precept 2027/28 figures circulated.

Draft figures circulated to Councillors for discussion and resolution at the November meeting.

1783 Correspondence – information as circulated to all Councillors

- **Neighbourhood Priority Statements – September bulletin**
- **Local Government bulletin**
- **Community Area Partnerships (CAPs) meeting details**
- **Government bulletin – LG Reorganisation Plans & Martyn's Law**
- **Town & Parish Council newsletter**
- **NALC news bulletin**
- **RCHT – APM notice engagement fair**
- **Safe A38 meeting agenda**
- **CALC Training – Planning & Enforcement**
- **A38 Stakeholder event**
- **Let's talk about Cornwall survey**
- **Town & Parish Councils Clerk Essentials bulletin**
- **Affordable Housing newsletter**
- **Weed and Public Realm Management**
- **Family history enquiry regarding Hatt (added to HCBB)**

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.

1784 Date of next meeting.

The next Meeting of the Council will be the Public Meeting on Wednesday 28th October 2026. The Meeting will be held at the St. Marys church hall, Botus Fleming commencing at 7:30pm

1785 End of Meeting