



# Botus Fleming Parish Council

[www.botusfleming.org.uk](http://www.botusfleming.org.uk)

Date: Wednesday 27 March 2019  
Time: 7.30pm  
Location: St Mary's Church Hall, Botus Fleming

## To Parish Councillors

Councillor Ellis (Chair)

Councillors Edwards (Vice Chair), Fletcher, Robinson, White, Willey and Smith.

Members of the Parish Council are summoned to attend the above meeting to consider the items of business.

Members of the Public are also invited to attend the meeting.

Christopher Cook  
Clerk to the Council  
27 March 2019

## Please Note

Members of the public will be permitted to speak on each agenda item for a period of 3 minutes. This meeting is advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media and members of the public. Please be aware that whilst every effort is taken to ensure that members of the public will not be filmed, we cannot guarantee this, especially if you are speaking or taking an active role.

The Parish Council recommend that any questions for Members should be submitted in writing to the Parish Clerk 24 hours before the Meeting and that responses may be put in writing at a later date.

**24 Rashleigh Avenue | Saltash | Cornwall | PL12 4NS**  
**Tel. 07523 005414**  
**[clerk@botusfleming.org.uk](mailto:clerk@botusfleming.org.uk)**

# Agenda | 27 March 2019

## **240/2019 Chair's Welcome & Housekeeping**

Health and Safety announcement

Recording of Meetings – Please notify the Chair if you are intending to record this meeting

## **241 Public participation**

Members of the public are invited to address the Council. (15 minutes)

## **242 Apologies**

To receive apologies for non-attendance submitted by the Parish Councillors

## **243 Declarations of interest**

Parish Councillors will be asked to make any declarations of interest in respect of items on this agenda.

A. Pecuniary/Registerable Declarations of Interests – Members must declare an interest, which has been declared on their Register of Financial Interests Form, relevant to the agenda.

B. Non-registerable Interests – Members must declare non-pecuniary interests at the start of the meeting or whenever the interests become apparent.

C. Declaration of Gifts – Members are reminded they must declare any gift or hospitality with a value in excess of fifty pounds.

D. Dispensations – Members to consider any written requests for dispensations.

## **244 Minutes of the public meeting**

To confirm the minutes of the meeting held on 27 February 2019

## **245 Matters arising from the minutes**

The Parish Council will consider any matters arising from the minutes of the public meeting held on 27 February 2019.

## **246 Correspondence**

Resident Correspondence received, a) Resident enquiry, b) Resident complaint.

### *a) Dear Parish Council*

*To improve the Public Footpath Carlton Villas Hatt 'its not going to happen' Dogs use the grass on the edge urinating a poo as a Toilet make it unhealthy environment. Angry neighbours place boards in their gardens Mothers and Children use it could step in it. To make it a nicer place in the Council could save money by improving it. It's an unpleasant Job having to cut the grass. Radio Cornwall have helped Hatt in the pass. The Parish Council deserve Praise for their good work. Surely there's nice men on the CC would help without Radio Cornwall becoming involved. It's written for concerned residents. Please could this letter be read at the next meeting and passed on to CC Councillors.*

*Thank you*

*b) A Resident's complaint regarding Planning Application processes has been referred to the Standards Committee Cornwall Council 18<sup>th</sup> March 2019.*

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

Cllr Foot will present an update from Cornwall Council

## 248 Finance

### A Accounts for Payment.

Members are to consider the payment schedule and agree payment.

Payments Schedule		27 March 2019		Period 12
Date	Payee	Description	Chq.No.	£
27/03/2019	Christopher Cook	Salary	110	277.42
27/03/2019	Christopher Cook	Office allowance contractual	111	84.00
27/03/2019	Cornwall Council	Training costs	BACS 13	24.00
27/03/2019	St.Mary's PCC	Hall refurb contribution	BACS 14	200.00
27/03/2019	Westernweb	Website licence renewal NDP <b>A/c2</b>	BACS15	80.40
27/03/2019	David Edwards	Temporary events licence fee	BACS16	21.00
27/03/2019	David Edwards	Council Laptop maintenance	BACS17	88.50
27/03/2019	BMS Landscaping	Grounds maintenance (Mar)	BACS18	195.00
All Cheque & BACs payments today				£ 970.32

B Direct bank Payments & Receipts for information (report previously circulated)  
All bank receipts for this period £0.00. Total receipts 2018/2019 are £29,198.87

Date 27th March 2019 Botus Fleming PC Current Year 2018/2019 Period 12

Bank Receipts statement as at 27/02/2019  
for cashbook 1 - Current & Business Reserve A/C

Bank Statement Account Name(s)	Statement Date	Amount	Balances
Current Account - Lloyds A/c1	27/02/2019		25,885.23
Business Reserve Account - Lloyds A/c2	27/02/2019		3,313.64
A/c2 = Earmarked Funds *			

29,198.87
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Available General Funds

25,885.23
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27/02/2019 Earmarked Funds receipts

\*

Big Event / Events	1,314.10
Sports & Recreation	1,999.54
Neighbourhood Development Plan (NDP)	0.00

3,313.64
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C Bank reconciliation and Earmarked Funds (EMF) balances at 27<sup>th</sup> March 2019

Date 27th March 2019 Botus Fleming PC Current Year 2018/2019 Period 12

Bank Reconciliation statement as at 27/02/2019  
for cashbook 1 - Current & Business Reserve A/C

