



PUBLIC MEETING OF THE PARISH COUNCIL

Wednesday 26th August 2020 – VIRTUAL REMOTE MEETING

Present: Councillor Edwards (Chair)

Councillors Ellis, Fletcher, Oakes, Robinson, White & Willey (Vice Chair)

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

Members of the public: 1

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 26th August 2020

563/2020 Chair's Welcome & Announcements

Cllr Edwards (Chair) welcomed residents to the Public Meeting of the Parish Council and delivered Health and Safety housekeeping rules. No members of the public intended recording the Public Meeting. The Chairman explained that the Meeting was being held remotely using Microsoft Team in which Residents could participate.

564 Public participation

Councillors Willey (Vice Chairman) & Ellis left the virtual Microsoft Teams Public Meeting

Cllr Edwards (Chairman) moved Item 571 (i) to Item 564 as the Applicant was at the virtual public meeting and wished to address their Planning Application **PA20/05288**. The applicant confirmed that the application only involved minor amendments to the property and had no adverse effects on neighbouring properties. Two neighbours had confirmed their support for the application commenting on the Cornwall Planning portal accordingly.

Cllr Fletcher noted the comments from neighbours at Stuarts Way and also that the application did not alter the footprint of the property.

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

The vote on this Application is recorded under Item 571 (i) below.

Councillors Willey (Vice Chairman) & Ellis returned to the Meeting

565 To receive Apologies for Absence and approve the reasons given

No apologies.



566 **Declarations of Interest**

Councillors Willey (Vice Chairman) & Ellis both declared non-pecuniary interests in respect to Item 571 – **PA20/05288**.

Councillors **Resolved** to note the non-pecuniary interests.

Councillors **Resolved** that no Councillors were liable for written Dispensations or Gifts.

All noted and agreed.

567 **Minutes of the Public Meeting 22nd July 2020**

The Minutes were a true record of the Meeting held remotely using Microsoft Teams.

Proposed Cllr Willey (Vice Chair) seconded Cllr Robinson.

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

568 **Matters arising from the Minutes for report purposes only.**

The following original dialogue (sic) was omitted from the Minutes 24th June 2020 in respect to Item 536 – Grass cutting contract.

'Many residents had expressed their thanks to the Parish Councillors for arranging additional grass cutting measures in Hatt'. The work was necessary due to cessation of the Cormac service during the Covid-19 pandemic period.

Proposed Cllr Fletcher, seconded Cllr Willey (Vice Chair)

Councillors **Resolved** to note and agree the budget expenditure. All agreed

Councillors noted this amendment. All agreed

569 **A Report from Cornwall Councillor Jesse Foot**

Cornwall Cllr Jesse Foot advised Councillors that Cornwall Council continued to meet effectively by remote access, though face to face or a hybrid version were still being considered.

The Highway consultation period concerning speed humps and double yellow lines for Vollards Lane had been considered and Cllr Foot supported and that yellow lines

on both sides of the road in Vollards Lane would not be sensible as public would park in other areas in Hatt causing congestion. Cllr Ellis requested whether a parking bay could be created and to dispense with the green area outside Carlton Villas, and Cllr Foot replied that this would involve a separate new consultation

Cllr Foot confirmed that he had started his Election campaign for 2021 and would be standing as a County Councillor candidate for Liskeard South and Dobwalls. Botus Fleming would fall within the new boundary category of Saltash, Trematon and Landrake.

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



570 Finance

A Accounts for Payment

Cllr White proposed, Cllr Willey (Vice Chair) seconded approval of the Accounts for payment.

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

B Direct bank Payments & Receipts for information

Bank Receipts were reported as **£140.10**. Total receipts 2020/2021 **£9,886.18**

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

C Bank reconciliation and Earmarked Funds (EMF)

The General Account balance was reported as **£16,719.82** and the Earmarked Funds as **£8,225.82**.

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

D Monthly budget monitoring balances report

Councillors **Resolved** to note the report.

