



## **PUBLIC MEETING OF THE PARISH COUNCIL**

**Wednesday 23<sup>rd</sup> August 2023**

**Present: Councillor Edwards (Chairman)  
Councillors Ellis, Fletcher, Oakes, Robinson & White.**

**Also in attendance:**

Christopher Cook - Parish Clerk & Responsible Financial Officer.

Members of the public: **4**

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 23<sup>rd</sup> August 2023**

### **1223/2023 Chair's Welcome & Announcements**

Cllr Edwards (Chairman) welcomed residents to the Public Meeting of the Parish Council and delivered Health and Safety housekeeping rules.

Social distancing and Covid-19 measures were observed, such as ventilation.  
No one intended recording the meeting.

### **1224 Public participation**

No public participation

### **1225 To receive Apologies for Absence and approve the reasons given**

Cllr Willey (Vice Chairman), Cllr Solomon (both work commitments) & County Cllr Worth.

### **1226 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.



**1227 Minutes of the Public Meeting held on the 26<sup>th</sup> July 2023 and Minutes of the Sub-Committee Meeting on the 26<sup>th</sup> July 2023**

Public Meeting Minutes 26<sup>th</sup> July 2023 - Proposed Cllr Fletcher, seconded Cllr Robinson. All agreed.

Sub-Committee Meeting Minutes 26<sup>th</sup> July 2023 - Proposed Cllr Robinson, seconded Cllr Oakes.

Councillors **Resolved** to approve the draft Minutes.

**1228 Matters arising from the draft Minutes for report purposes only.**

None.

**1229 A Report from Cornwall Councillor Martin Worth**

No report.

**1230 Finance**

**A Accounts for Payment August 2023**

Cllr Fletcher proposed, and Cllr Edwards (Chairman) seconded the approval of the Accounts for payment. All agreed.

Vire £39.80 from Playground equipment fund (EMF) to Big Event/Assets/Grants (EMF)

Councillors **Resolved** to approve the accounts for payment and note the virement.

**B Direct bank Payments & Receipts for information**

Bank Receipts were reported as **£15,777.78** Total receipts Account1 2022/2023 **£15,777.78**  
Bank Receipts were reported as **£24.00** Total receipts Account2 2022/2023 **£24.00**

Councillors **Resolved** to note.

**C Bank reconciliation and Earmarked Funds (EMF)**

The General Account balance was reported as **£16,886.08** 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 August 2023

Councillors **Resolved** to note.

1231 Planning <http://planning.cornwall.gov.uk/online-applications>

### New Planning Applications – One received

**Application** PA23 / 05490  
**Proposal** Replacement windows and doors  
**Location** Pheasants Cry and Owls Hoot Botus Fleming Saltash Cornwall  
**Grid Ref** 240964 / 61631

Councillors noted that the replacement windows and doors were required to combat the damp and to improve the insulation for all the properties. Councillors also noted that there had been no negative comments from any other residents.

Proposed Cllr Edwards (Chairman) seconded by Cllr White that the Council support the Application. All agreed

Votes-  
Support 6 votes  
Reject 0 votes  
Abstain 0 votes

Councillors **Resolved** to support **Planning Application PA23 / 05490**

### Planning Application Decisions – One received

**Application** PA23 / 05008  
**Proposal** Garage extension  
**Location** 47 Andrews Way Hatt Saltash Cornwall  
**Grid Ref** 239619 / 62092

**PA23 / 05008 Approved with conditions 11<sup>th</sup> August 2023**

### Planning Application for Information – None received

### Planning Applications received after Agenda published – None received

Councillors **Resolved** to note all Planning matters.

1232 **Neighbourhood Development Plan (NDP) & Parish Plan**  
[www.botusflemingandhattndp.com](http://www.botusflemingandhattndp.com)

Cllr Edwards (Chairman) stated that a WhatsApp group had been formed and a Meeting was planned in September and the actual date was to be arranged.

