

# Botus Fleming Parish Council

www.botusfleming.org.uk



**Wednesday 12<sup>th</sup> December 2018**

**Present:** Councillor Ellis (Chair)

Councillors Edwards (V/Chair), Fletcher and White

**Apologies for absence :** Councillors Malcolm and Robinson

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

**Members of the public: 2**

The Public meeting started at 7:30pm and closed at 8:55pm

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 | 12<sup>th</sup> December 2018**

### **185/2018 Chair's Welcome & Housekeeping**

Cllr. Mervyn Ellis (Chair) welcomed Councillors and residents to the public meeting. The Chair thanked the Clerk for producing the Agenda, Minutes and Budget/Precept briefing notes so promptly as the last Public meeting was only two weeks previous.

### **186 Public participation**

Mrs. Sarah Edwards introduced herself to the Parish Council as the newly appointed Chair for the Big Event project and addressed Agenda item 197 (F). As Chair she proposed to deal with arranging the Big Event deposit amounts and collecting all invoices due for payment which would be forwarded to the Parish Clerk on a monthly basis for settlement in order to Audit financial movements to the EMF ring fenced amounts. Addressing the Big Event EMF the Chair confirmed that available funds for the 2019 stood at £2,567.04 viz : £1,615.34 Item 175 (C) less payments to date for WW1 commemorations £243.80 Item 140 (C), £17.00 Item 162 (C) and the deposit £187.50 Item 193 (A) leaving the balance of £1,167.04 to which would be added the Budget provision for 2019/20 in the sum of £1,400. (Total £2,567.04). Cllr Ellis (Chair) thanked Mrs. Edwards in advance for agreeing to manage the Big Event and the Parish Clerk added that the proposed financial controls would be an improvement on the previous year's event and a clearer process.

### **187 Apologies**

Councillors Malcolm and Robinson

### **188 Declarations of Interest**

None declared. Councillors **Resolved** that no Councillors were liable for Dispensations. All Councillors noted and agreed.



### **189 Minutes of the Public meeting**

It was resolved to confirm the minutes of the public meeting held on 28<sup>th</sup> November 2018 were a true and accurate record, Proposed Cllr Fletcher, Seconded Cllr White. All agreed.

### **190 Matters arising from the minutes**

Councillors considered that there were no matters arising from the minutes 28<sup>th</sup> November 2018, other than Item 179 (A) Planning Application PA18/10005 wherein Cllr Fletcher pointed out that it was actually Cllr Edwards who thanked the applicant in connection with the Rumbullion Farm application. Councillors noted the amendment. All agreed.

### **191 Correspondence**

No correspondence had been received.

### **192 Report Cornwall Councillor, Cllr Jesse Foot**

Cllr. Foot advised that the School Transport Policy had been agreed by Cornwall Council and that a motion had been passed by the Cabinet to review the Policy further. A Parish Council would be entitled to provide a School Bus system for children, though there would be no Precept provision for this service. Botus Fleming would be entitled to run a school bus system but would therefore have to fund it. The Boundary Commission have now completed their review of Cornwall with Hatt, Botus Fleming and Landulph being included in the new Division name of Saltash, Trematon & Landrake ( 4,978 total Electorate ). Botus Fleming and Landulph Parish Councils would still be recognised in their own right to operate. The review of the number of Cornwall County Councillors had been confirmed as reducing from 123 to 87 with effect from 2020/21. Cllr. Foot made reference to the Community Networks Highways Scheme details of which were discussed at the Panel meeting 3<sup>rd</sup> December 2018 and which included the funding of the Expressions of Interest and Scheme amounts which the Panel had agreed upon for Outturn Autumn 2020.

### **193 Finance**

A Accounts for Payment

It was **Resolved** to approve the payments schedule. Proposed Cllr Fletcher, seconded Cllr Ellis (Chair). All agreed

B Bank receipts for information

Bank receipts were noted.

C Bank reconciliation

At the close of Business on 12<sup>th</sup> December 2018, the Parish Council held £24,178.37 in its combined accounts with Lloyds. Earmarked funding amounts and reserves were identified as £4,585.24. Councillors **Resolved** to note the amounts.

D Quarterly Finance monitoring report

The Quarterly report for September to December 2018 incorporated the new Lloyds Account 2 for Ear Marked Funding amounts. Councillors **Resolved** to note the amounts.



