

## ILLOGAN PARISH COUNCIL

Minutes of the Full Council Meeting held at the Penwartha Hall on Wednesday 18 June 2014 at 7:00 p.m.

PRESENT: Councillors G D Ford (Chairman), Mrs J Ferrett (Vice Chairman), R Bentley, Mrs V Cadby, D Ekinsmyth, P Holmes, Mrs M Loxton, L Pavey, S. Richardson, and Mrs M Roberts

IN ATTENDANCE: Ms S Willsher (Clerk), Ms J Whitmore (Admin Assistant) five members of the public from start of meeting, two further members of the public from 7.20pm (to point mentioned).

The Chairman explained the safety procedures.

### **FC14/06/01 CHAIRMAN'S WELCOME AND APOLOGIES**

Apologies were received from Cllr S Szoka and Cllr Mrs M Thompson

### **FC14/06/02 MEMBERS TO DECLARE DISCLOSABLE PECUNIARY INTERESTS AND NON-REGISTERABLE INTERESTS (INCLUDING DETAILS THEREOF) IN RESPECT OF ANY ITEMS ON THE AGENDA AND ANY GIFTS OR HOSPITALITY OVER £25**

There were no declarations of pecuniary or non-registerable interests

### **FC14/06/03 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS**

There were no applications for dispensations.

### **FC14/06/04 PUBLIC PARTICIPATION (MAXIMUM OF 10 MINS – EVERY SPEAKER A LIMIT OF 3 MINS UNDER COUNCIL STANDING ORDERS)**

Members of the public raised concerns regarding Mr Wilkins, the nature of his resignation, the false achievements claimed and the example he had set for the public. They felt that the Council should not support the Motion on the agenda from Cllr Holmes.

A member of the public spoke regarding the footpath at the corner of Penwartha Vean which was in need of repair and unsuitable for wheelchair use. The Chairman confirmed the path was owned by two separate landlords and stated the issue of footpaths was being looked at in the coming months.

### **FC14/06/05 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman's report had previously been circulated, and Cllr Ford wished to particularly mention his attendance, with Cllrs Ekinsmyth, Mrs Loxton, Pavey and Mrs Roberts, at the Illogan Junior Football and Rugby Clubs' Presentation of Awards where he handed out some 60 out of a total of 200 awards. The event was vibrant and extremely well

attended and the Chairman wished to thank Mr Rowe and all his teams for creating this precedent.

**FC14/06/06 TO RECEIVE A REPORT FROM THE CLERK**

The Clerk had received confirmation that an election had not been called to fill the two vacancies on the Council. The notices advertising the vacancies and the co-option information including eligibility criteria would be displayed on the Council's noticeboards on 19 June and the notice had also been uploaded to the Council's website.

Cormac were completing the remedial works required at Parsonage Well and were regularly consulting on everything they were doing. The work would be checked once completed.

Complaints were being received from members of the public that the footpaths were overgrown. There was an item on the next Planning and Environment Committee agenda to discuss the footpaths and the maintenance requirements.

The Clerk would be unavailable from 20 to 30 June.

**FC14/06/07 TO RECEIVE AND APPROVE THE MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON THE 21 MAY 2014 AND THE CHAIRMAN TO SIGN THEM**

It was proposed by Cllr Ford, seconded by Cllr Mrs Ferrett and

**FC14/06/07.2 RESOLVED to receive and approve the Minutes of the Annual Council Meeting held on 21 May 2014 and the Chairman to sign them.**

On a vote being taken the matter was approved unanimously.

**FC14/06/08 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY**

- i. The revised Bank Mandate had been completed and was awaiting Cllr Szoka's signature.
- ii. The Clerk had sent a response to Cornwall Council regarding the Review of Polling Districts and Polling Places.
- iii. Cllr Ford had made contact with Obs. Let. Henwood regarding the crashed spitfire.

