

Botus Fleming Parish Council

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Wednesday 27th March 2019

Present: Councillor Ellis (Chair)

Councillors Fletcher, Robinson, Smith, White and Willey

Apologies for absence : Cllr Edwards (V/Chair)

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

Members of the public: 8

The Public meeting started at 7:30pm and closed at 9:50pm

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 | 27th March 2019

240/2019 Chair's Welcome & Housekeeping

Cllr. Mervyn Ellis (Chair) welcomed Councillors and residents to the public meeting. The Chair commented on the number of public in attendance, stating that much support for the Parish Council was evident once again and appreciated by the Councillors.

Cllr. Gloria Challen (Deputy Mayor Saltash Town Council) stated that she would be recording the Planning section debate of the Public Meeting, as the Cardinals Planning Application PA19/01247 would also be included on the next Saltash Town Council Planning Agenda and that this would be of interest to Saltash North Ward Councillors. Councillors noted and agreed.

241 Public participation

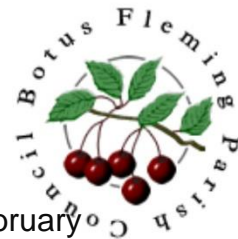
A resident made mention of the grass cutting issues at the A388 Hatt roundabout. Cllr Fletcher advised that this aspect would be addressed under Item 253 (B) Bio diversity update.

242 Apologies

Cllr Edwards (V/Chair)

243 Declarations of Interest

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



244 Minutes of the Public meeting

It was **Resolved** to confirm the minutes of the public meeting held on 27th February 2019 were a true and accurate record, Proposed Cllr Willey, seconded Cllr Robinson. All agreed.

245 Matters arising from the minutes

There were no matters arising from the minutes 27th February 2019.

246 Correspondence

Correspondence received from :-

a) Resident enquiry concerning dog users.

The Chairman read out verbatim the anonymous letter which had been received. Councillors agreed that as the letter was anonymous and not specific on some details, that the matter would be noted and recorded in the Minutes for the Resident to read. Cllr. Ellis (Chair) mentioned that views of other Residents should be sought and a suggestion as to how improvements could be made to resolve the enquiry be provided before Councillors could comment further. Cornwall Cllr Jesse Foot concurred. Councillors noted and agreed.

b) Complaint action. Councillors duly noted and agreed.

247 Report Cornwall Councillor, Cllr Jesse Foot

Cllr. Foot advised Councillors that a number of members of the public had made comments about confusion arising from road signage used to advertise forthcoming road works from Carkeel to Hatt village and beyond. Cllr. Fletcher commented that he found the information on signs confusing and that, although road works information from Cornwall Council was available 'online', not all residents had access to I.T. services, and that simplified information should be displayed on notice boards. Cllr. Robinson confirmed that the Bus Companies had advertised affects to bus routes in the bus shelters. Cllr. Foot confirmed that he would mention these matters to both Paul Allen (Cormac) Highways, and also the Cornwall Community Link Officer. Updating Councillors with regards to ' Safety ' reports, Cllr Foot confirmed Highways England were shortly to be advised of the short term improvements recommended in a report on the Carkeel to Trerulefoot section of the A38. Under the Community Network Panel scheduled works for the Parish, it was reported that the Vollarads Lane speed restriction scheme would be heard soon 14th May 2019. Cllr. Foot advised that the Cornwall Cabinet SE Cornwall regeneration panel were considering a number of projects for the South East, such as Cycle routes. A £4 million investment fund had been approved as investment towards SE Cornwall projects.

248 Finance

A Accounts for Payment

It was **Resolved** to approve the payments schedule. Proposed Cllr Robinson, seconded Cllr Fletcher. All agreed

B Bank receipts for information

Bank receipts were noted.



C Bank reconciliation

At the close of Business on 27th February 2019, the Parish Council held £19,094.02 in it's combined accounts with Lloyds. Earmarked fund amounts and reserves were identified as £4,585.24. The Sports & Recreation Earmarked funds stood at £1,999.54. Councillors **Resolved** to note the amounts.

