

Botus Fleming Parish Council

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Wednesday 24th April 2019

Present: Councillor Ellis (Chair)

Councillors Edwards (V/Chair), Fletcher, Oakes, Robinson, Smith, White and Willey

Apologies for absence: None

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

Members of the public: 29

The Annual Parish meeting started at 7:15pm and closed at 7:45pm and the Public meeting started at 7:45pm and closed at 9:20pm

Residents of the Parish were permitted to speak for a period of 3 minutes. This meeting was advertised as an Annual Parish meeting and as in a Public meeting 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 | 24th April 2019

259/2019 Chair's Welcome & Housekeeping

Cllr. Mervyn Ellis (Chair) welcomed residents to the Annual Parish meeting and advised that the Public meeting would follow directly after the Chair's report (Item 269), and the end of year Finance report (Item 267) both reports being delivered immediately after the welcome. For the benefit of the residents, Cllr Ellis (Chair) introduced the Councillors and Clerk individually.

Item 269 Annual Report of Botus Fleming Parish Council

Report by Cllr Ellis (Chair)

It is with great pleasure that I present to you the annual report.

The year began on a rather sour note and before 6 months were up we faced two resignations, one of those being the chair. These were for personal reasons and differing points of view.

It was in September that I took on the chair's role and faced many challenging situations as did the council as a whole. Not long after my appointment we faced another resignation but for completely different reasons to the others. However, people came forward and at the time of writing this report we are at full strength i.e. 8 councillors.



I am very grateful for the support I have received from fellow councillors and the clerk. I firmly believe the clerk has done a tremendous job considering the difficulties he has had to endure. He puts in a lot of work and not all is accounted/charged for from a remunerative perspective. He has also tightened up our governance, an important part of the machinations of the council's business. His replies to councillors are timeous as are the production of the minutes. He has launched himself into an intense training programme to equip him to do the job he was successful in securing.

The challenges this council faced and will continue to do so are not small by any means. The single biggest issue is of course the precarious position of the recreation field and the meadow land to the south of the parish. It was very disappointing to receive the notice of termination of the lease of the meadow at the end of September 2018.

Councillor Edwards has worked tirelessly and continues to do so to negotiate a settlement that hopefully will suit all the needs of the parish.

There are fixtures and fittings now in place that was budgeted for, such as the picnic table, dog bins and the benches. These items were requested by the residents of Botus Fleming Parish. We are well under way with the purchase of play equipment for the field and I hope this demonstrates the commitment this committee puts in for the benefit of the entire community.

My report cannot be concluded without saying a special thanks to Nick Brown who looks after our grass. He maintains his commitment to us by photographing cut areas, so we know what, where and when areas have been cut with full explanations should any areas not require attention.

I look forward to working with the council and the residents of the Parish of Botus Fleming for the next 12 months be it as chair or otherwise.

Many thanks.

Cllr Ellis (Chair)

Item 267 Annual Finance report

Report by Christopher Cook – Parish Clerk & RFO.

A Accounts for Payment

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

B Bank receipts for information

Bank receipts were noted.

C Bank reconciliation

At the close of Business on 27th March 2019, the Parish Council held £18,123.70 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 Annual Statement of Account 2018 - 2019

At the close of Business on 31st March 2019 the current account balance carried forward was £13, 538.46, representing annual Receipts £24,613.63 against annual Expenditure £23,664.41. Councillors **Resolved** to note the amounts.

E Summary of Receipts & Payments 2018 – 2019

The Parish Clerk explained the categories of Receipts and Payments and how the sums identified with the financial year 2017 – 2018. Broadly Receipts were as expected and Payments reflected the Budget. The Receipts & Payments Summary was signed by the Parish Council Chair & Parish Clerk as an accurate record for purposes of the Annual Governance & Accountability Return (AGAR) and internal Audit process.