**FC14/06/09 TO NOTE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS HELD SINCE THE LAST FULL COUNCIL MEETING:**

- i. Planning and Environment 21 May 2014**
- ii. Annual Parish Meeting 21 May 2014**
- iii. Events Committee 2 June 2014**
- iv. Planning and Environment Committee 4 June 2014**

It was proposed by Cllr Holmes, seconded by Cllr Ekinsmyth and

**FC14/06/09.2 RESOLVED to note the Minutes of the Planning and Environment Committee on 21 May 2014, the Annual Parish Meeting on 21 May 2014, the Events Committee Meeting on 2 June 2014 and the Planning and Environment Committee on 4 June 2014.**

On a vote being taken the matter was approved unanimously.

**FC14/06/10 TO RECEIVE THE REPORTS ON PAYMENTS, RECEIPTS AND BANK RECONCILIATIONS FOR THE MONTH OF MAY 2014 AND THE FISCAL YEAR 2013/14**

It was proposed by Cllr Ekinsmyth, seconded by Cllr Mrs Roberts and

**FC14/06/10.2 RESOLVED to receive the reports on payments, receipts and bank reconciliations for the month of May 2014 and the fiscal year 2013/14.**

On a vote being taken the matter was approved unanimously.

**FC14/06/11 TO AUTHORISE PAYMENT OF ACCOUNTS FOR THE MONTH OF JUNE 2014 (UP TO DATE LIST TO BE TABLED AT THE MEETING)**

It was proposed by Cllr Mrs Ferrett, seconded by Cllr Mrs Loxton and

**FC14/06/11.2 RESOLVED not to pay the sum of £66.00 for the planting of Mary's Well.**

On a vote being taken there were 7 votes FOR and 2 AGAINST. Cllr Holmes voted against the Resolution.

It was proposed by Cllr Ford, seconded by Cllr Roberts

**FC14/06/11.3 RESOLVED to amend the amount for photocopying to £255.05 plus VAT £51.01, totalling £306.06 and to authorise payment of accounts for the month of June 2014 in the sum of £9,722.45.**

On a vote being taken the matter was approved unanimously.

**FC14/06/12 TO RECEIVE THE EXTERNAL AUDITOR'S REPORT AND AGREE ANY FUTURE ACTIONS, TO NOTE THAT THE ANNUAL RETURN HAD BEEN PUBLISHED ON THE COUNCIL'S WEBSITE AND THE NOTICE OF CONCLUSION OF AUDIT HAD BEEN DISPLAYED AND TO CONSIDER COMPLETING THE AUDIT SATISFACTION SURVEY**

It was proposed by Cllr Ford, seconded by Cllr Mrs Ferrett and

**FC14/06/12.2 RESOLVED to receive the External Auditors Report.**

On a vote being taken the matter was approved unanimously.

It was proposed by Cllr Holmes, seconded by Cllr Mrs Roberts and

**FC14/06/12.3 RESOLVED to request the Clerk to complete and return the Audit Satisfaction Survey on behalf of the Council.**

On a vote being taken the matter was approved unanimously.

**FC14/06/13 TO RECEIVE AND APPROVE THE DRAFT STANDING ORDERS, RECOMMENDATIONS FROM THE GOVERNANCE REVIEW COMMITTEE AND AGREE ANY FUTURE ACTIONS**

It was proposed by Cllr Mrs Loxton, seconded by Cllr Pavey and

**FC14/06/13.2 RESOLVED to receive and approve the draft Standing Orders and recommendations from the Governance Review Committee.**

On a vote being taken the matter was approved unanimously.

**FC14/06/14 TO RECEIVE AND APPROVE THE DRAFT FINANCIAL REGULATIONS, RECOMMENDATIONS FROM THE GOVERNANCE REVIEW COMMITTEE AND AGREE ANY FUTURE ACTIONS**

It was proposed by Cllr Mrs Loxton seconded by Cllr Pavey and

**FC14/06/14.2 RESOLVED to receive and approve the draft Financial Regulations and recommendations from the Governance Review Committee.**

On a vote being taken the matter was approved unanimously.

The Chairman wished to record his thanks to the Clerk for her extraordinary and exemplary work on the draft standing orders and financial regulations and to the Governance Review Committee for their time and efforts.