E Public Works Loan Board Statement July 2020

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

571 Planning

New Planning Applications – Three received

Application : **PA20 / 05288**
Proposal : Conversion of single garage into 2 room accommodation with a front facing window and a side entry door. Conversion of existing dining room into garage. Extension to west elevation raising external roof height by 350mm from 2700mm to 3050mm, and raising internal floor to match the current house floor level.
Location : 18 Stuarts Way Hatt PL12 6PN
Applicant : Mr Marc Solomon
Grid Ref : 239497 / 62090

Proposed, Cllr Edwards (Chairman), seconded Cllr Robinson

The Parish Council resolved to Support Planning Application PA20/05288

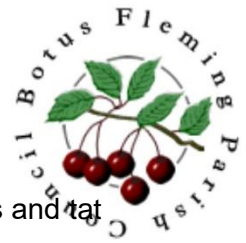
Support – 5 votes

Against 0 votes

Abstention 2 votes.

Application : **PA20 / 05816**
Proposal : A general purpose agricultural building and yard area
Location : Land North East of Notter Mill Country Park Cocks Lake Lane
Notter Cornwall
Applicant : Mr M Peters

Grid Ref : 238688 / 61762



Cllr Ellis proposed that the proposed building had no effect on neighbour's properties and that no objections had been made.

Proposed, Cllr Ellis, seconded Cllr Robinson.

The Parish Council resolved to Support Planning Application PA20/05816

Support – 7 votes

Against 0 votes

Abstention 0 votes.

Application : **PA20 / 06369**

Proposal : Retrofit loft extension and the formation of a veranda to an existing two storey farmhouse with variation of condition 2 in respect of decision **PA19/10985** dated 18.03.20

Location : Rumbullion Farm Hatt PL12 6NH

Applicant : V Lintern

Grid Ref : 240294 / 61950

Cllr Oakes advised that the construction was more pleasing to the eye and only involved cosmetic alterations.

Cllr Fletcher stated that the building design was good and engaged with the environment.

Cllr Ellis highlighted the wildlife in the area needing protection.

Cllr White pointed out that under the initial planning application for Rumbullion, the point of relocating or protecting the bat population was a condition of the Application which naturally transfers to this Application.

Proposed, Cllr Robinson, seconded Cllr Fletcher.

The Parish Council resolved to Support Planning Application PA20/06369

Support – 7 votes

Against 0 votes

Abstention 0 votes.

Planning Application Decisions – Two received

Application : **PA20 / 03548**

Proposal : Agricultural Storage Building

Location : Ziggerson Hill Farm Botus Fleming Saltash Cornwall PL12 6NQ

Applicant : Messrs MM and MW Holmes

Grid Ref : 240942 / 61940

Approved with conditions 21st July 2020

Application : **PA20 / 05087**

Proposal : Application for works to Oak tree (T3) subject to TPO. Crown lift to 3m above ground level. Reduce any remaining branches over the garden by 1-2m.

Location : Cherrywood Botus Fleming Saltash Cornwall PL12 6NJ

Applicant : Janet Morgan

Grid Ref : 240441 / 61356

Approved with conditions 4th August 2020

Councillors **Resolved** to note the approved planning applications.



Planning Application for Information – None applicable

Councillors **Resolved** to note.

Planning Applications received after the Agenda published – None received

Councillors **Resolved** to note.

572 Neighbourhood Development Plan (NDP) www.botusflemingandhattndp.com

Cllr. Edwards (Chairman) updated Councillors as to progress with the (NDP) and following an enquiry from a resident, the Parish Council responded as follows:-.

BOTUS FLEMING PARISH COUNCIL NEIGHBOURHOOD DEVELOPMENT QUESTIONS

A resident has asked BFPC some questions about Botus Fleming's Neighbourhood Development Plan (NDP).

The first part of the resident's comments are that "several years ago the Parish Council held an open meeting for members of the public to ask if they would like a Neighbourhood Development Plan. The answer was a resounding yes. A group was set up to produce one. After a lot of public consultation and many hours of hard work an initial document was sent to the Parish Council where it stalled (and is now probably out of date). This resulted in the original development group dissolving. For many months now this item has been deferred at the monthly meeting".