F Supporting Statement to Receipts & Payments Account

The Parish Clerk explained the purpose of the Statement which reflected S137 payments, operational Leases, and the Parish Council's Asset register forming a report intended for the internal Audit process. The Parish Council Chair & Parish Clerk signed the Statement as a true and accurate record.

260 Public participation

Cllr Ellis (Chair) welcomed Messrs R & T Shovell to the Annual Parish meeting, and invited Residents to raise any matters of interest prior to Mr Dick Shovell advising the meeting of the current negotiations regarding the renewal of the Recreation Field lease with the Parish Council. There were no issues raised.

Cllr Edwards (V/Chair) provided an overview as to the range of informal negotiations which the Parish Council had held with Messrs Shovell in recent months, highlighting that the main aim was always the wish to extend the lease on the Recreation Field, or the purchase of the Field, whilst at the same time agreeing an alternative provision for dog walking, currently enjoyed on the Meadow Field.

The Neighbourhood Development Plan (NDP) steering group independently had requested to the Parish Council that the Meadow Field be designated a ' Public Green Space '. This request was at variance to the Parish Council views as Messrs Shovell had made it clear that there would be no renewal of the Recreation Field lease if this approach was maintained.

Mr Dick Shovell addressed the meeting chiefly pointing out his requirement to have access to the Meadow Field for farm machinery, and proposing an alternative 2 to 3 acre field for the purpose of dog walking. Mr Shovell understood the significance of the Recreation Field to the Community. A resident questioned the potential loss of privacy to the homeowners who lived on the boundary of the proposed dog walking area, and whether this would be taken into consideration.

Cllr Fletcher suggested that, should any residents have any similar views on this issue, that the views be directed to Parish Councillors as they would be negotiating the renewal of the lease. Mr Dick Shovell agreed to a site meeting with all Councillors in order to view the new field being offered within the terms of the lease.



Cllr Smith pointed out that in order for the Parish Council to secure a renewal of the lease that compromise would be required on both sides and that, as the owners of the land, Messrs Shovell were being reasonable and willing to negotiation. Messrs Shovell received a round of applause from the residents at the end of his address.

261 Apologies

No apologies.

262 Declarations of Interest

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

263 Minutes of the Public meeting & Extraordinary meeting

It was **Resolved** to confirm the minutes of the Public meeting held on 27th March 2019 were a true and accurate record, Proposed Cllr Fletcher, seconded Cllr White. All agreed.

It was **Resolved** to confirm the minutes of the Extraordinary meeting held on 15th April 2019 were a true and accurate record, Proposed Cllr Ellis (Chair), seconded Cllr Willey. 5 Councillors agreed, 2 abstentions. Councillor Oakes expressed a pecuniary interest.

264 Matters arising from the minutes

There were two matters arising from the minutes 27th March 2019.

Item 257 Cllr Ellis (Chair) requested that the wording of this item be amended to: The next meeting of the Council will be the Annual Parish Meeting at 7:15pm on Wednesday 24th April 2019 in St.Mary's church hall, with the Public meeting following on at 7:30pm.

Item 253 (B) Cllr Fletcher requested 3 amendments:

That ' grass cutting to remain the same ' be altered to read ' Hatt roundabout would be mown at the same frequency as the grassed areas in Hatt, However, the verges along the A388 would not be mown until mid-July '.

That ' eco system for wildlife ' be altered to read ' the ecological value of allowing wildflowers to grow '.

That ' stated that the frequency of grass cutting would be addressed ' be omitted.

Councillors **Resolved** to note these alterations. 7 Councillors agreed, 1 abstention.

265 Correspondence

No correspondence.