**FC14/06/15 TO RECEIVE CLLR MS CADBY'S RESIGNATION FROM THE PLANNING AND ENVIRONMENT COMMITTEE AND CONSIDER APPOINTING A MEMBER ONTO THE COMMITTEE**

The Chairman thanked Mrs Cadby for her contribution and wished her well for the future.

It was proposed by Cllr Pavey, seconded by Cllr Mrs Ferrett and

**FC14/06/15.2 RESOLVED to accept the resignation of Cllr Mrs Cadby from the Planning and Environment Committee and to defer appointing a new member until after the casual vacancies have been filled.**

On a vote being taken the matter was approved unanimously.

**FC14/06/16 TO RECEIVE AND APPROVE THE DRAFT ANNUAL REPORT AND AGREE ANY FUTURE ACTIONS**

It was proposed by Cllr Mrs Roberts, seconded by Cllr Holmes and

**FC14/06/16.2 RESOLVED to receive and approve the draft Annual Report subject to the following amendments:**

- a. Update of the Councillor contact details;**
- b. Replace "resigned" with "retired" against Cllr Mrs V Poole's details;**
- c. Amend email and telephone details for Cllr Bentley.**

On a vote being taken the matter was approved unanimously.

**FC14/06/17 TO AGREE THE TERMS OF REFERENCE FOR THE NEIGHBOURHOOD PLAN ADVISORY GROUP, PAYNTERS LANE END TRAFFIC WORKING PARTY AND THE PARISH PLAN/PROJECTS COMMITTEE, AGREE THE NUMBER OF MEMBERS ON EACH COMMITTEE AND APPOINT MEMBERS TO THE COMMITTEES**

**a. Neighbourhood Plan Advisory Group**

Members discussed how best to involve the community and after discussion:

It was proposed by Cllr Ekinsmyth, seconded by Cllr Mrs Roberts and

**FC14/06/17.2 RESOLVED to agree the following terms of reference for the Neighbourhood Plan Sub Committee:**

### **Terms of Reference for the Neighbourhood Plan Sub Committee**

#### **Purpose**

- To gain knowledge of Neighbourhood Development Plans through training events and publications
- To hold public consultation events to publicise Neighbourhood Development Planning
- To gather information from parishioners on a Neighbourhood Development Plan(s) for the Parish or areas within the Parish
- To gather data and statistics
- To compile data and statistics gathered
- To compile draft Neighbourhood Development Plan(s)
- To report to the Planning and Environment Committee
- To look into and apply for sources of funding

#### **Governance**

Sub Committee of Illogan Parish Council's Full Council Committee.

Council Members of the Neighbourhood Development Plan Sub Committee are appointed at the Annual Parish Meeting.

Representatives of Community Organisations, partner agencies and interested members of the public may be co-opted onto the Sub Committee provided they accept and adhere to Illogan Parish Council's Code of Conduct, Standing Orders, Financial Regulations and all other policies.

There must be a minimum of three Illogan Parish Councillors present at a meeting for any decision to be made. Only Illogan Councillors may vote on decisions taken by this Committee.

On a vote being taken the matter was approved unanimously.

It was proposed by Cllr Pavey, seconded by Cllr Mrs Loxton and

**FC14/06/17.3 RESOLVED to agree the following terms of reference for the Paynters Lane End Sub Committee:**

**Terms of Reference for the Paynters Lane End Sub Committee**

**Purpose**

- To hold a site visit and monitor traffic issues
- To seek public comments on traffic issues
- To compile a report on traffic issues to go to the Planning and Environment Committee

**Governance**

Sub Committee of Illogan Parish Council's Planning and Environment Committee.

Council members will be appointed at the Planning and Environment Committee meeting immediately after the Annual Council Meeting.

On a vote being taken the matter was approved unanimously.

It was proposed by Cllr Ekinsmyth, seconded by Cllr Richardson and

**FC14/06/17.4 RESOLVED the following terms of reference for the Parish Plan/Projects Sub Committee:**

**Terms of Reference for the Parish Plan/Projects Committee 2014/2015**

**Purpose**

- To monitor and review actions in the Parish Plan
- To make recommendations to Full Council on progressing actions within the Parish Plan
- To monitor and review projects in the parish
- To liaise with outside organisations to improve and regenerate the area and progress projects i.e. Green Ripple, Illogan Regeneration Group

**Governance**

Sub Committee of Illogan Parish Council.