We thought it might be useful to try and respond firstly with a short timeline of the NDP.

The Botus Fleming Neighbourhood Development Plan (NDP) Steering Group had their first meeting on 11th July 2016.

The last recorded meeting of the NDP Steering Group was on Monday 26th March 2018.

At that meeting following a review of the draft plan, "the NDP Chair stated that on reflection, the group had maybe tried to put too much into the plan. It was clear that the planners required a simpler more compact document to assist their needs. As a Parish, we needed a broader plan and so suggested the way forward was to pare down the draft NDP into the format suggested and then separately start to put a Parish Plan together; to replace the existing one".

The NDP Steering Group through consultation with the community collected a large amount of evidence and data.

Major parts of the feedback from residents was that the parish should purchase the Hatt Recreation Field, and then improve the recreation facilities and establish a village hall/community centre/hub/ meeting place for all ages.

The last draft copy of the Botus Fleming Parish Neighbourhood Development Plan that we can find is dated 18th September 2018.

The draft plan proposed a Community Facilities Objective which was "*to facilitate social interaction and promote a healthy community by retaining and improving green infrastructure networks and recreational open spaces valued by the community, and by promoting retention and development of local services and community facilities*".



Two of the proposed policies of that plan are/were:
Policy Area: Local Green Space

Despite being a rural parish, Botus Fleming residents have very limited access to public open spaces. The recreation field is privately owned and has been leased by the PC since 1997. A second, adjacent field was added to the lease in 2011. The owner of the fields limited the lease terms to four years, with the option of cancelling the lease if he obtained planning permission to develop the sites. Because of this limited lease, it has not been possible to invest in equipment and facilities or bid for grant funding for improvements.

Policy LGS1 justification

Our green spaces are not secured for long-term use. We wish to protect our Local Green Spaces from development leading to loss of these important amenities. Green space is a vital part of the public realm. Attractive, safe and accessible parks and green spaces contribute positive social, economic and environmental benefits, improving public health, well-being and quality of life. Despite being a rural parish, Botus Fleming parishioners have limited access to green spaces. Consultation with residents has demonstrated support for retaining and improving the existing recreation fields. Consultation also demonstrated a significant proportion of the population who wished to see the provision of allotments in the parish.

Policy area: Community Infrastructure Levy

The Community Infrastructure Levy (CIL) is a charge on development. The purpose of the CIL is to ensure that the costs of providing infrastructure to support the development of our area can be funded (wholly or partly) by levying a charge on the owners or developers of land when development takes place.

CIL is designed to be a transparent and fair way of ensuring that new development contributes to the provision of essential local facilities. CIL is chargeable on residential and retail development

Policy justification

We have already demonstrated that the parish is deficient in amenities and facilities and we have stated the intention of the parish to secure the future of the recreation field. Equipping the recreation field with modern and safe play equipment and providing facilities to support sporting and social activities will be expensive.

Policy intention

To direct all CIL levy funding towards securing the retention and enhanced use of the recreation field.

In February 2019 BFPC commenced informal negotiations with the owners of Hatt Recreation Field. The designation of a Public Green Space (PGS) to the Recreation Field appeared acceptable to the Landowner.

However, any enforcement action with regard to a PGS for the adjacent Meadow, which served as access for farm machinery, would result in the ending of the Lease Agreement as previously indicated by the Landlord's solicitor's letter to the Parish Council dated 28th November 2018.



At about the same time, in February 2019 the Chair of the NDP steering group stated *that he would feel that all the work he had put into the NDP would have been wasted should BFPC accept the position of the owners of the recreation field and the meadow without first seeking legal advice on the possibility of various courses of action to retain them for the community.*

The options for him he felt were as follows:

- 1. If BFPC did not seek any legal advice he would take no further part in the NDP.*
- 2. If the legal advice was that a CPO (Compulsory Purchase Order) would very probably succeed or that the owners would find it difficult to obtain change of use for the fields, and BFPC ignored this advice, he would withdraw from the NDP.*
- 3. If the legal advice were that a CPO (Compulsory Purchase Order) would be unlikely to succeed and that owners would be likely to succeed in change of use, then he would re-write the plan accordingly. Given the amount of work that had gone into the NDP by him and others, and the fact that it was, barring this matter, so close to completion, he would propose that BFPC sought legal advice about the above options from Cornwall Council Legal as a matter of urgency.*

BFPC's reviewed these proposals which had been supplied an hour before the public meeting on Wednesday 27th February 2019.