266 Report Cornwall Councillor, Cllr Jesse Foot

Cllr. Foot advised Councillors that a road safety event was planned in Truro 14th May, 2019. Councillors were urged to attend as the event would be addressing a number issues involving speeding in the County. Cllrs Edwards (V/Chair) & Robinson expressed an interest to attend the event. The report from Cornwall Council in association with Highways England would shortly release their report addressing the short-term safety improvements on the A38 between Saltash and Trerulefoot roundabout. Cllr. Foot confirmed that overall delivery of this project was the responsibility of Highways England



267 Finance

The Parish Clerk delivered the Annual Finance report under Item 259/2019

268 Planning Matters

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

Application	PA19 / 01685
Proposal	Outline application for the construction of 4 detached dwellings with all matters reserved except access and layout
Location	Land at Orchard Meadow Hatt PL12 6PL
Applicant	Messrs C and G Wood and Speed Project Management SW Ltd
Grid Ref	239767 / 61926

A number of Residents present at the meeting registered their objections to the Planning Application highlighting the following issues:-
Carlton Villas Lane being 'unadopted' and not on the Highways Plan may incur development costs with road widening and resurfacing works.
Access issues for Emergency and delivery vehicles.
Carlton Villas comprises largely elderly, infirm vulnerable residents.
Ecological destruction and tree infrastructure disruption and affect to a known 'bat run'.
There is a lack of parking spaces and narrowness of the Lane.
The size of the proposed houses would be considered far too large and overbearing.
Surface water drainage issues would arise and the sewage and Attenuation Tank has not been addressed.
Particular local residents will have their accesses compromised by a new development.
It was noted that a prior Planning Application had been refused and references were made to Planning Application PA17/01268 PreApp.
It was noted that a Restrictive Covenant dated 7th January 1989 was in place and still valid.
Lack of engagement or consultation with the local Community.

Cllr. Jesse Foot reported that he had received a number of comments with nearly all the residents of Carlton Villas registering objections to the proposed development either directly to the Cornwall Councillor or registering comments on to the Cornwall Planning portal. Cllr. Jesse Foot pointed out that the Planning Application was only in outline and that the size of the proposed detached dwellings had not yet provided, and that access and egress issues were yet to be addressed too.

Councillors had spent many hours reviewing the Planning Application details and meeting with residents of Carlton Villas. Cllr Edwards (V/Chair) discussed further access and egress issues surrounding the Lane and plot 1 and measured out the area deeming the road insufficient to feed new developments or to deal with increased traffic flow, emergency vehicle access or trucks that would be involved during a period of construction. Cllr Fletcher reiterated the access and parking issues, and also mentioned that an ecological study should reflect the trees acting as a natural barrier all currently affording a Tree Preservation Order (TPO) status. Development conditions should take into account the National Planning Policy and likewise the Local Plan.

Proposed Cllr. Edwards (V/Chair), seconded Cllr. Fletcher that the Planning Application be refused.



Councillors **Resolved** to reject the Planning Application. All agreed.

B Planning application received after Agenda published – for information only

C Planning applications decided by Cornwall Council - one Approved

Application PA19 / 01319
Proposal Single storey rear extension
Location Bluebell Wood Botus Fleming Saltash Cornwall
Applicant Mr A Ferris
Grid Ref 240915 / 61616

Decision – Approved with conditions

D Applications closed – none received

269 Annual Report of Botus Fleming Parish Council

Cllr. Ellis (Chair) delivered the Annual Report under Item 259/2019

270 Neighbourhood Development Plan (NDP)

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Cllr Fletcher advised Councillors that a meeting had been arranged for 15th May 2019 with a view to appointing a Chair and for setting up a steering group committee in order to complete the NDP draft plan, and to report to the Parish Council. Cllr Fletcher also confirmed that he had had an enquiry from a resident as to the current situation with the NDP plan itself.

Cllr Fletcher pointed out that the St. Mary's church hall would be required for the NDP meeting on the 15th May 2019, and mindful that the Parish Council had also used the church hall for the Extraordinary meeting 15th April 2019, proposed that the annual donation for the use of the church hall for meetings be increased from £275 per annum to £325 per annum.

The Clerk pointed out that this proposal was timely as the Grants & Donations policy was due for review on 22nd May 2019.