Council Members of the Parish Plan/Projects Sub Committee are appointed at the Annual Parish Meeting. Representatives of Community Organisations, partner agencies and interested members of the public may be co-opted onto the Sub Committee provided they accept and

adhere to Illogan Parish Council's Code of Conduct, Standing Orders, Financial Regulations and all other policies.

There must be a minimum of three Illogan Parish Councillors present at a meeting for any decision to be made. Only Illogan Councillors may vote on decisions taken by this Sub Committee.

On a vote being taken the matter was approved unanimously.

It was proposed by Cllr Richardson, seconded by Cllr Mrs Ferrett and

**FC14/06/17.5 RESOLVED AS A SUBSTANTIVE MOTION that the number of members on the Neighbourhood Plan Advisory Group, the Paynters Lane End Traffic Working Party and the Parish Plan/Projects Committee be three.**

On a vote being taken on the matter there were 7 votes FOR, 0 votes AGAINST.

It was proposed by Cllr Holmes and seconded by Cllr Cadby that there should be five members of the Council on the Neighbourhood Plan Advisory Group, the Paynters Lane End Traffic Working Party and the Parish Plan/Projects Committee. This proposal was amended to three and this proposal received a majority vote.

It was proposed by Cllr Pavey, seconded by Cllr Mrs Ferrett and

**FC14/06/17.6 RESOLVED to defer appointing members to the Neighbourhood Plan Advisory Group, the Paynters Lane End Traffic Working Party and the Parish Plan/Projects Committee until after the casual vacancies have been filled.**

On a vote being taken the matter was approved unanimously.

**FC14/06/18 TO APPOINT MEMBERS TO THE ILLOGAN VILLAGE HALL MANAGEMENT COMMITTEE AND THE FRIENDS OF MANNINGHAM WOOD**

It was proposed by Cllr Mrs Roberts, seconded by Cllr Pavey and

**FC14/06/18.2 RESOLVED to appoint Cllr Mrs Loxton to the Illogan Village Hall Management Committee for the 2014/15 municipal year and to defer the appointment of a further member until after the casual vacancies have been filled.**

On a vote being taken the matter was approved unanimously.



It was proposed by Cllr Pavey, seconded by Cllr Richardson and

**FC14/06/18.3 RESOLVED to defer appointing members to the Friends of Manningham Wood until after the casual vacancies have been filled.**

On a vote being taken the matter was approved unanimously.

**FC14/06/19 TO RECEIVE A REPORT FROM THE CLERK ON HEALTH AND SAFETY, AGREE FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

The Clerk was currently working on a number of risk assessments for approval by the Governance Committee.

**FC14/06/20 TO REVIEW THE PROCESS FOR THE COMPILATION OF THE ILLOGAN REVIEW AND AGREE ANY FUTURE ACTIONS**

It was proposed by Cllr Pavey, seconded by Cllr Loxton and

**FC14/06/20.2 RESOLVED that Cllrs Mrs Ferrett, Mrs Roberts and Mrs Thompson would review the process for the compilation of the Illogan Review.**

On a vote being taken the matter was approved unanimously.

**FC14/06/21 TO RECEIVE CORRESPONDENCE REGARDING THE BUS SERVICE AND AGREE ANY FUTURE ACTIONS**

Emails had been received from the Cabinet Member for Transport and Waste concerning the value of local bus services in Cornwall, from FirstGroup concerning changes to services in Cornwall and Plymouth and from a resident concerning stops and the fare of £4.50 from Illogan to Pool.

To date no responses had been received to Illogan Parish Council's letter to the bus company and Cornwall Council requesting attendance at a Full Council meeting.

It was proposed by Cllr Ford, seconded by Cllr Mrs Ferrett and

**FC14/06/21.2 RESOLVED that a further letter be sent to the Contracts Manager and to the Bus Depot Manager, with a copy to the portfolio holder at Cornwall Council.**

On a vote being taken the matter was approved unanimously.