Councillors **Resolved** to note.

**1233 Recreation Field**



**Fencing - Update from Sarah Edwards –**

“On Wednesday 16<sup>th</sup> August 2023, myself, Dave Edwards, Dave Willey, Steve Holman met with the Inspector from the Playground Inspection Company up on the field to discuss the rules regarding where / how etc the fencing can be installed.

As a result of that meeting, we now have a better idea of the shopping list for the fencing order. We hope to finalise the quotes with Steve Holman over the next week.

We believe it will still be in the region of £10,500 to £12,500.00 with the installation costs and building materials.

Meanwhile, Steve Malcolm has put in a bid for funding in for £10,000.00 to Aviva. The decision on whether that is successful should be announced around the 17<sup>th</sup> October. Our thoughts are that if he is successful then that money should be spent on the fencing. If that bid fails then we revert to Plan A and attempt to consolidate funding.

So, perhaps in the short term this can remain on the agenda but with no decisions made until after the 17<sup>th</sup> October.”

Councillors **Resolved** to note.

**Motion – draft Licence Agreement between Botus Fleming Parish Council and Saltash United Junior Football Club**

Cllrs Edwards and Fletcher discussed the draft agreement and suggested several amendments to the Schedule of use relating to security measures and grass-cutting schedule. Cllr Edwards (Chairman) agreed to rewrite the agreement and include the suggestions and amendments.

A Motion to adopt the revised Licence Agreement would be included on the Public Meeting Agenda 27<sup>th</sup> September 2023

**Community Capacity Fund Grant** – This fund is to support community organisations to develop projects or project ideas. Community Capacity Fund is a revenue only programme.

Examples of projects that could benefit from Community Capacity funding include:

- Feasibility studies
- Business plans
- Architects’ drawings
- Concept plans
- Other professional support to determine the concept of your project
- Community engagement programmes leading to the development of a wider project

Cllr Edwards’ (Chairman) had applied to the fund and his submission had been successful and the Parish Council were to be awarded £18,646. The money would be transferred and kept in the Parish Council’s earmarked Account 2.

The money would be utilised to fund a full feasibility study (including architect plans, concept plans for utilities etc) that would be financed through the Parish Council’s Project Managers (South West Community Builds) to construct a Community Centre on the Hatt Recreation Field.



Playground inspection – the safety inspection was completed 21<sup>st</sup> August 2023 and the report highlighted a few ‘moderate risk’ points for attention.

Kompan also advised as to the most suitable options for installing play equipment fencing.

Councillors **Resolved** to note.

**ACTION:** Cllr Fletcher to contact Contractor Ally Hill to remedy the points for attention

## 1234 Councillors Reports

The full Council reports for Items 1234 (A) can be viewed under ‘Reports’ at [www.botusfleming.org.uk](http://www.botusfleming.org.uk)

### A Cllr Sally White - Maintenance

The Playground Inspection report from Kompan had been received (see Item 1233).

A divot was reported by the train play equipment and matting was skimpy.

Other Assets on the monthly checklist are reported in order.

Councillors **Resolved** to note.

**ACTION:** Cllr Fletcher to contact Contractor Ally Hill to repair the divot by the matting.

### B Cllr Malcolm Fletcher – Climate and Ecological Emergency

Cllr Fletcher reported:

#### 1. A388 Verge Tree Plantation

We now have a total of 153 trees on the verge northeast of Hatt roundabout. They are of varying size and maturity, some over 2 metres in height, others barely 60cm. Those at the southern end of the verge seem to have thrived better than those at the northern end. The reasons will be complex, but will probably include depth and quality of soil, as well as drainage. As last year, the rowans are quite badly affected by fire blight. This is a bacterial disease caused by *Erwinia amylovora* and is highly contagious. It is probably best if we remove the rowans and replace with other species that are not members of the Rosacea family, e.g. birch, hazel, alder, oak.