D Quarterly monitoring report (4th quarter)

The Quarterly monitoring report was noted.

249 Planning Matters

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

Cllr. Fletcher stated, prior to consideration of the following two Applications, that, there was a considerable amount of documentation attaching to both Applications. Addressing the County Cllr. Jesse Foot, Cllr. Fletcher felt that the Planning Department were expecting Parish Councillors to have a grip and knowledge of all Planning procedures, surveying techniques, environmental awareness, I.T. skills and also the concept of the Cornwall Local Plan, which overall appeared quite unrealistic, and that this should be conveyed to the Planning Department.

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

Councillors considered the aspect of this being an Area of Natural Beauty (AONB), and that the proposed development would not give the AONB the same level of protection, although the Main Cardinals building could obscure the proposed new extensions. Councillors questioned whether the scale of the development was justified for the area and that visually it could impact on the ' rural ' nature of the Community. Cllr. Smith suggested that the new accommodation could be favourable in terms of providing employment, although Cllr. White questioned whether this would be for the benefit of local people. Cllr. Fletcher referred to the existing NDP draft Plan which highlighted Community aspirations and environmental issues. The Planning Application was put to the Vote as follows:-

For the development 5
Against the development 1

The Parish Council agreed to support the Planning Application.

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

As in Planning Application PA19 / 01245, Councillors considered that the environmental and visual impact of the development should be taken into account. Cllr. Willey enquired as to



whether the proposed Leisure facilities in the Hotel would be open to the public and could then be termed a public asset. Cllr. Willey further stated that if the public did use the facility no pathway existed for the community and that the A388 was a dangerous road. Cllr. Ellis (Chair) pointed out that access and egress to the proposed Hotel would mainly be by car and that this would cause congestion at times. Referring to the A388, Cllr. Willey proposed that a roundabout or a clearly hatched out area and suitable highway lighting would need to be provided. Cllr. White referred again to the aspect of employment in the area and whether this would be generated with local recruitment. Cllr. Smith noted that neither the Applicant or Architect involved with the development had attended the Public Meeting and could not therefore answer the questions raised. Overall, Councillors agreed that they had insufficient knowledge to comment further on the Application without a) an Extraordinary Council meeting, and b) a possible site visit and Meeting with the Planning Officer. Proposed Cllr. Fletcher, seconded Cllr. Ellis (Chair).

Action. The Clerk to extend the Planning Application response period from the 3rd April 2019 to 18th April 2019.

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

- B Planning application received after Agenda published – for information only
- C Planning applications decided by Cornwall Council - none Approved
- D Applications closed – one received

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’.

Councillors **Resolved** to note this decision.

250 Emergency Plan – Landulph & Botus Fleming Parish Councils

Cllr. Ellis (Chair) welcomed Cllr. Martin Worth (Chair) of Landulph Parish Council who also was accompanied by Mr. Pew resident and volunteer. Cllr. Worth (Chair) gave a full and informative update on the development of the Landulph PC emergency plan (EP) mentioning the funding provided by Cornwall Council for such projects, £100 initial funding with a further £500 as on-going support. Landulph PC had used a previous (EP) template which suited their needs.

The plan identified the likely risks to the community, such as Flooding, and gave examples of the Impact Assessments which would need completion and the functions that the PC would require to deliver an EP. Functions listed included local skills provided from within the community, such as medical, military, farmers, builders and communication skills.

As part of the EP, Landulph PC, similar to Helston Town Council were forming a Community Emergency Group & Response Team, consisting of local volunteers. Mr.Pew explained that ideally there would be 12 volunteers in the response team and 40 in the reception team.



Cllr. Worth (Chair) of Landulph PC invited Botus Fleming Parish Council as the neighbouring Parish Council to join them in a joint project. Councillors agreed that this would be worthwhile and Cllr. Ellis (Chair) & Cllr. Willey offered to attend the next joint EP meeting.

251 Neighbourhood Development Plan (NDP)

www.botusflemingandhattndp.com

Cllr Fletcher confirmed that the following motion(s) formed the NDP report.

