



ANNUAL MEETING of the PARISH COUNCIL

Wednesday 24th May 2023

Present: Councillor Edwards (Chairman)

Councillors Ellis, Fletcher, Oakes, Robinson, White & Willey (Vice Chairman).

Also in attendance:

Christopher Cook - Parish Clerk & Responsible Financial Officer, and Martin Worth County Councillor.

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 24th May 2023

1170/2023 Chair's Welcome & Announcements

Cllr. Edwards (Chairman) welcomed residents to the Annual Meeting of the Parish Council and delivered Health and Safety housekeeping rules. No recording of the Meeting took place.

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

1171 Public participation

No public participation.

1172 Election of Chairman (LGA 1972 Sect.15 (1))

One nomination was received for Cllr Edwards to serve as Chairman until the 22nd May 2024. There were no other nominations for Chairman.

Proposed Cllr Fletcher, Seconded Cllr Oakes. All agreed.

Cllr Edwards signed the Acceptance of Office form for Chairman.

Councillors **Resolved** to appoint Cllr Dave Edwards as Chairman to serve from the 24th May 2023 to 22nd May 2024. All agreed.

1173 Election of Vice Chairman (LGA 1972 Sect.15 (1))



One nomination was received for Cllr Willey to serve as Vice Chairman until the 22nd May 2024. There were no other nominations for Vice Chairman.

Proposed Cllr Ellis, Seconded Cllr Oakes. All agreed.

Cllr Willey signed the Acceptance of Office form for Vice Chairman

Councillors **Resolved** to appoint Cllr Dave Willey as Vice Chairman to serve from the 24th May 2023 to 22nd May 2024. All agreed.

1174 To receive Apologies for Absence and approve the reasons given

Cllr. Solomon (Personal matters).

1175 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.

1176 Minutes of the Public Meeting 26th April 2023

The draft Minutes were a true record of the Meeting.

Proposed Cllr Ellis, Seconded Cllr Fletcher.

Councillors **Resolved** to approve the Minutes. All agreed.

1177 Matters arising from the draft Minutes for report purposes only.

There were no matters arising.

1178 A Report from Cornwall Councillor Martin Worth

Cllr. Martin Worth summarised Cornwall Council and local service needs which had been achieved during 2022 – 2023.

Parishioners were recommended to read the Annual Report at https://www.cornwall.gov.uk/media/nu1pxbr0/annual-report-2022_2023-web.pdf

Documents relating to Support for Cornwall's Farmers can be viewed under 'report' at www.botusfleming.org.uk

A Housing Needs Survey (HNS) presentation will be given at the next Public Meeting 28th June 2023. The (HNS) is a joint Landulph & Botus Fleming Councils project.

Councillors **Resolved** to note this report.

1179 Finance



A Accounts for Payment May 2023

Cllr Edwards (Chairman) proposed, and Cllr White 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

Bank Receipts were reported as **£0.00** Total receipts Account 1 2023/2024 **£15,777.78**

Bank Receipts were reported as **£0.00** Total receipts Account 2 2023/2024 **£24.00**

Councillors **Resolved** to note.

C Bank reconciliation and Earmarked Funds (EMF)

The General Account balance was reported as **£24,997.65** and the Earmarked Funds as **£11,288.73**

Councillors **Resolved** to note.

D Monthly budget monitoring balances report

Councillors **Resolved** to note the report.

E Public Works Loan Board Statement May 2023

Councillors **Resolved** to note.

1180 Planning <http://planning.cornwall.gov.uk/online-applications>

New Planning Applications – One received

Reference: PA23 / 02918
Address: Bluebell Wood Botus Fleming Saltash Cornwall
Proposal: Replacement of windows and doors
Applicant: Andrew Ferris
Grid ref: 240915 / 61616

Parish Councillors considered that the development was not controversial and that a neighbour supported the application. The development would improve the appearance of the property.

Councillors voted to **SUPPORT** planning application **PA23 / 02918**, Proposed Cllr Fletcher, seconded by Cllr Edwards (Chairman).

Councillors voted-
Support 7 votes
Reject 0 votes
Abstain 0 votes

Councillors **Resolved** to support Planning Application **PA23 / 02918**



Planning Application Decisions – One received

Reference: PA19 / 01245

Address: The Cardinals Hatt Saltash Cornwall PL12 6PJ

Proposal: The extension and upgrading of the existing chalet accommodation by extending upwards by 1 storey to form 18 additional units including associated access / parking and improved landscaping works

Applicant: Mr Venables

Application REFUSED 27th April 2023

Councillors **Resolved** to note.

