

# ILLOGAN PARISH COUNCIL



Minutes of the Full Council Meeting held at the Penwartha Hall on Wednesday, 19<sup>th</sup> October 2011 at 7.00 p.m.

PRESENT: Councillors D Ekinsmyth (Chairman), T Wilkins (Vice Chairman), R Benney, R.J. Bentley, Ms V.R. Cadby, D Davies, J.V. Mayne, S Richardson, S.R.S. Szoka, I. Yates (from point mentioned)

IN ATTENDANCE: Ms S. Willsher (Locum Clerk) and two members of the public

The Chairman explained the safety procedures.

**FC11/10/1 CHAIRMAN'S WELCOME & APOLOGIES FOR ABSENCE**

The Chairman welcomed everyone.

Apologies were received from Councillors Ford, Holmes and Mrs Poole.

**FC11/10/2 MEMBERS TO DECLARE PERSONAL AD PREJUDICIAL INTERESTS (INCLUDING THE DETAILS THEREOF) IN RESPECT OF ANY ITEMS ON THE AGENDA**

There were no interests declared.

**FC11/10/3 PUBLIC PARTICIPATION**

There were no public comments.

**FC11/10/4 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman said that he had been spending a lot of time in the Council office. He had attended the CPIR meeting accompanied by the Locum Clerk. The main topics for discussion were car parking and the NHS Royal Cornwall Hospital Trust gave a presentation about the wish to become an NHS Foundation Trust.

**FC11/10/5 TO CONFIRM THE MINUTES OF THE COUNCIL MEETING HELD ON WEDNESDAY 21<sup>ST</sup> SEPTEMBER 2011 AND THE CHAIRMAN TO SIGN THEM**

Page 43 – Minute FC11/09/10 – Cadby was misspelt.

It was proposed by Cllr Mayne, seconded by Cllr Bentley and

**FC11/10/5.2 Resolved that the minutes of the Full Council meeting held on Wednesday 21<sup>st</sup> September July 2011 are received and approved with the above amendment and signed by the Chairman.**

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On a vote being taken the matter was approved unanimously.

Councillor Yates entered the meeting at this point at 7.07pm.

**FC11/10/6 TO CONFIRM THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON WEDNESDAY 5<sup>TH</sup> OCTOBER 2011 AND THE CHAIRMAN TO SIGN THEM**

It was proposed by Cllr Wilkins, seconded by Cllr Davies and

**FC11/09/6.2 Resolved that the minutes of the Planning Committee Meeting held on Wednesday 5<sup>th</sup> October 2011 are received and approved and signed by the Chairman.**

On a vote being taken the matter was approved unanimously.

**FC11/10/7 TO RECEIVE REPORTS FROM THE MINUTES FOR INFORMATION ONLY ON ITEMS NOT ON THE AGENDA**

The Locum Clerk said that she had been advised that Illogan Parish Council were not eligible to attend the NALC Larger Councils Conference. Councillor Ford had consequently found out that we could send a representative but we would not be able to vote. The agendas had already been circulated prior to Councillor Ford's confirmation that we were able to attend.

**FC11/10/8 TO RECEIVE AND ADOPT THE LONE WORKING POLICY AND RISK ASSESSMENT**

Members were concerned that there was a minimal risk of violence. It was suggested that the inner office door was kept locked although this would then create a risk if there was an accident. It was noted that the staff were able to see out of the windows with clear visibility and people approaching were unable to see into the office. The site at Tolvaddon Energy Park was covered by CCTV. The only chance of a fire was through an electrical fault.

It was agreed that a first aid box and fire extinguisher was purchased in line with legislative requirements.

It was proposed by Cllr Bentley, seconded by Cllr Davies and

**FC11/10/8.2 Resolved that the Lone working policy and risk assessment is adopted with the above amendments.**

On a vote being taken the matter was approved unanimously.

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- FC11/10/9 TO NOTE THE ALTERATIONS TO THE COUNCIL'S INSURANCE POLICY**  
The Locum Clerk said that the address had been changed and the new laptop had been added to the policy. The laptop was insured to be mobile.
- FC11/10/10 TO RECEIVE REPORTS ON THE PAYMENTS, RECEIPTS AND BANK RECONCILIATIONS FOR THE MONTH OF SEPTEMBER 2011**  
It was proposed by Cllr Bentley, seconded by Cllr Wilkins and
- FC11/10/10.2 Resolved that the payments, receipts and bank reconciliations for the month of September are received.**  
On a vote being taken the matter was approved unanimously.
- FC11/10/11 TO AUTHORISE PAYMENT OF ACCOUNTS FOR THE MONTH OF OCTOBER 2011**  
It was proposed by Cllr Mayne, seconded by Cllr Wilkins and
- FC11/19/11.2 Resolved that accounts totaling £25,113.07 are authorised for payment.**  
On a vote being taken the matter was approved unanimously.
- FC11/10/12 TO APPROVE THE LOCUM CLERK AS A TEMPORARY BANK SIGNATORY**  
It was proposed by Cllr Szoka, seconded by Cllr Wilkins and
- FC11/10/12.2 Resolved that the Locum Clerk is approved as a temporary bank signatory.**  
On a vote being taken the matter was approved unanimously.
- FC11/10/13 TO RECEIVE A REPORT ON THE LOCAL COUNCIL PLANNING FORUM HELD ON MONDAY 3<sup>RD</sup> OCTOBER 2011**  
It was agreed that the Locum Clerk would circulate the minutes from Cornwall Council on the Local Council Planning Forum.  
Councillor Wilkins said that this Council would need to approach Cornwall Council if they wanted to take on any devolved services.

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Councillor Szoka was concerned with the closure of public toilets. Councillor Wilkins said that the panel at Cornwall Council was being reconvened to further discuss the situation.