**FC14/06/22 TO RECEIVE INFORMATION ON THE NALC 'MAKING LOCALISM WORK' CONFERENCE, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

Cllr Ford declared an interest and left the meeting at 8.25 pm.

It was proposed by Cllr Holmes, seconded by Cllr Pavey and

**FC14/06/22.2 RESOLVED not to send a delegate to the National Association of Local Council's 'Making Localism Work' conference but to request a report.**

On a vote being taken there were 8 votes FOR and 1 AGAINST.

Cllr Ford returned to the meeting at 8.35 pm.

**FC14/06/23 TO RECEIVE A MOTION FROM CLLR HOLMES 'THAT ILLOGAN PARISH COUNCIL FORMALLY THANKS MR TERRANCE WILKINS FOR HIS HARD WORK AS A CORNWALL AND ILLOGAN PARISH COUNCILLOR. THIS COUNCIL REGRETS THE MANNER OF HIS RESIGNATION AND HOPES THAT MR WILKINS SEES HIMSELF ABLE TO WORK WITH ILLOGAN PARISH COUNCIL ON PROJECTS IN THE FUTURE. THAT MR WILKINS IS AWARDED A PARISH PLAQUE BY THIS COUNCIL AS A THANK YOU FOR HIS WORK'**

It was agreed that the Motion regarding Cllr Wilkins be broken down into three parts; namely (a) to thank him for his hard work as Cornwall and Illogan Parish Councillor, (b) to express regret as to the manner of his resignation, (c) to express hope that he sees himself able to work with Illogan Parish Council on projects in the future, and that the matter of awarding plaques to past Councillors is deferred to a later meeting.

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

**FC14/06/23.2 RESOLVED that Illogan Parish Council formally thanks Mr T Wilkins for his hard work as Cornwall and Illogan Parish Councillor.**

On a vote being taken on the matter there were 8 votes FOR and 1 vote AGAINST. Cllr Bentley voted FOR the Resolution.

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

**FC14/06/23.3 RESOLVED that Illogan Parish Council express regret to Mr Wilkins as to the manner of his resignation.**

On a vote being taken on the matter there were 3 votes FOR and 3 votes AGAINST. The Chairman used his casting vote and voted AGAINST. The Motion therefore fell.

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

**FC14/06/23.2 RESOLVED that Illogan Parish Council hoped that Mr Wilkins would see himself able to work with the Council on projects in the future.**

On a vote being taken there were 2 votes FOR and 1 vote AGAINST.

8 members of the public left the meeting at 9.12pm.

**FC14/06/24 TO CONSIDER ANY CORRESPONDENCE UP TO THE DATE OF THE MEETING AND AGREE RESPONSES AND ACTIONS**

1. Local Council Review Magazine – **Noted**

Cllr Mrs Roberts left the meeting at 9.15 pm.

2. Email from Cllr Jim McKenna, Cornwall Council Cabinet Member for Health and Adult Care – explaining issues and challenges facing the service - **Noted**

3. Letter from Cllr Richardson in response to Mr Wilkins' resignation letter – **Members asked the Clerk would to circulate this letter to all members.**

Cllr Mrs Roberts returned to the meeting at 9.18 pm.

4. Cornwall Council – Have Your Say – Local Action is asking your views on how to create economic growth – series of drop in sessions (circulated by email) - **Noted**

5. Letter from the Oil Club advertising their service - **Noted**

6. Email and poster from Cornwall Council regarding firefighter strike (circulated by email) – **Noted**

Cllr Mrs Ferrett left the meeting at 9.19 pm.

7. CPRE Cornwall Conference & AGM – Saturday 28 June 2014, 10am-3pm, Truro City Hall, Boscawen Street, Truro - **Noted**

8. Cornwall Council – Children's Health and Wellbeing Services Review Survey - **Noted**

9. Illogan Village Hall Committee – minutes from last meeting and poster advertising the two one-act plays being performed at the hall on the 4 and 5 July 2014 - **Noted**

Cllr Mrs Ferrett returned to the meeting at 9.19 pm.

