

Botus Fleming Parish Council

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Wednesday 22nd August 2018

Present: Councillor Morgan (Chair)

Councillors Aughey Edwards Malcolm Robinson Fletcher and White

Apologies for absence : Cllr Ellis (Vice Chair)

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

Members of the public: 4

The Public meeting started at 7:30pm and closed at 10:00pm

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 | 22 August 2018

110/2018 Chair's Welcome & Housekeeping

Cllr. Morgan in the Chair welcomed councillors and residents to the public meeting.

111 Public participation

(a) The Chairman of St.Mary's Church PCC explained about the costs of maintaining the Community facility of the new cemetery and requested that the Parish Council contribute to the annual expenditure of £480.

(b) The BMS Landscaping contractor introduced himself and updated Councillors on work carried out at the Recreation ground.

(c) A Resident in support of Planning Application (TPO) was invited by Cllr. Morgan (Chair) to speak. Deferred to item 119 (A)

112 Apologies

Apologies received from Cllr. Ellis (Vice Chair)

113 Declarations of Interest

None declared. Cllr Fletcher pointed out that under (D) Dispensations these had not addressed.

Councillors resolved that no Councillors were liable for Dispensations, proposed by Cllr Morgan (Chair), all agreed.

114 Minutes of the Public meeting

It was resolved to confirm the minutes of the public meeting held on 25th July 2018 were a true and accurate record, with the amendment that Cllr Aughey's comment concerning Bruno Peek be changed to 'Cllr Aughey pointed out that the Bruno Peek



organisation was looking for approximately 10% of Town and Parish Councils to adopt it's programme, though it was more likely that larger Councils only would adopt the recommendations in their entirety. Therefore the inference was that investment in the commemorations should reflect the size of the Parish'. Proposed Cllr Morgan (Chair), seconded Cllr Fletcher, all agreed.

115 Matters arising from the minutes

The Parish Council considered that there were no matters arising from the minutes of the public meeting held 25th July 2018.

116 Correspondence

Referred to at 111(a) based on historical church funding guidance, Cllr. Aughey noted that the Grant could be considered subject to any exclusion. Cllr. Malcolm stated that the Precept 2018/2019 should reflect this funding potential for the future. Councillors agreed to offer a Parish contribution of £250 without further Application, Proposed Cllr. Morgan (Chair), seconded Cllr Aughey. All agreed

117 Report Cornwall Councillor, Cllr Jesse Foot

Cllr. Foot updated Councillors on the following :-

Green Dog Walking Policy – Cornwall Council portfolio holder to contact Cllr. Aughey about the pilot scheme and financial restrictions.

Devon & Cornwall and Dorset Police proposed merger, consultation ends 27th August 2018

Boundary Commission and proposed Hatt/Botus Ward name Saltash Trematon Landrake consultation ends 11th September 2018

118 Finance

A Accounts for Payment

Approval of the Expenses claim submitted by the exiting Parish Clerk was deferred to Item 125. It was resolved to approve the payments schedule. Proposed Cllr Morgan (Chair) Seconded Cllr Fletcher. All agreed

B Bank receipts for information
Bank receipts were noted.

C Bank reconciliation

At the close of Business on 22nd August 2018, the Parish council held £23,625.51 in it's combined accounts. Earmarked funding amounts and reserves were now identified. Cllrs Fletcher & Malcolm commented on the budget for dog bins the amount which lay languishing pending action. All noted.

119 Planning Matters

A To agree the Parish Council's response to Cornwall Council consultations on new planning applications received for the current Agenda.

Application PA18/07282
Applicant Mr David Wood
Proposal Works to fell tree (T3) covered by a Tree Preservation Order
Location 2 Stuarts Way Hatt Saltash Cornwall
Grid reference 239600 / 62051



A resident reported on the proposed Oak tree removal stating the dangerous nature of the tree. Councillors agreed to express concern to the Planners over the dangerous condition reported by the Parishioners. Having no expertise on tree management, Councillors were unable to offer further opinion on this Application. Proposed Cllr. White, seconded Cllr Robinson. All agreed.

Application PA18/06729
Applicant Mr Shaun Harris
Proposal Erection of a glass conservatory on the rear elevation of property
Location Ploughmans Cottage Botus Fleming Saltash Cornwall
Grid reference 240940 / 61603

Cllrs. agreed to support the Application. Proposed Cllr. Aughey, seconded Cllr. Malcolm. All agreed.

Application PA18/07195
Applicant Mr and Mrs Peter and Jill Unwin
Proposal Non material amendment for the addition of integrated solar panels to the South east facing roof slope of the dwelling (Application number PA 18/00764 dated 21 March 2018 relates)
Location Myrtle Cottage Botus Fleming Saltash Cornwall PL12 6NQ

Cllrs. agreed to support the Application Proposed Cllr. Aughey, seconded Cllr. Fletcher. All agreed.

B Planning application received after Agenda published – for information only

C Planning applications decided by Cornwall Council - One

Application PA18/074758
Applicant MM & MW Holmes
Proposal Potato storage building
Location Ziggerson Farm Botus Fleming Saltash Cornwall

Cllrs noted the Decision – Approved with conditions (relating to trees and hedges)

120 Neighbourhood Plan Update www.botusflemingandhattndp.com
Cllr Aughey advised members that the HRA & SEA screening opinion had been received. Further typographical errors and minor issues in the report needed to be resolved before 17th September 2018. Cllr Morgan (Chair) and Cllr Aughey to address the report and Cllr Aughey would progress the response. All Councillors resolved to note this action.