Councillors declined to accept the above proposals and the Chair of the NDP steering group subsequently resigned.

As discussed previously the last recorded meeting of the NDP Steering Group had been on Monday 26th March 2018.

On 13th May 2019 the remaining members of the NDP Steering Group met and elected a new Chair.

BFPC continued to negotiate the purchase of Hatt Recreation Field.

On 24th July 2019 at BFPC's public meeting, Councillor Edwards (the newly elected Chair of the NDP Steering Group) advised that there was no update on the NDP and that clarity over the Hatt Recreation Field should be sought before it was continued.

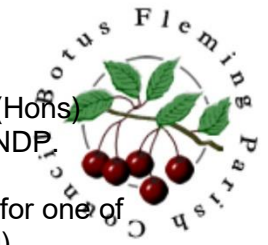
The protracted negotiations with the owners of Hatt Recreation Field continued and resulted in the owners offering it for sale to the Parish Council in December 2019. Valuations were obtained and BFPC agreed to purchase the field for £70,000.

A survey among our residents revealed that there was overwhelming support for the Parish Council to purchase the field and to loan the money.

An application to the Ministry of Housing, Communities & Local Government to borrow the funds from the Public Works Loan Board was made by BFPC. Due to COVID 19 and the lockdown the response took some time, but the loan was finally approved in June 2020,

Negotiations are still ongoing but BFPC are hopeful that the purchase of the field will be achieved in the foreseeable future.

During this process it was decided that the purchase of the Hatt Recreation Field was such an integral part of our NDP, that the NDP should be deferred until completion.



Interestingly, in August 2020 BFPC received an enquiry from Mr Conor Layton BA (Hons) MSc a Planner with Tetlow King Planning based in Bristol as to the position of our NDP.

Mr Layton's company produces a biannual Neighbourhood Plan Monitoring Report for one of their clients (a housing association who specialised in delivering affordable housing).

Mr Layton populated a report biannually, which outlined what stage each NDP was at across the whole South West (approximately 350 NPs from Bristol to Cornwall).

Mr Layton received an update and sent the following reply.

"Thank you very much for the update that's really helpful.

Best of luck with the purchase of the recreational field purchase. For what's it worth, as a planner I think it 100% makes sense to defer the plan until you can incorporate the field and make sure it continues to benefit the community long term.

I'll most likely be in touch in 6 months' time for an update for the next report (unless they hire another Assistant Planner who can take it over... it takes me almost a month to complete, mainly due to the number of NDPs in Cornwall!)

If you ever need any planning advice let me know and in particular if you need info on neighbouring plans I'm sure I've got it covered in the report somewhere".

The letter under correspondence in the agenda for this meeting states that "reading the letter from Jonathon Luker, Principal Development Officer, in the minutes for July 2020 it appears that without a Neighbourhood Development Plan the Parish is open to having planning permissions passed that members of the community may feel are unsuitable for the parish".

The resident is referring to a comment made by Jonathan Luker, Principal Development Officer (Area Team 7) at Cornwall Council during a 5-day protocol on planning application PA19/05565 – Heckberry Barn, Vollarads Lane, Hatt at BFPC's public meeting on Wednesday 22nd July 2020.

The comment "furthermore at present there is no Neighbour Development Plan for the village" was put forward as one of the reasons that BFPC should support the planning application.

BFPC commented, "We note the comment that there is no Neighbourhood Development Plan (NDP) in place. We agree that our evolving NDP has not yet been submitted. However, a great deal of consultation has taken place and that evidence should not be ignored or dismissed".