The species we have are:

- Horse Chestnut
- Hornbeam
- Alder
- Wild Cherry
- Hawthorne
- Dogwood
- Goat Willow
- Hazel



- Downy Birch
- Silver Birch
- Rowan
- Beech
- Oak

## 2. Landmark Tree

The English oak planted this year is looking very healthy, and has survived some prolonged dry spells, thanks to the dedicated watering by resident Elaine Davies. It even has its first few acorns.

Councillors **Resolved** to note this report.

### C Cllr Mervyn Ellis – BOTHER

The Cornwall Highways Officer responsible for Sustrans development requested data predicting the number of users (cyclists/walkway) between Hatt to Saltash.

Cllr Tagg (Landulph Parish Council) would be contacted to discuss statistics from the Housing Needs Survey report concerning footpath comments.

Councillors **Resolved** to note.

**ACTION:** The Clerk to provide BOTHER with a copy of the Housing Needs Survey report.

### D Cllr Malcolm Fletcher – Defibrillator

The new defibrillator will be received 29<sup>th</sup> August 2023. The electrical supply installation and PIR light to the St. Mary's Church Hall will be arranged by Cllr Fletcher in collaboration with the St. Mary's PCC. CPR training will be offered to Councillors & residents in September/October.

Councillors **Resolved** to note.

**Action:** Cllr Fletcher to arrange the electrical installation.

### E Cllr Dave Edwards (Chairman) – Playground Inspection

See Item 1233.

Councillors **Resolved** to note.

### F Cllr Malcolm Fletcher – Highways drainage

The Highways drainage problem affecting a Sunnybanks property had now been resolved by CORMAC. Councillors will monitor the situation.

Councillors **Resolved** to note this report.



## **G Cllr Malcolm Fletcher – Bidwell**

Cllr Fletcher thanked three residents who had devoted their time to clean and totally renovate the Bidwell monument and railings. A minor painting repair to the statue required work.

The monument is a listed structure within the St. Mary's church curtilage and ownership.

All Councillors agreed that the monument was now in excellent condition thanks to the work carried out.

Councillors **Resolved** to note.

## **H Cllr Julian Oakes – Policy Review**

Cllr Oakes addressed the Persistent and/or Vexatious Complaints & Correspondence Policy (adopted 19<sup>th</sup> July 2023) – Schedule 13 amendment as follows -

### **13. Reviewing the decision**

Six months after the correspondent has been advised that their complaint and/or correspondence is vexatious, that decision should be reviewed. The sub-committee should meet to consider whether there has been any improvement in the vexatious behaviour over that time. The Chair should write to the correspondent advising them of the outcome of the review. If the behaviour has improved, future correspondence can be treated in the normal way. If there has not been a significant improvement, the correspondence will continue to be treated as persistent and/or vexatious and will be reviewed every six months.

Any subsequent occurrence may, at the review, be subject to a further six-month period of persistent and/or vexatious complainant status. For example;

- First occurrence – 6 months
- Second occurrence – 12 months
- Third occurrence – 18 months and so on

Councillors **Resolved** to note these amendments and adopt the Policy change by Motion on the 27<sup>th</sup> September 2023.

### **1235 Clerk's items**

No report.

### **1236 Correspondence**

Correspondence received from three (3) residents addressing dog owners, dog fouling and the use of the Recreation Field. Councillors discussed the correspondence.

**ACTION:** Cllr Ellis to draft a letter to be sent to all three residents Item 1236 (i), (ii) & (iii).



**1237 Date of next meeting**

The next Meeting of the Council will be the **Public Meeting** on Wednesday 27<sup>th</sup> September 2023 at 7:30pm at the St. Mary's 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.

Please refer to [www.botusfleming.org.uk](http://www.botusfleming.org.uk) for further details.

**1238 End of meeting 20:45**

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**Signed  
(Chairman)**

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**Date**