



PUBLIC MEETING OF THE PARISH COUNCIL

Wednesday 25th November 2020 – VIRTUAL REMOTE MEETING

Present: Councillor Edwards (Chairman) & Willey (Vice Chairman)

Councillors Ellis, Fletcher, Oakes, Robinson, White.

Also in attendance: Christopher Cook - Parish Clerk & Responsible Financial Officer

Members of the public: 2

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 25th November 2020

624/2020 Chair's Welcome & Announcements

Cllr Edwards (Chairman) stated that, although in attendance, Cllr Willey (Vice Chairman) would chair the meeting. (Standing Order 3 (n) applied). Councillors **Resolved** to note. All agreed.

Cllr Willey (Vice Chairman) welcomed residents to the Public Meeting of the Parish Council and delivered Health and Safety housekeeping rules. No members of the public intended recording the Public Meeting. The Chairman explained that the Meeting was being held remotely using Microsoft Teams in which Residents could participate.

625 Public participation

Cllr Jesse Foot requested that Item 630 be brought forward as he had to leave the Public Meeting early. Cllr Willey (Vice Chairman) agreed to move this Item forward. Councillors noted this request. All agreed.

Cllr Foot informed Councillors that Planning Application **PA19/05565** Heckberry Barn proposed residential development would be reported to the Planning Committee and an on-line meeting would take place at 10.00am on 7th December 2020.

Cllr Edwards (Chairman) will attend the Planning Committee meeting to represent the Parish Council and will also provide a precis of the Council's earlier submission dated 27th May 2020.

As County Councillor, Cllr Foot had received specific Covid-19 statistics from Cornwall Council and reported that positive Coronavirus cases were rising in the St. Germans & Landulph area, and that a Bodmin factory had also recorded 200 cases. Cllr. Foot requested that Parish Councillors promote the Government guidelines regarding Covid-19 and to ensure that residents keep to the guidelines, where appropriate.

Councillors noted this report. All agreed. (Cllr. Foot left the Meeting)



Cllr Willey (Vice Chairman) welcomed Margaret Matthews to the Meeting. Margaret, speaking on behalf of the Bother (Botus Fleming and Hatt Environmental Response) group, informed Councillors that the funding for the walkway / cycle path should be paid by Cornwall Council shortly.

The Clerk confirmed that an invoice had been sent for the Sustrans funding amount and that monies when received would be credited to the ear marked BOTHER Council account 2.

Margaret Matthews stated that BOTHER had little in the way of up to date consultation material which could be used to show the extent of support for the eventual construction of a suitable walkway / cycle path that would help any application for grant funding. Margaret enquired as to whether the Parish Council could use a Survey Monkey or possibly produce some flyers in order to engage with the Community and to seek comments on how best to use the funding.

Cllr Fletcher stated that the Parish Council's current Survey Monkey facility, used for the purchase of the Recreation Field consultation process in early 2020, has 2 to 3 months use left and could be used as a one off for BOTHER. Cllr Ellis agreed that consultation was the most appropriate way forward, and Councillors agreed to this in principle.

The Clerk confirmed that a formal **Motion** to use the Survey Monkey should be brought to the next Public Meeting 9th December 2020.

Councillors **Resolved** to note. All agreed.

Cllr Willey (Vice Chairman) welcomed Mr Max Venables to the Public Meeting. Mr Venables advised Councillors that the landfill area at Roodscroft would be at capacity in around 10-15 years time, and that the Roodscroft Business wished to offer the landfill area for use by the local Community perhaps as a golf course, bike park or for Nature Walks.

Roodscroft comprised of 70 acres, the landfill site representing around 35 acres. Cllr Fletcher thanked Mr Venables for the offer as a means of Community engagement.

Cllr Edwards (Chairman) suggested that the Council put together a 'New Year project plan' in conjunction with Roodscroft to evaluate future use of the amenity being offered.

Cllr Oakes pointed out that the landfill site, even after 15 years, would still be subject to on going monitoring and the costs associated with the monitoring would need to be considered in the future.

Councillors **Resolved** to note. All agreed.

