

## ILLOGAN PARISH COUNCIL

Minutes of the Full Council Meeting held at the Penwartha Hall on Wednesday 16<sup>th</sup> March 2016 at 7.00pm.

**PRESENT:** Councillors Pavey (Chairman), Mrs Ferrett (Vice Chairman), Crabtree, Ekinsmyth, Ford, Mrs Loxton, Mrs Roberts, Szoka, Mrs Thompson and Uren.

**IN ATTENDANCE:** Ms S Willsher, Clerk

The Chairman explained the safety procedures.

**FC16/03/1 CHAIRMAN'S WELCOME AND APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Holmes and Miss Pollock.

Cllr Ms Cadby was absent.

**FC16/03/2 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 interests declared.

**FC16/03/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS**

There were no requests for dispensations.

**FC16/03/4 PUBLIC PARTICIPATION ON ITEMS ON THE AGENDA (MAXIMUM OF 15 MINS – EVERY SPEAKER A LIMIT OF 3 MINS UNDER COUNCIL STANDING ORDERS)**

There were no members of the public present.

**FC16/03/5 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman announced that he had opened the new retail outlet in Illogan.

**FC16/03/6 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 20<sup>TH</sup> JANUARY 2016 AND THE CHAIRMAN TO SIGN THEM**

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

**FC16/03/6.2 RESOLVED that the minutes of the Full Council meeting held on the 20<sup>th</sup> January 2016 are received, approved and signed by the Chairman with the amendment on page 325 to read 'Mrs Uterhark agreed that she would write to the Land Registry and withdraw ...'.**

On a vote being taken the matter was approved unanimously.

**FC16/03/7 TO RECEIVE AN APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON THE 17<sup>TH</sup> FEBRUARY 2016 AND THE CHAIRMAN TO SIGN THEM**

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

**FC16/03/7.2 RESOLVED that the minutes of the Full Council meeting held on the 17<sup>th</sup> February 2016 are received, approved and signed by the Chairman with the correction of the typos on page 341.**

On a vote being taken the matter was approved unanimously.

**FC16/03/8 TO RECEIVE AND APPROVE THE MINUTES OF THE EXTRA ORDINARY FULL COUNCIL MEETING HELD ON THE 24<sup>TH</sup> FEBRUARY 2016 AND THE CHAIRMAN TO SIGN THEM**

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

**FC16/03/8.2 RESOLVED that the minutes of the Full Council meeting held on the 24<sup>th</sup> February 2016 are received, approved and signed by the Chairman with the amendment of the venue to The Council Office.**

On a vote being taken on the matter there were 9 votes FOR and 0 votes AGAINST.

**FC16/03/9 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY**

Page 335 – FC16/02/8 regarding FC16/01/13.2 – the agreement with Mr and Mrs Uterhark for the Land at the end of Woodbine Lane had been signed and all parties had copies for their records.

Page 336 – FC16/02/12.2 – Letters had been sent to the Football and Rugby Clubs regarding the fees and agreement – no responses had been received.

Page 337 – FC16/02/13.2 – a list of improvements that the Clubs would like in the changing rooms at Illogan Park had been received from the New Inn Titans and the Rugby Club. The Clerk has drafted a tender document for the improvement work which would be considered by the Planning and Environmental Services Committee at their next meeting. The Planning and Environmental Services Committee had agreed the date for the consultation event on the Park and the planning of the event was in progress.

Page 338 – FC16/02/14.2 – no response had been received from Cornwall Council regarding whether Illogan Park should be being litter picked under their contract with Cory. The Clerk had drafted a tender document for waste management in the Park which would be considered at the next meeting of the Planning and Environmental Services Committee.

Page 344 – FC16/02/25.2 – the contract for Footpath and Open Spaces Maintenance had been signed by Greens Grounds and Trees.

All other actions had been completed.

**FC16/03/10 TO NOTE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS HELD SINCE THE LAST FULL COUNCIL MEETING:**

- i. Community Liaison Committee 15<sup>th</sup> February 2016**
- ii. Planning and Environmental Services 17<sup>th</sup> February 2016**
- iii. Governance Review Committee 24<sup>th</sup> February 2016**
- iv. Planning and Environmental Services Committee 2<sup>nd</sup> March 2016**
- v. Finance and Resources Committee 7<sup>th</sup> March 2016**

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

**FC16/03/10.2 RESOLVED to recommend that the Minutes of the following Committees meetings held since the last Full Council meeting are noted:**

- i. Community Liaison Committee 15<sup>th</sup> February 2016**
- ii. Planning and Environmental Services 17<sup>th</sup> February 2016**
- iii. Governance Review Committee 24<sup>th</sup> February 2016**
- iv. Planning and Environmental Services Committee 2<sup>nd</sup> March 2016**
- v. Finance and Resources Committee 7<sup>th</sup> March 2016**

On a vote being taken the matter was approved unanimously.