Cllr Ellis (Chair) requested that Minutes from the last Steering Group meeting should be provided to Councillors and Cllr. Fletcher noted this request. Cllr. Fletcher stated that a new NDP Steering Group would be formed, with a view to electing a Chair at a Public Meeting to take place between 24th April 2019 and 22nd May 2019. The Meeting would be advertised in order to gather new NDP members and to gauge the appetite for the NDP Forum. Cllr. Fletcher confirmed that in the interim he would act as the NDP Chair in order to provide continuity with any existing Steering Group members and a link to the Parish Council. Cllrs. Willey and Ellis (Chair) discussed the merits of the Motion brought by Cllr. Fletcher and following discussion, and with reference to Standing Order 1 (e) ' amendment ' and 1 (f) , Councillors agreed to amend the following Motion as proposed by Cllr. Ellis (Chair) with all Councillors in agreement to the new Motion in bold:-

Motion dated 18th 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.

New Motion : That consultation should take place with the Parish in order to hold a Meeting between the Annual Meeting of the Parish Council 24th April 2019, and the Annual Meeting of the Council 22nd May 2019, and to elect a new Chair at this Meeting in order to determine a Plan to carry the NDP project forward and to seek new members.

Proposed Cllr. Fletcher, seconded Cllr. White, All agreed.
Councillors **Resolved** to note this action.

252 Recreation Field

Cllr. Willey in the absence of Cllr. Edwards (V/Chair) advised Councillors that conversations had taken place with the Landowner concerning the proposal of the offer of a ' new ' field as an alternative to the Meadow. The designation of a Public Green Space (PGS) to the Recreation Field remained acceptable and that following the Councillor's positive discussions at the last Public Meeting which resolved the three options as previously listed, a new Lease in excess of four years could be considered. Cllr. Willey provided a google map of the proposed ' new ' field. Both



Cllrs. White & Fletcher had reservations concerning access to the proposed fields and whether disabled access could be provided for the public. Overall the new proposal seemed favourable and Councillors agreed that this should be considered further and a site visit arranged in early course.

The Landowner, Mr. R. Shovell has agreed to attend the Annual Parish Meeting 24th April, 2019 in order to address the Recreation Field, and this would take place during the Public Participation section of the Agenda. The Community would be welcome to attend.

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

253 Councillors Reports

A Cllr Sally White - maintenance

Monthly maintenance audit noted (report previously published)
Councillors **Resolved** to note the monthly Audit report.

B Cllr Malcolm Fletcher – Bio diversity

Cllr Fletcher advised Councillors regarding the mowing of the roundabout and verges as completed by Cormac, and thanked the Community Action Team (CAT) in helping with clearing of grass cuttings from the verges. Councillors were informed that the grass cutting frequencies would remain the same. Cllr. Smith advised Councillors that several residents had complained that the length of the grass on the Hatt roundabout was an eyesore and a danger to pedestrians as oncoming traffic had their line of vision impaired. A resident at the Meeting also confirmed this statement and requested that the roundabout be kept tidy in future. Cllr. Ellis (Chair) advised that the length of the grass should force traffic to reduce speed when approaching the roundabout and to take more care. Cllr. Fletcher highlighted the eco system for wildlife, the Highways Guidance document on roundabout maintenance, and the 'let nature grow' Cornwall Council policy for Parishes, stated that the frequency of grass cutting would be addressed.

Proposed Cllr. Fletcher, seconded Cllr. Willey
Councillors **Resolved** to note this report. All agreed.

C Cllr Dave Edwards (V/Chair) – Big Event preparations

Report deferred until 24th April 2019.
Councillors **Resolved** to note this report. All agreed.

D Cllr Dave Edwards (V/Chair) – Playground equipment

Cllr Ellis (Chair) in the absence of Cllr Edawrds (V/Chair) advised that a Grant application had been made to Calor Gas grant funds in the sum of £2,500. This amount would be match funded by the Parish Council. The full Report deferred until 24th April 2019.