Planning Application for Information – None applicable

Councillors **Resolved** to note.

Planning Applications received after Agenda published – One received

Decision notice received by the Clerk 18th May 2023

Application PA22 / 10400

Proposal Change of use (retrospective) of agricultural land/yard to use class B8

Location Land Pt OS 0001 Hatt Cornwall

Applicant Mr G Deacon Kivells Ltd

Grid Ref 239941 / 61993

Application APPROVED (with conditions) 18th May 2023

Councillors **Resolved** to note.

1181 Resolutions

- 1. Financial Statement for year ending 31st March 2022 Resolutions.**
(All documents as previously circulated)

Councillors **Resolved** to note and approve –

- (a) The Internal Auditor's Report & (d) The commencement date for the exercise of Public Rights (all documents as previously circulated)**

Councillors **Resolved** to approve the **Annual Governance Statement (Section 1) 1181 (b) and the Accounting Statement (Section 2) 1181 (c)** and both the AGAR forms were signed by the Chairman Cllr Edwards.

AGAR Section 1 proposed Cllr Edwards (Chairman), seconded Cllr Robinson

AGAR Section 2 proposed Cllr Fletcher, seconded Cllr White

Councillors **Resolved** to approve the AGAR Section 1 & AGAR Section 2 statements. All agreed.



In order to comply with the AGAR Form 3 statement from External Auditors the Parish Council RESOLVED to note that there was no conflict of interests between the Responsible Financial Officer, Parish Councillors, or the appointed Internal Auditor in connection with the preparation and completion of any of the financial statements for the year ending 31st March 2023.

Councillors Resolved to note the above statement.

2. The General Power of Competence (GPC)

Councillors **Resolved** to approve and confirm that the Council continues to meet the two conditions of an Electoral mandate and CiLCA qualified Clerk and reaffirms the (GPC) originally effective from the 17th May 2021.

Proposed Cllr Oakes, seconded Cllr Fletcher.

Councillors **Resolved** to approve the (GPC) condition remaining in force as at 24th May 2023. All agreed.

1182 Governance (All documents as previously circulated)

1. Review of Policies & Procedures & Community Engagement Strategy

The Expenses Policy review to be forwarded to 2025. All other Policies noted.

Councillors **Resolved** to note.

2. Review of Model Publications Scheme

The full Review due in May 2024.

Councillors **Resolved** to note.

3. Review of the Parish Council's Banking arrangements

Councillors noted that the **General Account** (Account 1) and the **Earmarked Funds Account** (Account 2) remained with Lloyds. All payments are made by the Responsible Finance Officer using the BACs system and there appeared to be no reason to make alternative arrangements.

Councillors **Resolved** to continue banking with Lloyds Bank. All agreed.

4. Review of the Parish Council's Insurance Portfolio & Asset Register

Councillors noted that the Insurance Portfolio was renewed within the Long-Term Agreement (ending 1st June 2027) with Zurich Insurance and that the premium, attracting a long-term agreement premium discount, remained the same as 2022/2023.

Councillors noted the items listed on the Asset Register as a correct record and the revised Sums Insured reflecting new play equipment effective from August 2022.

Councillors **Resolved** to approve the Asset Register. All agreed.



5. To re-appoint the Parish Clerk as the Council's Responsible Financial Officer

Councillors noted that the position of (RFO) (Section 151) Officer was a separate role to the Parish Clerk (Proper Officer) post and that the (Section 151) Officer should be appointed under Governance rules.

Proposed Cllr Fletcher seconded Cllr Willey (Vice Chairman) that Christopher Cook, the Parish Clerk remains in the appointed role of (Section 151) Officer. (LGA 1972 Sect.112)

Councillors **Resolved** to re-appoint the Parish Clerk as the (RFO). All agreed.

6. To re-appoint Mrs Linda Coles as the Parish Council's Internal Auditor

The Clerk stated that there was currently a shortage of (CALC) registered Auditors especially to service Parish Councils. The Clerk suggested that a different internal auditor be appointed from 2024.

Proposed Cllr Willey (Vice Chairman), seconded Cllr Ellis that Mrs Linda Coles be re-appointed as the Parish Council's Internal Auditor for 2023 - 2024.

Councillors **Resolved** to approve the Internal Auditor appointment. All agreed.