**FC16/03/11 TO RECEIVE REPORTS ON THE PAYMENTS, RECEIPTS AND BANK RECONCILIATIONS FOR THE MONTH OF FEBRUARY 2016**

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

**FC16/03/11.2 RESOLVED that the reports on payments, receipts and bank reconciliations for the month of February 2016 are received and that the Clerk contacts Vine Property Management to chase the credits owed to this Council for building insurance and service and maintenance.**

On a vote being taken on the matter there were 9 votes FOR and 1 vote AGAINST.

**FC16/03/12 TO AUTHORISE PAYMENT OF ACCOUNTS FOR THE MONTH OF MARCH 2016 (UP TO DATE LIST TO BE TABLED AT THE MEETING)**

Cllr Mrs Roberts left the room during this item at 7.14pm.

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

**FC16/03/12.2 RESOLVED to authorise payment of accounts for the month of March 2016 in the sum of £8,336.62.**

On a vote being taken the matter was approved unanimously.

**FC16/03/13 TO RECEIVE AND APPROVE THE RECOMMENDATIONS FROM THE GOVERNANCE REVIEW COMMITTEE AND THE AMENDED FINANCIAL REGULATIONS AND AGREE ANY FUTURE ACTIONS**

Cllr Mrs Robert re-entered the meeting at 7.15pm.

It was proposed by Cllr Mrs Thompson, seconded by Cllr Crabtree and

**FC16/03/13.2 RESOLVED to receive and approve the recommendations from the Governance Review Committee and to receive, approve and adopt the amended Financial Regulations.**

On a vote being taken the matter was approved unanimously.

**FC16/03/14 TO RECEIVE AND APPROVE THE RECOMMENDATIONS FROM THE GOVERNANCE REVIEW COMMITTEE AND THE AMENDED STANDING ORDERS AND AGREE ANY FUTURE ACTIONS**

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

**FC16/03/14.2 RESOLVED to receive and approve the recommendations from the Governance Review Committee and to receive and approve the amended Standing Orders.**

On a vote being taken the matter was approved unanimously.

**FC16/03/15 TO CONSIDER AND AGREE CONTACT ARRANGEMENTS IN CASE OF AN EMERGENCY DURING EASTER AND THE CLERK'S ANNUAL LEAVE AND AGREE ANY FUTURE ACTIONS**

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

**FC16/03/15.2 RESOLVED that during Easter and the Clerk's Annual Leave the emergency contacts during the office closure period will be Cllrs Mrs Thompson and Cllr Crabtree.**

On a vote being taken the matter was approved unanimously.

**FC16/03/16 TO CONSIDER THE FORMAT FOR THE ANNUAL PARISH MEETING AND ANNUAL COUNCIL MEETING, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**FC16/03/16.2 RESOLVED** that members would complete the list of Committees that they would be interested in being on from the May Council meeting and would give them to the Clerk by the 29<sup>th</sup> April 2016. That the Annual Parish meeting would commence at 6.30pm and the Annual Council meeting would commence at 7.15pm or as soon as the Annual Parish meeting had finished and that there would be no other meetings held on the evening of the 18<sup>th</sup> May 2016. That the reports from the organisations who had received grants would be received at the Annual Parish meeting.

On a vote being taken the matter was approved unanimously.

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

**FC16/03/16.3 RESOLVED** that the Planning and Environmental Services Committee meeting that is usually held before Full Council would be held before another scheduled Committee meeting in May 2016.

On a vote being taken the matter was approved unanimously.

**FC16/03/17 TO RECEIVE THE DRAFT RAY UREN AWARD NOMINATION FORM AND AGREE ANY FUTURE ACTIONS**

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

**FC16/03/17.2 RESOLVED** to receive and approve the draft Ray Uren Award nomination form with the correction of the typos. That the Award and nomination form are advertised on the Council's notice boards, website and Facebook page. That the nominations will be considered at the April Full Council meeting and the Award presented during the Annual Parish meeting on the 18<sup>th</sup> May 2016.

On a vote being taken the matter was approved unanimously.