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

E Cllr Dave Edwards (V/Chair) – Projector and Screen

Cllr Ellis (Chair) in the absence of Cllr Edwards (V/Chair) advised Councillors that now the Council's laptop was operational again it was hoped that the projector and screen would be available for the Parish Meeting 24th April 2019.

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



254 Chair's Agenda Items

A Container for Council equipment

Cllr Ellis (Chair) stated that no progress could be made on this matter at the moment. Report deferred to 24th April 2019.

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

B Meet the Planners update on Meeting 27th March 2019

Cllr. Ellis (Chair) attended the Planning Meeting. The Planning Team for SE Cornwall (Area 7) advised Councillors of the new way of working, and the continued improvement in consultation standards, particularly with Parish Councils. The Planning conference slides would be provided. The Clerk to **Action** delivery of this presentation.

Councillors **Resolved** to note. All agreed

255 Clerk's Agenda Items

A Parish Pound

The Parish Clerk explained that in order to search the Land Charge No. 33965/68 reference to a plot numbered 9293 on the 25 inch Ordnance Survey Map for the said Parish, would require a visit to the Cornwall Records Office in Truro for further research.

Report deferred until 24th April 2019.

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

B Co-option of Councillors progress update

The Parish Clerk advised Councillors that the Parish Council had been informed that a co-option of a Councillor process should take place following expiry of the Vacancy Notice period. This was to be addressed under Item 256.

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

C Arnold Baker Local Government handbook

The Parish Clerk advised Councillors that most Council's possess a copy of the handbook for guidance, and that the Parish Council should secure a copy. A copy could be purchased direct from the Society of Local Council Clerks (SLCC) at a discounted price of £105 approx.

Councillors **Resolved** to purchase a copy of the publication. All agreed.

D Members Interests form (for adoption)

The Parish Clerk advised Councillors that in order to strengthen Governance, a Members Interests form should be completed and retained as a record for each Meeting. In most cases this would be a noting exercise for the Parish Clerk, though any Councillor declaring an interest would complete the form before the Public Meeting.

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

E Annual Parish Meeting 24th April 2019

The Parish Clerk advised Councillors that the Annual Meeting notice would be posted and that Mr. R. Shovell would be attending the Parish Meeting in order to update Councillors and residents about the renewal of the Recreation Field.

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



F Annual Meeting of the Council 22nd May 2019

The Parish Clerk advised Councillors of the process in dealing with the Items as listed on the Agenda, mentioning in particular a new budget monitoring sheet which would be devised to regulate expenditure on a monthly basis.

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

G Polling District and Polling Places Review

The Parish Clerk advised Councillors that no comments had been received from the Electorate with regards to the suitability of current Polling Stations and that the consultation period would end 15th April 2019.

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

H Internal Audit

The Parish Clerk reported that the Internal Audit had been arranged to take place 28th April 2019, and the External Audit with PKF Littlejohn LLP would be completed soon thereafter.

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

256 Chair's Urgent Business

Cllr Ellis (Chair) moved the Co-option of a Councillor process to receive an Application. Press and Public were excluded from the Co-option meeting. The Clerk explained the Interview and Voting process, though there was only one candidate applying for Co-option.

Following due process Mr Julian Oakes was co-opted as a Councillor effective from 27th March 2019 and was provided with a Register of Interests form to complete along with the following Botus Fleming Parish Council Documents (BFPC) and other Guidance :-

Standing Orders (BFPC)
Financial Regulations (BFPC)
Code of Conduct practice & Principles of Public Life
Schedule of Meetings
Budget accounts and Precept
What is a Parish Council (CALC)
What is a Parish Councillor (CALC)
Roles & Responsibilities (BFPC)
Good Councillor guide (NALC)

Councillors **Resolved** to note the appointment of Cllr Julian Oakes. All agreed.

257 Date of next meeting

The next Meeting of the Council will be the Annual Meeting of the Parish Council on Wednesday 24th April 2019 at 7:30pm in St.Mary's church hall.

258 End of meeting 21:50