626 To receive Apologies for Absence and approve the reasons given

No apologies.

Councillors **Resolved** to note.

627 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.



All noted and agreed.

628 Minutes of the Public Meeting 28th October 2020

The Minutes were a true record of the Meeting held remotely using Microsoft Teams.

Proposed Cllr Ellis, seconded Cllr Robinson

Councillors **Resolved** to note. All agreed.

629 Matters arising from the draft Minutes for report purposes only.

Cllr Fletcher pointed out an addition to the wording in Item 610. The following amendment is made to read;

'He did not feel that a desktop study was adequate and that a site visit should be requested'

Councillors **Resolved** to note this amendment and to accept the Minutes subject to amendment of Item 610. All agreed

630 A Report from Cornwall Councillor Jesse Foot

See above at Item 625 before Public Participation.

Councillors **Resolved** to note. All agreed.

631 Finance

A Accounts for Payment

Cllr Willey (Vice Chairman) proposed, Cllr Ellis seconded approval of the Accounts for payment.

Councillors **Resolved** to approve the accounts for payment. All agreed.

B Direct bank Payments & Receipts for information

Bank Receipts were reported as £8,472.79. Total receipts 2020/2021 £18,358.97

Councillors **Resolved** to note. All agreed.

C Bank reconciliation and Earmarked Funds (EMF)

The General Account balance was reported as £22,515.49 and the Earmarked Funds as £8,225.82.

Councillors **Resolved** to note. All agreed.

D Monthly budget monitoring balances report

Councillors **Resolved** to note the report.

E Public Works Loan Board Statement November 2020

Councillors **Resolved** to note. All agreed.



F Annual Budget & Precept setting

The Parish Clerk explained the briefing note advising that a budget table had been inserted on this occasion for clarity.

Cllr Fletcher referred to 5 (5.1) of the briefing note seeking clarification on the three resolutions mentioned in the briefing note.

The Clerk clarified that these were particularly explained in the Minutes 28th October 2020 at Item 609 (G) viz;

- Budget £24,500
- Precept £20,000
- Asset values £9,165

Councillors **Resolved** to note. All agreed.

The Budget report can be viewed at www.botusfleming.org.uk

632 Planning

New Planning Applications – Three received

Application : **PA20 / 08718**
Proposal : Replacement of Sewage treatment plant
Location : Barn 1 The Worksop Hatt Saltash
Applicant : Mr Washburn
Grid Ref : 240405 / 62525

Councillors agreed that there was nothing contentious about the development and that the application should proceed without the need for further discussion.

Proposed Cllr Ellis, seconded Cllr Robinson. All agreed

The Parish Council **resolved** to Support Planning Application PA20/08718

Support - 7 votes

Against - 0 votes

Abstention - 0 votes.

Application : **PA20 / 09392**
Proposal : Proposed construction of two storey extensions to the east and west of the dwelling together with associated internal and external alterations
Location : Oaklands Hatt PL12 6PP
Applicant : Mr Simon Richards
Grid Ref : 239997 / 62773

Both Cllrs Fletcher & Oakes concluded that the footprint for the proposed extension was large although it would lay on the horizon with little visual impact to the surroundings. Cllr Ellis agreed that the proposed structure was in alignment with the existing residence. Cllr Edwards (Chairman) noted that the Tamar Valley Area of Natural Beauty (TVAONB) had not commented regarding this development. He believed that it was important that they did comment and that any support offered by the Parish Council for the application be done so with the proviso that (TVAONB) comment.



Proposed Cllr Willey (Vice Chairman), seconded Cllr Robinson. 6 agreed and 1 Councillor abstained from voting.

The Parish Council **resolved** to Support Planning Application PA20/09392 subject to the proviso of a comment being made by (AONB)

Support – 6 votes
Against - 0 votes
Abstention 1 vote.

Application : **PA20 / 09647**
Proposal : Proposed single storey extension and internal alterations.
Location : 4 Andrews Way Hatt PL12 6PE
Applicant : Mr Adam Coutts
Grid Ref : 239739 / 62045

Cllr Oakes commented that the proposed extension would be in keeping with other buildings and would make a good addition to the current property. Cllrs discussed whether the extension would overlook the neighbour and addressed disruption that may be caused during the building process. Both issues were not deemed sufficient for the Council to reject the application.