E To approve the Budget for 2019/2020

The Parish Clerk presented the Budget analysis for 2019/2020 and reflected details on the Briefing Note previously circulated to Councillors for information and comment. The Budget was broadly in line with that of 2018/2019 with little alteration to the Policy on small grants and donations. Councillors **Resolved** to agree the Budget as set out for 2019/2020. Proposed Cllr Edwards (V/Chair), seconded Cllr Ellis (Chair). All agreed.

F To approve the allocating of Contingency and Earmarked Reserves  
The Parish Clerk explained that the Council's plan in dealing with projects was included within the Budget above and in addition surplus funds would be referred to under the Contingency amount set at the standard practice of the equivalent amount of 6 months of the Council's overall annual costs. Earmarked Reserves were identified separately under a separate Bank Account to the normal Receipts & Precept Account. Councillors **Resolved** to agree the Reserves amounts set out for 2019/2020. Proposed Cllr Fletcher, seconded Cllr Ellis (Chair). All agreed.

G To approve the Precept for 2019/2020

The Parish Clerk had previously provided a Budget / Precept analysis which was circulated to Councillors for information and comment. Notwithstanding that Reserves should be monitored more closely than the previous year, the Clerk offered that the Precept amount could remain as existing as Councillors expressed the view that it would be prudent for the Parish Council to demonstrate that the Precept would not be increased and that any increase would be come solely from Cornwall Council, estimated as a 2.99% increase for 2019/2020. Councillors **Resolved** to agree the Precept as unaltered at £14,600. Proposed Cllr Edwards (V/Chair), seconded Cllr Fletcher. All agreed.

#### **194 Planning Matters**

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

Application PA18/11050  
Applicant Mr & Mrs Davey  
Proposal Conversion of outbuilding to annexe and new link to main house.  
Location Orchard House Hatt Saltash Cornwall  
Grid reference 240563 / 61317

Councillors referred to a previous Planning Application relating to the conversion of the outbuilding to a standalone building. The Plans submitted were unclear as to how current plans differed to the original Application, which was subsequently refused. With a lack of new information Councillor Edwards (V/Chair) proposed that the Application should be refused again subject to clarification being sought from the Planning Officer or new plans being submitted for consideration. Proposed Cllr Edwards (V/Chair), seconded Cllr Fletcher. All agreed.

B Planning application received after Agenda published – for information only

C Planning applications decided by Cornwall Council - two Approved



Application PA18/09456  
Applicant Mr & Mrs F Oakes  
Proposal Conversion and extension to existing garage to form a dwelling with variation of condition 2 Decision PA15 / 06010 to allow amendment of the approved plans for a larger dormer and additional roof lights on west elevation, additional dormer on east elevation, doors on south elevation first floor and canopy to the entrance door.  
Location Bidwell Cottage Botus Fleming Saltash Cornwall  
Grid reference 240563 / 61317

Cllrs noted the Decision – Approved

Application PA18 / 10005  
Applicant Mr Nigel Cummings  
Proposal Raise existing garage roof to accommodate vehicle hoist  
Location Land North East of Rumbullion Farm Hatt Cornwall PL12 6NH

Cllrs noted the Decision – Approved

D Applications closed – none received

#### 195 Neighbourhood Plan Update [www.botusflemingandhattndp.com](http://www.botusflemingandhattndp.com)

Cllr Fletcher updated Councillors reported on NDP matters, primarily that the Housing target had reduced to zero with Cornwall Council stating that the NDP Plan currently satisfied the necessary requirement. It was questionable whether a SEA Assessment would be required and there would need to be a balance between contributing to sustainability in the area against acquiring ‘ Open Spaces ‘. Further Housing development would contribute to an increase in people living in the immediate area. Further SEA work is paramount. Cllr Edwards (V/Chair) in accepting the report from Cllr Fletcher stated that the Recreation Field facility should take precedence. Cllr. White pointed out that whilst the Housing target was noted, it would not stop any increase in Housing stock developments or deter any residents with aspirations to submit such Planning Applications. As ‘Open Spaces’ had been mentioned within the NDP discussion ahead of Item 196, and in light of the recent communication sent to the Parish Council by the Solicitors of the Landowner in connection with the Lease renewal 2020, it was agreed by all Councillors to forward a copy of the Solicitor letter to the NDPSG. **Action** by the Parish Clerk.