BFPC further commented, "In conclusion we believe that this development is not a Rural Exception Site, it would lead to a very real potential of further urbanisation, it does not demonstrate that it will have a beneficial or minimal adverse impact on the surrounding countryside and its occupants, and on the wider environment. This development if permitted would seriously affect our biodiversity and contribute to the village's carbon footprint through additional motor vehicles and non-sustainable or renewable energy. Additionally it would add to the problems of sustainability and lack of amenities and services in the village and negatively affect the lives of our parishioners through urbanisation. The proposed development does not reflect the stated wishes of the local population, does not reflect the intentions of the evolving NDP and does not provide for the sustainability that is an inherent factor in the NPPF and Cornwall Local Plan".



Councillors unanimously voted for option 3, which was *“having made strong planning reasons to maintain your original position on the proposal against my recommendation, it is requested that the application is determined by the Planning Committee”*.

Our Cornwall Councillor Jesse Foot has also supported this stance and he has also requested that the Planning Committee hears this matter.

Our hopes are that an NDP will at some stage be completed, but in the meantime BFPC will strive to protect the parish from any unsuitable planning applications.

The resident also commented, *“the Parish is also unable to claim the higher rate of community levy without a NDP. Such monies would be useful for improving the poor facilities within the Parish”*.

Our hopes are that an NDP will at some stage be completed, but in the meantime we hope that the purchase of Hatt Recreation Field will improve our facilities.

The resident’s final comment, *“please could the Parish Council please inform the parishioners what their timeline is for a Neighbourhood Development Plan and the date which they plan to present it to the public for final consultation”*.

When the purchase of Hatt Recreation Field is complete and we can commence plans for a village hall/community centre/hub/ meeting place for all ages and government guidelines allow us once again to meet, we will establish and perhaps recruit more members for a NDP Steering Group and put together a suitable Neighbourhood Development Plan. However, at present it would be unrealistic to suggest a timeline given the current limitations on holding face-to-face meetings.

The full response can also be viewed at www.botusfleming.org.uk

Councillors **Resolved** to note.

573 Parish Plan

Cllr Fletcher pointed out (further to the above) that any CIL levy monies due to the Council may be affected without a Parish Plan in place. He added that a draft Parish Plan had been written. Although it was not thought to be a “finished article”, Parish Plans are intended to be working documents which can be updated as and when appropriate. The current draft Parish Plan might therefore still be published in order that the Parish could benefit from the lower rate of CIL.

Cllr Edwards (Chairman) agreed that the Parish Plan needed revisiting but this would not be done until the sale of the Recreation Field was concluded as the Parish Plan went hand in glove with the (NDP). Cllr Ellis stated that a lot of work would be involved in rewriting the Parish Plan but much progress had already been made with this aspect.

Councillors **Resolved** to note. All agreed

574 Recreation Field

Cllr Edwards (Chairman) moved this Item before Item 572 to facilitate County Cllr Foot who had to leave the meeting.



Cllr Edwards advised Councillors that two easements would need to be arranged in association with the French drain system, one regarding the overflow to the meadow and one on the land at Dovecote Barn. Mr Jarvis (see Item 578 (i)) had been most helpful with the information which he had supplied to the Parish Council. The details and references would assist the Council's solicitors in tracking the plans.

The Parish Council would need to employ an engineer to inspect the drain system so to ensure that they had been properly located and clear, before the purchase of the Recreation Field could be concluded.

Cllr Foot agreed to investigate the matter further as, with the Caradon Offices currently being closed, archival documents and plans should be available from Cornwall Council. Caradon Council had originally constructed the drain system due to flooding problems.

Action - Cllr Edwards (Chairman) resolved to forward specific details onto Cllr Foot to assist with his investigation at Cornwall Council.

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

575 Councillors Reports

A Cllr Sally White - Maintenance

Monthly maintenance audit noted (report previously published)

Cllr White confirmed that there was still rubbish to collect at the quay but had nothing further of note to add to this month's audit report.

A working party would be arranged in order to move the bench from the dog walking field to the recreation field, and to carry out some further bramble clearance work around the saplings on the north verge on the A388 roundabout.