10. CALC Minutes and Agenda Training, 1<sup>st</sup> July 2014, 7-9pm, Shire House Suite, Bodmin - £20+VAT per delegate - **Noted**

11. CALC Minute Taking Training Day, 7 July 2014, 9.30am-3.30pm, CALC Offices, Truro - £65 plus VAT per delegate

It was proposed by Cllr Mrs Ferrett, seconded by Cllr Mrs Loxton and

**FC14/06/24.2 RESOLVED that the Admin. Assistant would attend the Cornwall Association of Local Council's Minute-taking Training Day on 7 July 2014 and that the associated expenditure was approved.**

On a vote being taken the matter was approved unanimously.

12. Royal Naval Air Station Culdrose – Air Day on 31 July 2014 - **Noted**

13. Email from Cornwall Council Planning Officer, Kirsty Smith, regarding the planning application PA4/03963 – Mr Lee Carter, Green Gables, Cross Roads, Tehidy, Camborne – amendment planning application to lift Condition 2 attached to decision PA90/00760/F dated 12/11/1990 in order to make internal changes to garage to become ancillary to the use of the dwelling – **The Clerk was requested to write to Cornwall Council stating that Illogan Parish Council had no further comment.**

14. Letter of apology from Mr Wilkins – **Members asked the Clerk would to circulate this letter to all members.**

15. Letter from a local resident regarding charity work and the Illogan Review – **Noted**

16. Email from Cornwall Council regarding making the case for a separate Operation Programmed for Cornwall and the Isles of Scilly – request to support their lobbying of the Government to allow Cornwall and the Isles of Scilly to retain the power to decide how European funding allocated to the region should be spent over the next six years – **The Clerk was asked to write giving the Council's support.**

17. Email from Darren Hocking regarding housing, jobs, schools, buses etc. – **Noted.**

18. Cruse Bereavement Care – Invitation to AGM on Thursday 17 July 2014, 7.30pm, The Council Chambers, New County Hall, Truro – **Cllr Ford agreed to attend the Annual General Meeting.**

**FC14/06/25 TO RECEIVE REPORTS FROM THE FOLLOWING OUTSIDE BODIES:**

**a. Police**

No report was received from the Police.

**b. Representatives to Outside Organisations**

Cllr Ekinsmyth reported that one of the committee members on the Green Ripple Project was moving out of the county but a meeting had been arranged to consider options for moving forward.

**c. Cornwall Councillors**

As there was no Cornwall Councillor present, no report was given.

**d. CALC Audit and Accountability Training – Cllrs Ekinsmyth and Ford**

A report had been circulated with the agendas.

**FC14/06/26 TO CONSIDER ITEMS TO BE DISCUSSED AT FUTURE MEETINGS; AGREE WHERE TO DISCUSS AND TIMESCALES**

a. Buses

b. Presentation Plaques to previous Councillors.

**FC14/06/27 DATE & TIME OF NEXT MEETING:**

Wednesday 16 July 2014, 7.00pm in Penwartha Hall.

**FC14/06/28 THAT UNDER THE 1960 PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT THE PRESS AND PUBLIC ARE EXCLUDED DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED.**

It was proposed by Cllr Ford, seconded by Cllr Roberts and

**FC14/06/28.2 RESOLVED that under the 1960 Public Bodies (Admissions to Meetings) Act the Press and Public are excluded due to the confidential nature of the business to be discussed.**

On a vote being taken the matter was approved unanimously.

Cllr Holmes and one member of the public left the meeting at 9.30pm.

**FC14/06/29 TO RECEIVE A REPORT FROM THE CLERK ON THE COUNCIL'S STRIMMER, RECEIVE QUOTES AND AGREE FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

It was proposed by Cllr Pavey, seconded by Cllr Mrs Roberts and

**FC14/06/29.2 RESOLVED that the Clerk contacted the contractor and asked him to provide details in writing regarding what variation there would be to the previously agreed contract if the Council ceased to supply the strimmer for his use. The Clerk would report to the next Planning and Environment Committee meeting. The Planning and Environment Committee were given delegated powers to make the final decision on the strimmer.**

On a vote being taken the matter was approved unanimously.

There being no further business the meeting closed at 9.38pm.

Signed .....

Date .....