**FC16/03/18 TO CONSIDER THE COUNCIL'S INVOLVEMENT WITH ILLOGAN PARISH FAIR, AGREE ANY FUTURE ACTIONS AND APPROVE ANY ASSOCIATED EXPENDITURE**

Cllr Mrs Loxton reported that the horticultural section on Illogan Parish Fair had asked whether members would be able to help set up during Friday evening and Saturday morning and to help clear away after the

Fair. The Committee would like to know in advance of the Fair who would be available to help and the times they were available. It was agreed that members would let Cllr Mrs Loxton know whether they were able to help and when.

Members discussed Council t-shirts which received positive feedback from members of the public last year. Further to discussion:

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

- FC16/03/18.2 RESOLVED** that the Clerk would contact absent members and ask them to contact Cllr Mrs Loxton regarding their availability to help at the Fair. That members would check that they had a Council t-shirt and that it was still the correct size and they would let the Clerk know by the April Full Council meeting. If there were any t-shirts that were surplus to requirements they would be brought to the April Full Council meeting. That there would be an agenda item for the April Full Council meeting to discuss Council t-shirts.

On a vote being taken the matter was approved unanimously.

- FC16/03/19 TO RECEIVE CORRESPONDENCE FROM WALLER AND HART SOLICITORS REGARDING THE PROPOSED ALLOTMENT LAND AT PARK BOTTOM, AGREE A RESPONSE, ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

Members discussed the correspondence received, previous correspondence and meetings that had been held and information which had still not been provided. Further to an in-depth discussion:

It was proposed by Cllr Crabtree, seconded by Cllr Mrs Thompson and

- FC16/03/19.2 RESOLVED** that the following letter would be sent to Waller and Hart Solicitors with a copy sent to Peter Bainbridge, Cornwall Council Planning Officer in response to the correspondence received regarding the proposed allotment land at Park Bottom:
- `Thank you for your email dated 3<sup>rd</sup> March 2016.**
- This Council feels that this matter should be brought to an early conclusion as it has other major capital projects to consider at this current moment in time.**
- During the meeting with your agent along with Peter Bainbridge and our Cllrs Crabtree, Ekinsmyth and Pavey it was agreed that Illogan Parish Council could purchase the land for £1 on**

**the understanding that the land is used solely for the provision of allotments and if at any future date the Council seized to offer this facility, Park Bottom Developments would purchase the land back for £1.**

**As the Parish Council will be the freeholders of the land the majority of the conditions and indeed the proposed development was not designed when the Section 106 Agreement was drafted several years ago.**

**As at today's date, we do not know the exact size of the plot to estimate the cost of fencing etc, where the proposed entrance to the site is or whether the developer is providing car parking for allotment holders outside the curtilage of the allotment site. Indeed if this is not the case, the whole of the site will not be used for allotments as some parking provision will have to be taken from within the site, since it appears there will not be enough parking on site to meet residents' demands.**

**If we are unable to resolve the matter could we please request that both yourselves and Cornwall Council forward a letter with your final responses, duly headed the same, so that we can take the matter to The Local Government Ombudsman for a final decision, especially as we consider there may be a conflict of interest with your roles as a Director of both Waller and Hart Solicitors Ltd and Park Bottom Developments Ltd.**

**We look forward to hearing from you as soon as possible.'**

On a vote being taken on the matter there were 7 votes FOR and 1 votes AGAINST

**FC16/03/20 TO RECEIVE THE DRAFT COMMUNITY RIGHT TO BID NOMINATION FORM FOR THE PAYNTERS LANE END METHODIST CHURCH HALL AND AGREE ANY FUTURE ACTIONS**

Members discussed the number of people who had been in contact regarding Paynters Lane End Methodist Hall, views of the public on the Hall, future uses and resources. Further to discussion:

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

**FC16/03/20.2 RESOLVED that the Council continued with the Community Right to Bid application for Paynters Lane End Methodist Church Hall and that members would**

**forward the Clerk their comments for completing the form and once the form was complete the Clerk would submit the application to Cornwall Council.**

On a vote being taken on the matter there were 8 votes FOR and 0 votes AGAINST.

**FC16/03/21 TO RECEIVE CLLR RICHARDSON'S RESIGNATION FROM THE COUNCIL AND AGREE ANY FUTURE ACTIONS**

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

**FC16/03/21.2 RESOLVED that Cllr Richardson's resignation from the Council is received and that the Clerk is given delegated powers to implement the Council's Co-Option Protocol if required once Cornwall Council have confirmed whether a bye-election has been called. That the Clerk is given delegated powers to set appropriate deadlines and to update the Council during future meetings.**

On a vote being taken the matter was approved unanimously.