Bank Statement Account Name(s)	Statement Date	Amount	Balances
Current Account - Lloyds A/c1	27/02/2019		14,508.78
Business Reserve Account - Lloyds A/c2 A/c2 = Earmarked Funds *	27/02/2019		4,585.24
			19094.02
Unpresented Cheques (Minus)		0.00	19,094.02
Receipts not banked/Cleared (Plus)		0.00	0.00
			19,094.02
	Balance per Cash Book is :-		19,094.02
	Difference is :-		0.00
	Available General Funds		14,508.78
<b>27/02/2019 Earmarked Funds *</b>			
Big Event / Events			1,167.04
Sports & Recreation			1,999.54
Neighbourhood Development Plan (NDP)			1,418.66
			4,585.24

D Quarterly Finance monitoring report January 2019 to March 2019 (report as previously circulated)

**249 Planning Matters**

A To agree the Parish Council's response to Cornwall Council consultations on new planning applications received for the current agenda : all Application links

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

Application	PA19 / 01245
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
Location	The Cardinals Hatt Saltash Cornwall
Applicant	Mr Venables
Grid Ref	239812 / 61622
Application	PA19 / 01247
Proposal	Outline planning permission with some matters reserved for the construction of a hotel comprising 56 hotel rooms and leisure facilities including associated parking with appearance and landscaping reserved.
Location	The Cardinals Hatt Saltash Cornwall
Applicant	Mr Venables
Grid Ref	239812 / 61622

B Planning application received after agenda published – for information only.

C Planning applications approved by Cornwall Council – one approved.

Application PA19 / 00168  
Proposal Provision of a potato storage building  
Location Ziggerson Hill Farm Botus Fleming Saltash Cornwall  
Applicant Messrs MM and MW Holmes  
Grid Ref 240942 / 61940

Decision – Approved with conditions.

The development hereby permitted shall be carried out in accordance with the plans listed under the heading ‘ Plans referred to in Consideration of this Application’.

D Applications closed – none received

### **250 Emergency Plan – Landulph & Botus Fleming Parish Councils**

The Chairman of Landulph Parish Council, Cllr Martin Worth will explain how the Emergency Plan has developed and how a joint initiative approach may benefit both Parish Councils.

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

Councillors will receive a progress report on the Neighbourhood Development Plan from Cllr Malcolm Fletcher which constitutes the following.

Motion dated 18<sup>th</sup> March 2019 from Cllr. Fletcher

*a) That given the resignation of Dr Trevor Aughey as Chair of Botus Fleming and Hatt Neighbourhood Development Plan Committee, the parish Council agrees a date and place to convene a meeting of the said Committee before the date of the April Parish Council meeting in order to elect a new chair and determine a plan of action to carry the NDP forward.*

*And*

*b) That the said Meeting be publicised as widely and as soon as possible prior to that date, informing members of the public of the reasons for the meeting, and welcoming attendance by as many parishioners as possible.*

### **252 Recreation Field**

Councillors will receive a progress report on the continuing negotiations regarding the Recreation Field from Cllr Dave Edwards (V/Chair) or Cllr Dave Willey.

### **253 Councillors' Reports**

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

B Cllr Malcolm Fletcher – Bio diversity  
Councillors will receive a report on Bio diversity issues.

C Cllr Dave Edwards (V/Chair) – Big Event preparations  
This report is deferred until 24<sup>th</sup> April 2019 when the Risk Assessment for the Big Event has been completed. The temporary events licence has been applied for.

D Cllr Dave Edwards (V/Chair) – Playground equipment  
This report is deferred until 24<sup>th</sup> April 2019.

E Cllr Dave Edwards (V/Chair) – Projector and Screen  
This report is deferred until 24<sup>th</sup> April 2019. The Parish Council's laptop has been repaired in preparation for use at the Annual Meeting of the Parish Council and new equipment will be compatible with the laptop.

## **254 Chair's Agenda Items**

- A Container for Council equipment
- B Meet the Planners update on Meeting 27<sup>th</sup> March 2019

## **255 Clerk's Agenda Items**

- A Parish Pound – Details of Local Land Charge search K19
- B Co-option of Councillors progress update.
- C Arnold Baker Local Government handbook
- D Member's Interests form (for adoption)
- E Annual Parish Meeting 24<sup>th</sup> April 2019
- F Annual Meeting of the Council 22<sup>nd</sup> May 2019
  - a) Note Parish Council Chair & Vice Chair Elections & NDP Chair (Steering Group)
  - b) Review of Council Policies to include
    - i) Donations & Grants (Author-Morgan 2017) review of expenditure levels.
    - ii) Vexatious correspondence & complaints (Author-Aughey 2017) review of content.
    - iii) Delegation Policy (New Draft for consideration)
    - iv) Monthly budget monitoring & s137.
- G Polling District & Polling Station Review end 15<sup>th</sup> April 2019
- H Internal Audit

## **256 Chair's Urgent Business**

Cllr Ellis (Chair) will move the Co-option of a Councillor process wherein a vote will take place. The Chair will resolve that members of the press and public should be excluded from the Co-option meeting. The Candidate will be asked to introduce them self to the Parish Council.

## **257 Date of next meeting.**

The next Meeting of the Council will be the Annual Meeting of Parish Council on Wednesday 24<sup>th</sup> April 2019 at 7.30pm in St Mary's church hall.

## **258 End of meeting**