Action Clerk to review and amend the Grants & Donations policy.

Proposed Cllr. Fletcher, seconded Cllr. Oakes, All agreed.

Councillors **Resolved** to note this report.

271 Recreation Field

Cllr. Edwards (V/Chair) advised Councillors that this matter had been dealt with under Item 260 and that the Lease would now need to be addressed in line with the discussions held.

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

272 Councillors Reports

A Cllr Sally White - maintenance

Monthly maintenance audit noted (report previously published)

Cllr White advised Councillors that the Parish Pound was looking untidy with weeds.

Both Cllrs White & Fletcher identified the need to replace coping stones in the wall.



Mr Nick Brown (BMS Landscaping) would again be approached to use suitable weed killer in the Parish Pound and to complete maintenance work to repair the wall, the latter being outside of the Grass cutting and maintenance Contract with the Parish Council.

Action Clerk to contact Nick Brown (BMS Landscaping)
Councillors **Resolved** to note the monthly Audit report. All agreed.

B Cllr Dave Edwards (V/Chair) – Big Event preparations
Cllr Edwards (V/Chair) advised Councillors that preparations were well in hand although it was hoped that more volunteers / stewards would come forward. The Chairman Sarah Edwards, present, advised Councillors of the intention to purchase a marquee which would then be retained as a Parish Council asset.
Councillors **Resolved** to note this report. All agreed.

C Cllr Dave Edwards (V/Chair) – Playground equipment
Report deferred until 22nd May 2019.

D Cllr John Robinson – Saltash Area Road Safety Committee (SARS)
Cllr Robinson advised Councillors that speeding issues remained top priority for discussion, and parking issues in lower Fore Street Saltash. In the main Cllr Robinson felt he could only echo the points raised by Cllr. Jesse Foot under Item 266. Cllr Edwards (V/Chair) suggested that with Highways improvements being mentioned, especially in light of the Planning Application PA19/01247 Cardinals hotel development proposal, now would be an opportune time to approach Cormac and to seek their views regarding a general A388 highway improvement as part of a traffic calming in consideration of the Planning application under review.
Councillors **Resolved** to note this report. All agreed

E Cllr Malcolm Fletcher – Bio diversity
Cllr Fletcher advised Councillors of the outline permission given to the Parish Council by Highways enabling the planting of native trees or wildflowers along the A388 verges north and south of the Hatt roundabout. An Application form would be completed describing a planting and maintenance schedule which Cormac would need to consider for approval. The intention being that planting may commence in the Winter 2019. Cllr Willey suggested that the brambles situated on the south east verge opposite the Cardinals could be cleared and tidied in preparation for tree planting and would enquire about suitable machinery for completing this task.
Action Cllr Willey.
Councillors **Resolved** to note this report. All agreed

273 Chair's Agenda Items

A Container for Council equipment
Cllr Ellis (Chair) stated that progress had been made with the container unit. Cllr Willey advised Councillors that he had attended the last St.Mary's PCC meeting wherein they agreed that the Parish Council could site a container unit in the church hall car park at the rear in the corner. The unit would need to be inconspicuous in colour, either green or blue. Cllr Willey advised that he would source a suitable



container unit from Tamar Valley Transportation to enable the Parish Council to consider the cost implications of a purchase.

Action Cllr Willey.

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

274 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 further research. Any Councillor may wish to carry out this search should they be visiting near to the Records Office at the time.

Report deferred until 22nd May 2019.

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

B Annual Meeting of the Parish Council

The Parish Clerk reminded Councillors that the meeting 22nd May 2019 required the election of a Chair & V/Chair, a review of selected Council Policies, and for the Annual Governance Accountability Return (AGAR) to be approved.

275 Date of next meeting

The next Meeting of the Council will be the Annual Meeting of the Parish Council on Wednesday 22nd May 2019 at 7:15pm in St.Mary's church hall.

276 End of meeting 21:20