7. Councillor's responsibilities schedule 2023/2024

Councillors noted the revised (Draft) register and agreed it to be a true record.

Proposed Cllr Edwards (Chairman) seconded Cllr Fletcher that the Councillor's responsibilities schedule be adopted.

Councillors **Resolved** to approve. All agreed.

Cllr Edwards (Chairman) summarised and proposed that all items 1182 (1) to (7) are approved for adoption at this Meeting. All agreed.

1183 Neighbourhood Development Plan (NDP) & Parish Plan www.botusflemingandhattndp.com

Cllr Dave Edwards (Chairman) advised that recruitment to the (NDP) working group will take place and that the Big Event will be used to promote this aspect.

Councillors **Resolved** to note this report.

1184 Recreation Field & Big Event

The Big Event takes place on the 15th July 2023.

The Parish Council's Chairman has completed the following documents for Cornwall Council and a copy of the Council's Public Liability Indemnity insurance has been provided.

- Cornwall Council Event Notification form
- Risk Assessment
- Safety Management Plan



These documents can be viewed on the Council website www.botusfleming.org.uk

The Big Event details will be promoted in the next Parish Newsletter along with other articles such as the installation of the defibrillator at Hatt garage.

Cllrs Edwards (Chairman) & Willey (Vice Chairman) met with representatives from the Saltash United Juniors Football Club (SUJFC) to discuss the use of Hatt Recreation ground football pitch for the 2023/2024 seasons. Football games will commence in July 2023 the exact dates are to be announced. Two SUJFC teams will be playing Under 9s and Under 11s. It was agreed that SUJFC will be paying £25 per individual football game and paid in two tranches. The Parish Council will discuss whether a shed can be sited on the Recreation Field, replacing the shed that was destroyed (It will appear as an Agenda Item for the next Parish Council meeting). A notice board will be sited at the Recreation Field entrance displaying the fixtures of the proposed football games. A Whatsapp group has been set up allowing communication between Councillors, SUJFC coaches and some of the parents of the football players. SUJFC have also agreed to supply a Penalty Shootout Competition at the Big Event in July 2023.

Councillors **Resolved** to note this report.

1185 Councillors Reports (item (i) as previously circulated)

www.botusfleming.org.uk

(i) Cllr Sally White - Maintenance

The Parish Pound needs to be weeded and work is scheduled with the grass cutting contractor.

Councillors **Resolved** to note this report.

(ii) Cllr Malcolm Fletcher – Climate and Ecological Emergency

The Landmark oak tree is in leaf and requires watering at the Recreation field. A nearby resident has kindly agreed to do this during dry spells.

Councillors **Resolved** to note this report.

(iii) Cllr Mervyn Ellis – BOTHER

The BOTHER group met recently and that the group are still awaiting a meeting with BLOOR developers on Treledan and CORMAC/Highways.

(iv) Cllr Malcolm Fletcher – Defibrillator

To accommodate a defibrillator at the Church Hall, the St. Mary's PCC would provide for a separate fuse box and light system when the new circuit board is updated. The Parish Council would fund the defibrillator feed.

Councillors **Resolved** to note this report.



(iv) Cllr Dave Edwards (Chairman) – Playground fencing

The Council will seek 3 quotations from Contractors experienced in installing playground safety fencing. Kompan who installed the new equipment will assist with recommendations.

The fencing costs may be approximately £10,000 of which £4,322 is available as VAT recovered costs from the initial installation of the new equipment.

Councillors **Resolved** to note this report.

1186 Clerk's items

- (i) Draft Minutes of the Annual Parish Meeting 26th April 2023 posted on the website 4th May 2023.
- (ii) The Parish Council normally make an annual donation to St. Mary's church hall committee for the number of meetings held in the hall during the past year. The budget available is £750. Cllr Edwards (Chairman) proposed a donation of £750, seconded Cllr Willey (Vice Chair). All agreed.
- (iii) The new Employers' Liability Insurance certificate for 2023 / 2024 was displayed at St. Mary's Hall
- (iv) Cornwall Air Ambulance – No application form received.

Councillors **Resolved** to note this report.

1187 Correspondence

No correspondence.

1188 Date of next meeting

The next Meeting of the Council will be the **Public Meeting** on the 28th June 2023 at 7:30pm. The Meeting will take place at the St. Marys Church Hall, (COVID safe), Botus Fleming.

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.

1189 End of meeting 20:58

Signed.....

(Chairman)

Date.....