In response to a question the Locum Clerk explained the differences between Parish Plans and Neighbourhood Plans and Neighbourhood Orders. It was suggested that completing a Neighbourhood Plan in partnership with surrounding Councils should be considered. Councillor Richardson felt that it was important that this Council look into developing a Neighbourhood Plan. It was agreed that Councillor Wilkins would speak to Councillor Tovey to get further information.

It was proposed by Cllr Bentley, seconded by Cllr Ms Cadby and

**FC11/10/13.2 Resolved that the report on the Local Council Planning Forum is received.**

On a vote being taken the matter was approved unanimously.

**FC11/10/14 TO NOTE THE LOCAL GOVERNMENT RESOURCE REVIEW AND CONSIDER A RESPONSE**

It was proposed by Cllr Wilkins, seconded by Cllr Yates and

**FC11/10/14.2 Resolved that the Local Government Resource Review is NOTED and that sample letter is sent to the local MP.**

On a vote being taken the matter was approved unanimously.

**FC11/10/15 TO RECEIVE AN UPDATE ON CHRISTMAS LIGHTS 2011 AND AGREE FUTURE ACTION**

Councillor Wilkins reported that:

- The trees had been ordered
- The road closures had been confirmed
- The Inglehearts Choir had been booked to perform on the 9<sup>th</sup> December
- Father Christmas needed to be confirmed
- The snow machine had been booked for both events
- The Christmas lights would be PAT tested shortly
- The Robartes and New Inn had confirmed that the trees could be erected outside and they would both donate the electricity to power the lights
- The sound system had to be confirmed

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- Mike Kippax had been confirmed for the 9<sup>th</sup> December
- The school had been notified of the dates and had started to make lanterns
- Friends of Illogan School would marshall the parade
- There would be a meeting on Thursday 20<sup>th</sup> October at 7pm in the Robartes with all the volunteers to discuss both events

**FC11/10/16 TO RECEIVE AN UPDATE ON THE HUB/PARISH OFFICE PROJECT AND AGREE FUTURE ACTION**  
 Councillor Ekinsmyth reported that all surveys had been completed. The contractors had been shortlisted to tender. The tenders were being opened on Monday 24<sup>th</sup> October 2011 at 11am. The application had been sent for permission to borrow. There had been no response to date. The Parish Office would be completed first. There had been some alterations made to the storage area. There would be a mezzanine floor with a loft ladder.

**FC11/10/17 TO CONSIDER ANY CORRESPONDENCE TO THE DATE OF THE MEETING AND RECOMMEND ACTION**  
 There was no correspondence.

**FC11/10/18 TO NOTE THE CODE OF RECOMMENDED PRACTICE FOR LOCAL AUTHORITIES ON DATA TRANSPARENCY**  
 It was proposed by Cllr Mayne, seconded by Cllr Wilkins and

**FC11/09/6.2 Resolved that the Code of Recommended Practice for Local Authorities on Data Transparency is NOTED.**  
 On a vote being taken the matter was approved unanimously.

**FC11/10/19 TO RECEIVE REPORTS FROM THE:**  
**Police**

	23/09/11 – 19/10/11	23/09/10 – 19/10/10
Crimes	6	12
Calls for police assistance	36	63

During this period there were 14 crimes reported which are broken down below:-

- Possess Drug intent to supply Class A

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- Production Concerned in Drug Class B
- Burglary
- False Rep Not Cheque or Card Fraud
- Common Assault and Battery x 2

There is a decrease of 6 crimes on the same period last year.

During this time there were 35 calls for police assistance. This is a decrease of 27 calls on the same period last year.

The intent to supply crime was following an intelligence lead raid

One of the common assaults was domestic related and the other a disagreement between acquaintances.

## **Green Ripple**

Councillor Ekinsmyth said that the newsletter was circulated to members and throughout Tolvaddon. The first two houses had been 'blown up' to see where air was escaping. It was agreed that green methods of heating and generating electricity would be investigated for the new Parish Hub and Office.

## **Representatives to outside organisations**

Councillor Mayne said that he had attended a meeting at Cornwall Council for the Mineral Tramways project. The Committee had recently been re-constituted and draft terms of reference had been produced. The Committee would meet twice annually.

## **Cornwall Councillors**

Councillor Wilkins said that he had completed his induction in learning disabilities. He was visiting all care facilities in Cornwall to discuss any issues. He would then report back to Cornwall Council who would work to resolve the issues raised.

He had been voted onto the shadow board for 'Arm's Length Marketing Organisation' (ALMO).

**FC11/10/20**

**TO NOTE PURSUANT TO MINUTE EOFC11/08/3, 3<sup>RD</sup> AUGUST 2011, THE SINGLE ISSUE PANEL HAVE MET AND COMPILED THE REPORT AND SENT IT TO SOUTH WEST EMPLOYERS**

It was proposed by Cllr Wilkins, seconded by Cllr Bentley and

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**FC11/09/6.2** *Resolved to note that the Single Issue Panel have met and compiled the report and sent it to South West Employers.*

On a vote being taken the matter was approved unanimously.

**FC11/10/21** **DATE & TIME OF NEXT MEETING**

Wednesday 16<sup>th</sup> November 2011 at 7pm.

There will be a Finance and Resources meeting on Thursday 10<sup>th</sup> November 2011, 7pm in the Council Office.

Councillor Benney said the Illogan Review would be published on the 1<sup>st</sup> December 2011. If anyone had any information they wanted included please could they forward to Councillor Benney by the 10<sup>th</sup> November.

The new street lights that had been installed were better than the previous ones.

Councillor Bentley said that he would drop information into the Locum Clerk regarding the Gardening Club/Competition.

There being no further business the Chairman closed the meeting at 8.12pm.

Signed: .....

Date: .....