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

**FC16/03/21.3 RESOLVED that the Clerk writes to Cllr Richardson thanking him for his work on the Council.**

On a vote being taken the matter was approved unanimously.

**FC16/03/22 TO CONSIDER ANY CORRESPONDENCE UP TO THE DATE OF THE MEETING AND AGREE RESPONSES AND ACTIONS**

1. Vine Property Management – 2016/17 Service Charge budget - Noted
2. Barclays – Information on changes to the Council's savings account - Noted
3. Carn Brea Parish Council – letter re Neighbourhood Planning - Noted
4. Email from Cornwall Council regarding public open space adjacent to 31 Sunnyside Parc – owner of 31 Sunnyside Parc is interested in acquiring and Cornwall Council would like this Council's views

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

**FC16/03/22.2 RESOLVED that Illogan Parish Council has no objection to the owner of 31 Sunnyside Park acquiring the triangular grassed areas to the south of his property providing that:**

- **This does not set a precedent;**



- **That there is a restriction/condition applied that the land has to remain as a garden to 31 Sunnyside Parc and that there can be no future development on this land;**
- **That the sign and green bin are appropriately relocated in the immediate vicinity to their current positions.**

**There would be an agenda item at the next meeting to discuss a procedure for the Council to deal with applications of this nature in the future.**

On a vote being taken on the matter there were 9 votes FOR and 0 votes AGAINST.

5. AONB Annual Conference , Saturday 7<sup>th</sup> May 2016, 9.30am – 4.15pm at the Bedruthan Steps Hotel, Mawgan Porth - Noted
6. Cornwall Council news release re strong interest in the Cornwall Leisure Services Tender - Noted
7. Safer Cornwall Newsletter - Noted
8. Information from Cornwall Council in response to the FOI request regarding Illogan Park

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

**FC16/02/20.3 RESOLVED that Cllr Crabtree and the Clerk would draft a letter to Cornwall Council requesting a refund of the monies paid to them by Illogan Park Rugby Club and Illogan Football Club for the use of the facilities at Illogan Park once this Council had taken over the freehold.**

On a vote being taken the matter was approved unanimously.

9. Email from Russell Holden, previously worked for Truro City Council – now offering consultancy work - Noted
10. Cornwall Council – changing how they display register of interest forms and asking that members check that their forms are up to date - Noted
11. Cornwall Council Playing Fields Association Spring newsletter - Noted
12. Community Network Panel Meeting agenda, 13<sup>th</sup> April 2016, 7-9pm at Pool Innovation Centre – agenda items include a presentation on 'Good Governance for Town and Parish Councils'; Safeguarding for community groups and Town and Parish Councils; feedback on local devolution fund applications and any other business - Noted

13. Cornwall Council Electoral Review Event, 30<sup>th</sup> March 2016, 2pm – 3.30pm at New County Hall, Truro - Noted
14. Poster re Health and Social Care community events - Noted
15. Notice re Police and Crime Commissioner election 2016 - Noted
16. Police Liaison meeting 21<sup>st</sup> March 2016, 10am -12 noon at Carn Brea Parish Council - Noted

**FC16/03/23**

**TO RECEIVE A REPORT FROM THE CLERK INCLUDING HEALTH AND SAFETY, AGREE FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

The Clerk reported that:

- Water meter reading on the 17<sup>th</sup> February 2016 was 69 and on the 16<sup>th</sup> March 2016 it was 70.
- Internal audit needed to be completed for February. It was agreed that Cllrs Mrs Ferrett and Uren would complete the audit.
- An external Health and Safety Audit had been completed. The audit was a vast improvement on the one completed three years ago. The full audit report would be circulated with the Governance Review Committee agendas in June. The committee would consider the recommendations made and agree necessary actions.
- Other health and safety work was ongoing.

**FC16/03/24**

**TO RECEIVE REPORTS FROM THE FOLLOWING OUTSIDE BODIES:**

**a. Police**

Cllr Mrs Roberts reported that she would be attending the Police Liaison meeting on Monday 21<sup>st</sup> March 2016. During the meeting she would be raising a recent incident on vandalism to a bus shelter and the lack of response by the police to a 999 call.