Councillors **Resolved** to note the monthly Audit report.

B Cllr Malcolm Fletcher – Bio diversity

Cllr Fletcher drew Councillors attention to the Grass Cutting management document produced by Cormac (document previously circulated) in which the control and maintenance of Ragwort was mentioned. Councillors noted that the Council's Contractor Nick Brown was already keeping a watchful eye on Ragwort growth in the Recreation Field.

Cllr Fletcher reminded Councillors that the next scheduled cut of the roundabout would involve the whole roundabout, not just the two diameter and circumference cuts. The resulting clippings would need to be removed in their entirety to facilitate the germination of seeds from the existing wildflowers. He observed that there would be considerable work involved in removing the clippings. Cllrs Willey and Edwards would ask the contractor if any additional help would be needed.

Cllr Ellis reminded Councillors that the proceeds from the quizzes formally held at the Cardinal's Hatt would be available to purchase wild flower seed. Cllr Fletcher thanked Cllr Ellis, and added that once the roundabout had been cut, seeds could be sown there.

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

C Cllr Malcolm Fletcher – Climate Emergency (BOTHER)



Cllr Fletcher advised that there had been a BOTHER Meeting on 6th August 2020..

The following points had been raised for discussion with the Parish Council. Cllr Fletcher requested that any current unused BOTHER earmarked funds be carried through for next year. The Clerk advised that this would be a matter for Councillors to agree when setting the 2021/2022 budget in October. The earmarked funds (EMF) could be increased if Councillors so wished.

Cllr Fletcher informed Councillors that it had been proposed that the 'Bulb Energy' bonus fund account be transferred to another holder, given that the current holder was no longer an active member of the group. Cllr Ellis offered to manage the Green Energy Bulb project for BOTHER. Cllr Fletcher thanked Cllr Ellis and invited him to attend the next BOTHER meeting on 11th September 2020.

Cllr Fletcher concluded that the Community Benefit Society as presented by Mr Ray Holland (Yealm Energy) on 21st July 2020 concerning solar energy could be beyond the Parish Council in its scope. BOTHER had therefore decided that an application for grant funding be undertaken through Cornwall Council who were offering funding for the purposes of achieving Cornwall Carbon Net Zero This would be for a feasibility study on a cycle/walkway from Roods Corner to Carkeel. The charity Sustrans had been approached for help with this. They were willing to do a desk top study at relatively little cost.

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

D Cllr Dave Edwards (Chairman) – Fixed Penalty Notices

Cllr Edwards had attended online training with Cornwall Council's Environmental Protection Department on 5th August 2020.

The aim of the training was to use a safe, non-contact enforcement tool to combat littering, dog fouling, fly tipping in our community. Cllr Edwards had cascaded the training to the remainder of the Parish Council at their Operations Meeting on 12th August 2020.

Cleaning up Cornwall's litter costs Cornwall Council £5M a year.

45% rise in the amount of rubbish and litter created during the spring and summer seasons

Council's street cleaning involves 200 workers covering 40,000 miles annually
Over the last year, Cornwall's community groups volunteered more than 48,066 hours of their time to picking up after litterbugs (Cornish Plastic Pollution Coalition and Clean Cornwall).

If those volunteers were paid, at the very least it would cost Cornwall around £376,000-a-year

"58% of residents felt environmental nuisance* was a very or fairly big problem in their local area".

Cornwall Council Resident Survey 2017

*Environmental nuisance: fly tipping, dog fouling, littering

The Enforcement reality is that there is still year-on-year high numbers of environmental nuisance/crime.

There are low numbers of Fixed Penalty Notices (FPNs) being issued (mainly dogs on beaches).

Trained individuals report issues in serving FPNs, mainly confrontational and there are restrictions of use as Town and Parish Councillors cannot be authorised to issue FPNs.



A new solution to enforcement has been introduced; the Incident Report Card. The Incident Report Card is a new, no contact (non-confrontational) enforcement tool. It was co-designed with Cornwall Council and with Launceston and Bodmin Town Councils.