At the Public meeting 28<sup>th</sup> November 2018 the Clerk made reference to ‘ unused ‘ grant monies mentioned in the previous NDP report. To clarify this situation the NDP Chairman responded as follows viz:-

All unused funds were returned to Groundwork and can be seen in the financial statements. The accumulated reserve comprised legitimate expenditure incurred by the steering group members. Instead of drawing down this money, members agreed to donate it to the NDP to provide a financial cushion during the periods between grants and to fund items that fell outside the fairly tight terms of the grant. It is therefore not unspent grant money but it represents funds accumulated by donation for the future use of the NDP process.

All Councillors **Resolved** to note the report and **Actions** required by the Parish Clerk. All agreed.



## 196 Recreation Field

Cllr Malcolm was unable to attend the Public meeting, therefore this Item was deferred until 23<sup>rd</sup> January, 2019, excepting the **Action** mentioned under Item 195 above. Cllr. Fletcher proposed that a joint Committee be set up by the Parish Council to incorporate the NDP Committee. This action was **Resolved** by all Councillors. Proposed Cllr. Edwards (V/Chair), seconded Cllr White. All agreed.

## 197 Councillors Reports

A Cllr Sally White - maintenance

Monthly maintenance audit report was deferred until 23<sup>rd</sup> January 2019.

B Cllr Dave Edwards – CNP

Cllr Edwards (V/Chair) attended the Community Network Panel on 3<sup>rd</sup> December 2018 submitting a report the following day to update all Councillors. In addition to the update from Cllr. Foot, Cllr Edwards (V/Chair) advised that there were 2 new projects planned for the Parish, namely, the introduction of a 20mph zone in Vollarads Lane Hatt, and installation of a handrail on the steps leading from Stuart's Way into Vollarads Lane. The HCBB facebook site would be used to update residents further. Councillors **Resolved** to note this report. All agreed.

C Cllr Steve Malcolm – Dog Bins

Report on the update of the purchase of Dog Bins was deferred until 23<sup>rd</sup> January 2019.

D Cllr Malcolm Fletcher – Benches in Botus

Cllr Fletcher confirmed that the installation work was now complete and presented the Clerk with the final invoice from Ryan Moon for settlement. Installation costs agreed as previously minuted under Item 140 (E) 26<sup>th</sup> September 2018. Councillors **Resolved** to note this report. All agreed.

E Cllr Malcolm Fletcher – Community Engagement Strategy (CES)

Cllr Fletcher reaffirmed the suggestion 28<sup>th</sup> November 2018 that the Newsletter publishing schedule should be revised to a four monthly basis. Cllr Fletcher also proposed that the Council surgery period before each Public Meeting be reduced from 1 hour to 30 minutes and that this be reflected on the Parish Council website. Councillors **Resolved** to note the proposed alterations to the CES document. Proposed Cllr. Fletcher, seconded Cllr. Ellis (Chair). All agreed

F Cllr Dave Edwards (V/Chair) – Big Event

Cllr Edwards (V/Chair) proposed that this Agenda Item had been dealt with completely under Item 186.

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



## 198 Chair's Agenda Items

### A Container for Council equipment

Cllr. Ellis (Chair) proposed that the Council purchase an industrial container unit to store Council owned equipment, including Big Event and Commemoration materials. By purchasing some Big Event equipment such as a marquee it would save on year on year expenditure as storage would be available in order to retain materials. The container unit could be sited on the Recreation Field or at Rood's Croft. Councillors agreed that quotations should be obtained in order to consider the cost of a suitable container.

Councillors **Resolved** to note this action. Proposed Cllr. Ellis (Chair), seconded Cllr. Edwards (V/Chair). All agreed.

### B Charity Status

Cllr. Ellis (Chair) advised Councillors that consideration be given to the Big Event receiving Charity Status and not a Botus Fleming Parish Council driven project in the future. **Action** Cllr. Edwards (V/Chair) to explore the Charity Status implications. Councillors **Resolved** to note this report. Proposed Cllr Edwards (V/Chair), seconded Cllr. Ellis (Chair). All agreed.

## 199 Clerk's Agenda Items

### A Parish Pound

Item deferred until 23<sup>rd</sup> January 2019

### B Co-option of Councillors

Item deferred until 23<sup>rd</sup> January 2019

## 200 Date of next meeting

The next Public Meeting of the Council will be on Wednesday 23<sup>rd</sup> January 2019 at 7:30pm in St.Mary's church hall.

## 201 End of meeting 20:55