**b. Representatives to Outside Organisations**

Cllr Ekinsmyth reported that he attended the CALC AGM with Cllrs Szoka and Ford. CALC would be converting to a limited company in the future to ensure that members did not incur personal liabilities. There was an inspiring presentation by Lord Matthew Taylor on the impact of the proposed new Housing and planning legislation on local housing in rural communities. Cllr Ekinsmyth spoke to Lord Matthew Taylor after the meeting about Neighbourhood Planning and a successful planning battle he had been involved with which had been successful.

It was agreed that Lord Matthew Taylor would be invited to address the Annual Parish meeting.

### c. Cornwall Councillors

Cllr Ekinsmyth reported that:

- The planning application for the Glebe land had been deferred to enable planning officers to complete further investigations. He aimed to get the Cornwall Council Planning Committee to agree to hold a site meeting. He also suggested that Illogan Parish Council should consider re-submitting a stronger worded Community Right to Bid application for the Glebe land.
- The police had received reports of speeding vehicles from members of the public and had allowed the community speed watch scheme to start in Paynters Lane.

#### **FC16/03/25 TO CONSIDER ITEMS TO BE DISCUSSED AT FUTURE MEETINGS; AGREE WHERE TO DISCUSS AND TIMESCALES**

There were no items raised.

#### **FC16/03/26 DATE & TIME OF NEXT MEETING**

The next Full Council meeting would be held on Wednesday 20<sup>th</sup> April 2016, 7.00pm in Penwartha Hall.

#### **FC16/03/27 THAT UNDER THE 1960 PUBLIC BODIES (ADMISSION 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 Mrs Roberts, seconded by Cllr Mrs Thompson and

#### **FC16/03/27.2 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.

#### **FC16/03/28 TO RECEIVE THE RECOMMENDATIONS FROM THE PLANNING AND ENVIRONMENTAL SERVICES COMMITTEE ON ILLOGAN PARK GROUNDS MAINTENANCE GENERAL SERVICE AGREEMENT, CONSIDER WHETHER TO EXTEND THE CONTRACT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

#### **FC16/03/28.2 RESOLVED to receive and approve the recommendations from the Planning and Environmental Services Committee that due to the uncertainties with the phasing of the project at Illogan Park, that the Illogan Park Maintenance General Service Agreement is extended by 12 months with the**

**option to extend it for a further 12 months at the end of that period.**

On a vote being taken on the matter there were 9 votes FOR and 1 vote AGAINST.

There being no further business the meeting closed at 8.40pm.

Signed .....

Date .....

<b>ACCOUNTS FOR PAYMENT MARCH 2016</b>							
<b>Ref:</b>	<b>Cheque</b>	<b>Expenditure</b>	<b>Payee</b>	<b>Minute Number</b>	<b>Net Total (ex VAT)</b>	<b>Vat</b>	<b>Total (inc VAT)</b>
832	3240	Hire of PA System	Bridge Sound and Light	CL15/10/5.2	£20.00		£20.00
833	3241	Annual Software Licence	Scribe 2000 Ltd		£245.00	£49.00	£294.00
834	3242	Office Rent	Vine Property Management		£1,462.50	£292.50	£1,755.00
835	3243	Service Charge for Office	Vine Property Management		£223.88	£44.78	£268.66
836	3244	Great Parish Road Signs	Contract Sign Systems	PM16/02/28.2	£34.00	£6.80	£40.80
837	3245	IT Support and Website hosting	Focus Technology		£34.50	£6.90	£41.40
838	3246	Electricity for Office	SSE		£279.37	£13.96	£293.33
839	3247	Contractor	D Heyes		£1,681.08		£1,681.08
840	3248	Non Domestic Rates 2016/17	Cornwall Council		£765.59		£765.59
841	3249	Chairmans Allowance	Cllr L Pavey		£125.00		£125.00
842-843	3250-3251	Salaries	All Employees		£2,844.46		£2,844.46
844	3252	Petty Cash Top Up	S Willsher		£83.15		£83.15
845	3253	LCR subscription	NALC		£34.00		£34.00
846	3254	Hall Hire Begin June 2015-End March 2016	DCH Group		£144.00	£28.80	£172.80
847	3255	Stationery	Martin Luck		£41.76	£8.35	£50.11
848	3256	Health and Safety Audit	A1 Health and Safety	GR16/02/7.2	£275.00		£275.00
	SO	Storage Unit	Low Cost Self Storage		£43.33	£8.67	£52.00
					£8,336.62	£459.76	£8,796.38