It is designed to tackle littering, dog fouling, fly tipping and can result in the issue of a fixed penalty notice by post (by Cornwall Council).

It appears that there have been good early successes.

Electronic reporting

Due to the current circumstance Cornwall Council are offering an electronic (word) version of the incident report card.

The completed electronic cards should be emailed to cep@Cornwall.gov.uk along with any supporting photographic/ video evidence.

Incident Report Cards are a safe, simple and effective tool to issue Environmental Fixed Penalty Notices.

The current FPN fines are:

Littering: £150

Dog Fouling: £100

Fly tipping: £400

Dog on beach: £100

Cornwall Council's response to residents are that they will continue to train and authorise Town/Parish Council personnel and Biffa to issue Fixed Penalty Notices for littering, dog fouling, fly tipping and dogs on beaches.

This includes delivering Community Safety Accreditation Scheme (CSAS) training and authorisation: 'name & address powers' (Police).

If the Incident Report Card is completed fully with priority details relating to the incident:

Vehicle registration number

Offender address (if known)

Clear photographic/ video evidence

Then a Cornwall Council Enforcement Team will potentially serve a postal fixed penalty notice.

The Incident Report Card is:

An A6-sized card

Use it to record essential information relating to an environmental offence witnessed (for dog fouling, littering, fly tipping only)

Additional Photographic/ video evidence

Usage requirements

Completed Incident Report cards returned to Cornwall Council within 7 days of witnessing an incident

Non-contact usage

Used only by a trained Councillor or member of staff

Trained Town/Parish Council personnel can deliver cascade training to other Councillors/Council staff

Trained Town/Parish Councillors can assist and advise residents in the completion of the Incident Report Cards

Cornwall Council Support – Process

The Technical Support team will initially process the Incident Report Card



Allocated to an Enforcement Team

If registered vehicle ownership details are needed, the Enforcement Team will request these from the DVLA (information requests can take up to 10 days)

A postal fixed penalty notice will be served unless further evidence or an investigation is needed

Any successful fines will result in 50% of the revenue being shared with the Town or Parish Council

Refusal to pay an FPN may result in a criminal prosecution.

A “not guilty” plea would probably require a resident to give evidence at a subsequent trial.

576 Councillor vacancy – Cllr Dave Edwards (Chairman)

Cllr Edwards (Chairman) suggested that the advertising and recruitment of a Councillor to fill the vacancy should commence 1st September 2020 with a view to appointing by co-option a suitable candidate to attend the next Public Meeting 23rd September 2020.

Action – Clerk to provide a Notice for a Casual Vacancy

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

577 Matters for information purposes only

No matters arising.

Councillors **Resolved** to note.

578 Correspondence

578 (i) addressed at Item 574

578 (ii) addressed at Item 572

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

579 Clerk's items

The Parish Council were requested to review and approve the following policies:-

- (i) Training & Development Policy
- (ii) Bad Debts & Fraud Policies
- (iii) Contracts Policy & Contract tendering procedure
- (iv) Co-option of Councillors process
- (v) Safeguarding statement
- (vi) Grants & Donations Policy

Cllr Edwards (Chairman) suggested that this Item be deferred until 23rd September 2020 when a full review of all the Policies listed would take place. Councillors in the meantime would review all the policies individually and comment before approval.



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

580 Date of next meeting

The next Meeting of the Council will be the Public Meeting on Wednesday 23rd September 2020 at 7:30pm. This Meeting will take place by Virtual Remote Microsoft Teams.

Cllr Edwards (Chairman) pointed out that the Parish Council would continue to follow any instruction from CALC concerning the Covid-19 situation in connection with forthcoming Public Meetings. The choice to meet face to face was now an option with safety guidelines applying.

Residents would be advised on the 22nd September 2020 or sooner of arrangements for the Public Meeting 23rd September 2020.

The Sub Committee meeting will take place on Wednesday 23rd September 2020 at 6.00pm. This Meeting will take place by Virtual Remote Microsoft Teams.

581 End of meeting 21:20

Signed..... Date.....

(Chairman)