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 25th November 2026

Time: 7.30pm

Location: St Mary's Church Hall, Botus Fleming PL12 6NJ

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
16th November 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 1802 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 | 25 November 2026

1801/2026 Chair's Welcome & Announcements

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

1802 Public participation & Council's response

1803 To receive Apologies for Absence and approve the reasons given. (LGA 1972 s85(1))
Please make apologies known to the Clerk prior to the meeting.

1804 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.

1805 To approve and sign as a correct record the draft Minutes of the Public Meeting held on Wednesday 28th October 2026. (LGA 1972 sch.12.para 41(1))

1806 Matters arising from the Minutes for report purposes only.

1807 A Report from Cornwall Councillor Paul Cador

1808 Finance

A Accounts for Payment.

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

Payments Schedule **25 November 2026** **Period 8**

Date	Payee	Description	BACs ref.	£
25/11/2026	Christopher Cook	Salary	534	394.36

26/11/2026	HMRC	PAYE	535	98.60
26/11/2026	Christopher Cook	Office allowance contractural	536	26.00
26/11/2026	Ally Hill property maintenance	Grass cutting (Oct)	537	690.00
26/11/2026	Dave Edwards	Remembrance Wreath **S.137**	538	31.50
26/11/2026	Lloyds Bank	Bank charges (Nov)	DD	4.25
All BACs payment amounts today				**£ 1,244.71**

B Direct bank Payments & Receipts for information

All bank receipts for this period **£0** Total receipts **2026/2027** are **£24,919**
Total receipts **Account 1** 2026/2027 are **£24,169**
Total receipts **Account 2** 2026/2027 are **£ 750**

Date 25th Nov 2026 — **Botus Fleming PC Current Year 2026/2027** — **Period 8**
Receipts & Payments statement as at 25/11/2026
Current A/c 1 & Business Reserve A/c 2

Bank Statement Account Name(s)	**Statement Date**	**Amount**	**Balances**
Current Account - Lloyds A/c 1	**25/11/2026**		**24,169.06**
Business Reserve Account - Lloyds A/c 2	**25/11/2026**		**750.00**
Lloyds A/c 2 = Earmarked Funds *			
Total Receipts			**24,919.06**

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	**1,520.16**
Less - Payments made A/c1 - Nov	**1,244.71**
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	**12,398.61**

Movement on A/c1 November	**Receipts**	**Payments**	**Movement +/-**
Receipts against Payments	**24,169.06**	**25,427.16**	**-1,258.10**

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

25/11/2026 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	750.00
Neighbourhood Development Plan (NDP)		Account 2		Receipts	0.00
					750.00

25/11/2026 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 25th Nov 2026					0.00

C Bank reconciliation and Earmarked Funds (EMF) balances as at the 25th Nov. 2026

Current Account Lloyds A/c1 £ 12,398
Business Reserve Lloyds A/c2 £ 11,971
Bank Reconciliation balance £ 24,369

Date 25th Nov 2026 **Botus Fleming PC Current Year 2026/2027** **Period 8**

Bank Reconciliation statement as at 25/11/2026
Current A/c 1 & Business Reserve A/c 2

Bank Statement Account Name(s)	Statement Date	Amount	Balances
Current Account - Lloyds A/c 1	25/11/2026		12,398.61
Business Reserve Account - Lloyds A/c 2	25/11/2026		11,971.31
A/c 2 = Earmarked Funds rounded *			
Total balance			24,369.92

Unpresented Cheques (Minus)		0.00	0.00
			24,369.92
Receipts not banked / Cleared (Plus)		0.00	0.00
			24,369.92
	Balance per Cash Book is :-		24,369.92
	Difference is :-		0.00
General Funds as per Bank Statement	Available General Funds		12,398.61

25/11/2026 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		2,925.00

BOTHER climate emergency response		108.00
Local Elections Fund 2029		3,000.00
Neighbourhood Development Plan (NDP)		1,364.00
Lloyds bank charges		-35.00
Total funds (rounded)		11,971.00
RFO 25th Nov 2026		

D Monthly budget monitoring balances at the 25th November 2026

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

YEAR END 2026-2027
Period 8 - November

Lloyds Current Account A/c 1 - 38772468	Budget 2025 2026 *	Expenditure as at 25/03/26	Budget 2026 2027 *	Expenditure as at 25/11/26	Budget available
Expenditure :					
Salaries					
Clerk's Salary & Locum expenses	4,201	4,348	4,380	3,122	1,258
HMRC	1,000	1,087	1,116	782	334
	5,201	5,435	5,496	3,904	1,592
General & Administration					
Postage & Admin Office allowance	315	366	330	262	68
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	73	227
	2,335	2,327	2,490	1,359	1,131
Contracts					
Grass cutting	7,250	6,270	7,500	5,880	1,620
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	7,119	881
	18,064	14,161	23,414	17,558	5,856
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	32	-32
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	33	17
Receipts £564.46 Vat claim	4,900	780	2,100	865	1,235
Vat claim '25'26		2,040			
Total Payments	30,500	24,743	33,500	23,686	9,814
Vat to date 2026 2027		564		1,741	
		25,307		25,427	

RFO 25th Nov 2026

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

E Public Works Loan Board – Loan Statement 25th November 2026

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

1809 Planning

New Planning Applications – None received
Application link **http://planning.cornwall.gov.uk/online-applications**

Planning Application Decisions – None received

Planning Application – For Information

Planning Application received after Agenda issue – To be advised

1810 Recreation Field & Playground equipment

1811 Councillors reports (Report (i) previously circulated)

(i) Asset maintenance audit

(ii) CAPs meeting (Parish Council representation)

(iii) Neighbourhood Priority Statements (Engage or Defer)

1812 Clerk's items – Meetings schedule 2027 circulated to Councillors

1813 Correspondence – information as circulated to all Councillors

- **Town & Parish Newsletter – Cornwall local plan consultation**
- **Winter preparedness & Community resilience update**
- **Clerk Essentials – Planning committee referrals reform / Reorganisation**
- **Cornwall Council analysis of 2026 HM Treasury Budget**
- **Planning news for Local Authorities**
- **Cornwall Council FOI request regarding Community Projects**
- **Affordable Housing newsletter**

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.

A Public Bodies (Admission to Meetings) Act 1960
To **Resolve** that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

B Grass cutting Licence agreement renewal April 2027

C Public Bodies (Admission to Meetings) Act 1960
To **Resolve** that the public and press be re-admitted to the meeting.

1814 Date of next meeting.

The next Meeting of the Council will be the Public Meeting on Wednesday 27th January 2027.
The Meeting will be held at the St. Marys church hall, Botus Fleming commencing at 7:30pm

1815 End of Meeting