Cllr Edwards (Chairman) stated that no comments had been made on the Planning portal concluding that neighbours at 4 Andrews Way appeared satisfied with the development. Cllr Willey (Vice Chairman) pointed out that the application stated that current vegetation and a tree would be retained during the development. Cllr Robinson pointed out that the tree shown on the planning application could have been removed some time ago by the previous owners. It was confirmed by Cllr Willey (Vice Chairman) that the tree was removed recently, as confirmed by a neighbour.

Proposed Cllr Fletcher, seconded Cllr Oakes. All agreed.

The Parish Council **resolved** to Support Planning Application PA20/09647

Support – 7 votes
Against 0 votes
Abstention 0 votes.

Planning Application Decisions – None received

Councillors **Resolved** to note the approved planning applications.

Planning Application for Information – One applicable

The Parish Council has sent a letter a further letter to the Planning Development Officer in connection with Planning Application PA20/05087 and a response was received 26th October 2020 indicating that a site inspection should take place late December or early 2021. Cllr Fletcher agreed to meet the Tree Officer on site for this inspection. Parish Councillors agreed with this course of action and that a letter could be sent to the homeowner advising of the Council's intentions.



Cllr Fletcher confirmed that a letter had been drafted advising the homeowner of the Parish Council's intentions. Cllr Oakes, White & Ellis all considered it more prudent to wait until an inspection date had actually been agreed before sending a letter to the owner.

Action: Parish Clerk to confirm date of site inspection

Councillors **Resolved** to note this action. All agreed.

Planning Applications received after the Agenda published – None received

Councillors **Resolved** to note.

633 Neighbourhood Development Plan (NDP)
www.botusflemingandhattndp.com

Report deferred until 9th December 2020

Councillors **Resolved** to note. All agreed.

634 Parish Plan

Report deferred until 9th December 2020.

Councillors **Resolved** to note. All agreed.

635 Recreation Field

The Parish Clerk advised Councillors that an update on the progress of the purchase of the Recreation Field had been received from the Council's Solicitors only an hour before the Public Meeting. The email had been circulated to all Councillors.

The Council's Solicitors are still seeking clarification from Cornwall Council regarding the Section 106 Agreement. In addition to this the Solicitors require information from the Parish Council concerning drainage details and water pipes, along with boundary management of the Recreation Field.

Cllr Edwards (Chairman) and the Council's professional advisor Mr Eric Distin are formulating appropriate replies and it is hoped that this information can be relayed in a 'Zoom' Meeting with Solicitors in early December 2020.

Action: Parish Clerk to arrange an on-line Meeting with the Solicitors and Parish Council Chairman.

Councillors **Resolved** to note this report. All agreed.

636 Councillors Reports

A Cllr Sally White - Maintenance

Monthly maintenance audit noted (report previously published)



Cllr White stated that following a recent inspection at Moditonham quay there was evidence of dog waste and fire lighting occurring. Councillors agreed that on going monitoring of the area would take place.

Cllr Fletcher enquired as to whether the grit bins would be filled in preparation for winter. Cllr White advised Councillors the responsibility of filling the bins rested with Cornwall Council.

Councillors **Resolved** to note the monthly Audit report.

B Cllr Malcolm Fletcher – Bio diversity

Cllr Fletcher advised Councillors that the wildflower seeds had been sown and the new tree saplings were progressing well and reported that there were a few gaps between the trees which could be filled in and asked for donations of saplings for this purpose. No Ash trees would be accepted but he welcomed other donations. Both Cllrs White & Robinson offered to provide sapling Oak trees.

Cllr Fletcher advised that the Tree Guardians, as mentioned in the Minutes 28th October 2020 were still operating and working as a socially distanced Group, and he thanked the group for their efforts.

Cllr Fletcher enquired if the contractor had been contacted to proceed with bramble clearance on the edge of the tree planting site. Cllr Willey (Vice Chairman) advised that the contractor was intending to carry out the work shortly.