121 Councillors Reports

A Cllr Sally White - maintenance
Monthly maintenance audit noted (report previously published)

B Cllr Malcolm Fletcher – benches in Botus
A picnic table and bench at the Recreation ground and a bench at Torr Lane Botus were identified and costed out. The budget provided for the new equipment and a total of 4 items named for installation including a further bench at the recreation



ground. Subject to grounds maintenance issues and consultation with Cormac Highways, a quotation for fitting costs of the benches would be sought and purchase of the new equipment agreed in the sum of £605.78 (excluding Vat). Cllr. Aughey offered to purchase items and seek reimbursement. Proposed Cllr. Fletcher, seconded Cllr. Malcolm. All agreed.

C Cllr Mervyn Ellis (Vice Chair) – WW1 beacon and events / Post Office Hatt
Cllr Morgan (Chair) delivered the WW1 Events report on behalf of Cllr. Ellis. The events group requested £250 for cost of materials, this cost to be met from the earmarked Big Events fund. It was proposed that reimbursement of up to £250 would be approved subject to detailed costs being provided, the provision of an itinerary of events, and minutes of future WW1 events group meetings being copied to Councillors. The beacon referred to under Item 73(B) is now no longer available to the Parish Council. Proposed Cllr Morgan (Chair), seconded Cllr Robinson. 5 agreed, 1 abstention. Motion carried.

Cllr Morgan (Chair) read out the communication between Ms Sheryll Murray MP and the Post Office relations official, stating that there is potential to agree a new Hatt Post Office branch and operator. Councillors noted report.

D Cllr Denis Morgan (Chair) – replacement gates (Recreation Field)
One quotation received in the sum of £702 (incl.) from Ryan Moon. Cllr White requested explanation between budget and reserve amounts. The installation cost was described as an improvement in terms of access for groundworks machinery and, more importantly, would prevent further damage to fencing by footballers choosing to climb onto it. Accordingly, Cllr. Morgan (Chair) suggested that this work should be authorised immediately and would be a good use of reserves in the event that the budget was exceeded this year. Proposed Cllr Morgan (Chair), seconded Cllr Robinson. 4 agreed, 2 abstentions. Motion carried.

Cllr. Stephen Malcolm left the meeting early.

E Cllr Malcolm Fletcher – Biodiversity
Cllr Fletcher highlighted two points in particular for Cllrs to note, firstly, ragwort encroachment in the Recreation Field, and secondly, trees with dead limbs in Botus Lane. Cllr. Foot to progress tree inspections with Cornwall Council. All Councillors resolved to note this action.

F Cllr Trevor Aughey – Discussion Topics

(a) No Schedule of Weed spraying work existed, proposals sought from Cormac Highways to identify number of visits in order to carry out the weeding. Cllr Robinson identified that contact must be made to arrange each visit for these activities. It was agreed that Cllrs. Aughey, Fletcher & Morgan would meet to consider a report surrounding the issue of future roadside maintenance.

(b) No Facilities and Activities information available to residents moving into the Hatt & Botus areas. This should form part of the Engagement Strategy. Cllrs Aughey & Fletcher agreed to meet up to draft a welcome pack for new residents.

(c) The Newsletter was discussed to include WWI commemorations. Cllr. Aughey to suggest a meeting date to progress the newsletter once the minutes of the WW1 events meeting on 25th August 2018 had been distributed.



Councillors resolved to note.

G Cllr Malcolm Fletcher – Code of conduct training

Cllr Fletcher reported on the aspects and benefits of the training relating as they did to Clerk's update Item 91(B) minutes 27th June 2018 issued by Cornwall Council Standards Committee.

122 Chair's Agenda Items

A Update on Councillor's meeting with the Planning Officer

Cllr Morgan (Chair) reported that the meeting was fruitful and provided for improved transparency enabling more contact with Planning Officers to discuss Applications.

B Parish Pound

Cllr Morgan (Chair) reported that stage one of the process in seeking ownership through Land Registry had been completed. Update as circulated by the Clerk (Locum).

C Broadmoor School Development

Cllr Morgan (Chair) reported that Truro Diocese for Church Schools had offered an invitation for interested parties to attend a meeting at Bishop Cornish School 20th September 2018 to discuss how the sighting of a school in Broadmoor could affect local CofE schools.

123 Clerk's Agenda Items

A Bank signatory alterations

The Locum Clerk updated Councillors on the Lloyds & Barclays bank situation and Banking alterations made to date, previously agreed under Item 106B 25th July 2018.

B Clerk Proper & RFO recruitment

Advertisement placed seeking a permanent Clerk effective from 1st November 2018.

C Parish Council Meeting date

The Locum Clerk proposed an alteration to the monthly meeting date based upon the monthly reconciliation of bank accounts and year end finances. Cllr Morgan (Chair) proposed to defer this item until the new Clerk was in post. All agreed.

D GDPR updates

The Locum Clerk updated Councillors regarding a range of GDPR regulations and referred to briefing notes for Councillors to note.

124 Date of next meeting

The next Public Meeting of the Council will be on Wednesday 26 September 2018 at 7:30pm in St.Mary's church hall.

125 Closed Session

Councillors discussed the accumulation of expenses claim submitted by the exiting Parish Clerk and with due to consideration to advice from CALC Executive.

Cllr Morgan (Chair) proposed the settlement from reserves of £693.46



The Parish Council were recommended to adopt the following and to provide a Statement to attach to the end of year Audit :-.

- a) limit retrospective claims to 3 months
- b) contractual agreement on annual leave and accruals
- c) provide a Statement for Internal Audit to accompany year end accounting.

Councillors resolved to agree the expenditure sum of £693.46 and to complete an Audit Statement.

Cllr Morgan (Chair) to appoint the Contractor regarding Item 121(D)

126 End of meeting 22:00