The Clerk confirmed that the additional expenditure for bramble clearance would fall within budget.

Councillors **Resolved** to note this report. All agreed.

C Cllr Malcolm Fletcher – Climate Emergency (BOTHER)

Cllr Fletcher confirmed that the BOTHER report had been dealt with under Item 625 above.

Councillors **Resolved** to note this report. All agreed.

D Cllr Dave Willey (Vice Chairman) – Newsletter

Cllr Fletcher took the lead over this Item, informing Councillors that a Newsletter was taking shape hopefully for distribution by Christmas.

The following Items would be included in the Newsletter viz:

- VE Day commemoration
- Tree planting
- Covid-19 Volunteers
- Remembrance Day display
- Calendar of Parish Council events
- Walking / Running routes around Botus Fleming & Hatt (with maps)
- Park Pretty
- Local Elections – The role of a Councillor



Cllr Fletcher agreed to speak further with Cllr Edwards (Chairman) over production of the Items above and editing of them. PBS Publishing would be contacted to check on their availability for printing a Newsletter.

Councillors **Resolved** to note this report. All agreed.

637 Matters for information purposes only

None

638 Clerk's items

The Clerk advised that the Council's Grass Cutting Tender procedure document, a review of the specification and the Tender timetable required the consideration of Councillors before the Tender commences. Details were provided at the Meeting 25th November 2020 for information purposes only.

Cllr White requested that weed spraying in the Parish Pound be included within the future contract.

Cllr Fletcher enquired about Appendix 1 relating to the Recreation Field. The Clerk confirmed that Appendix 1 was contained in the body of the Contract Tender Document which also included the Timetable for the procurement process. The Hatt Grass cutting document (attachment 3) reflected the additional grass cutting work carried out during the Summer and Autumn at Vollards Lane, Sunnybanks and the roundabout on the A388.

Cllr Robinson requested that Carlton Villas be added to the Hatt Grass cutting tender document.

The Clerk pointed out that the budget for 2021/2022 as agreed by Councillors was set at £4,250.00 which was broadly as existing. Tender documents will be issued in accordance with the Timetable on 11th January 2021, and must be finalised 9th December 2020.

The Clerk advised Councillors that it is common practice to ensure that the Tender process reaches a wide public, therefore, 2 fortnightly adverts will appear in the Cornish Times on the 8th & 29th January 2021. The cost of these advertisements will be approximately £500.

It will be necessary to include a **Motion** on the Agenda 9th December 2020 enabling the Responsible Financial Officer to vire money within the Council's reserves to meet the above costs should they fall due for payment before 31st March 2021.

Action: Cllr Willey (Vice Chairman) to produce a final specification document for the Recreation Field and the additional Hatt Grass cutting document. Contract documents for adoption on 9th December 2020 will be provided for this Public Meeting.

Councillors **Resolved** to note the Tender documents which had been circulated. All agreed.

Policies & Procedures posted to the Council website.

Councillors **Resolved** to note. All agreed.

639 Councillor vacancy

Cllr Dave Willey (Vice Chairman) referred to the vacancy that remained.



The Clerk advised Councillors that the Electoral Services had informed the Parish Council that they may re-advertise to co-opt a Councillor in January 2021, thereafter no co-option should take place as it was deemed to be too close to the Local Elections due in May 2024.

Cllr White suggested that a Notice to co-opt a Councillor should be posted in January 2021. There was a general consensus among Councillors that one more attempt at co-option should take place.

All Councillors noted and agreed.

Councillors **Resolved** to note. All agreed.

Action: Parish Clerk to arrange to re-advertise the post on 11th January 2021

640 Date of next meeting

The next Meeting of the Council will be the Public Meeting on Wednesday 9th December 2020 at 7:30pm. This Meeting will take place by Virtual Remote Microsoft Teams.

The Parish Council would continue to follow any instruction 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.

Residents would be advised on the 8th December 2020 or sooner of arrangements for the Public Meeting 8th December 2020.

641 End of meeting 21:23

Signed..... **Date**.....
(Chairman)