

ILLOGAN PARISH COUNCIL

Minutes of the Full Council Meeting held at the Penwartha Hall on Wednesday 14th December 2016 at 7.00pm.

PRESENT: Councillors Pavey (Chairman), Mrs Ferrett (Vice Chairman), Ms Cadby, Crabtree, Ekinsmyth, Ford, Holmes, Miss Pollock, Mrs Roberts, Szoka, Mrs Thompson and Williams

IN ATTENDANCE: Ms S Willsher, Clerk; and five members of the public members of the public (from and to points mentioned)

The Chairman explained the safety procedures.

FC16/12/1 CHAIRMAN'S WELCOME AND APOLOGIES FOR ABSENCE

Apologies were received from Cllr Uren

There were no members absent.

FC16/12/2 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

Cllr Pavey declared an interest in the items relating to the co-option as he knows one of the applicants and their family very well.

FC16/12/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications for dispensations.

FC16/12/4 PUBLIC PARTICIPATION ON ITEMS ON THE AGENDA (MAXIMUM OF 15 MINS – EVERY SPEAKER A LIMIT OF 3 MINS UNDER COUNCIL STANDING ORDERS)

A member of the public that objected to the proposals for the development of the Glebe Land noted that the appeal decision was awaited. They hoped that the Council would have a plan whichever way the appeal went to be prepared and ready to act as soon as the decision was made.

FC16/12/5 CHAIRMAN'S ANNOUNCEMENTS

The Chairman reported that the Illogan and Park Bottom Christmas lights switch on events had been held on the 9th and 10th December 2016. He read out an email from the Administration Assistant, who was unable to be present at tonight's meeting. The Administration Assistant thanked Cllr Mrs Ferrett, Cllr Mrs Thompson and Cllr Ford for their help with decorating the Christmas Trees; she really couldn't have done it without their support. The Administration Assistant also thanked councillors for their support and help during the Clerk's absence, in particular to Cllr Mrs Ferret; it was reassuring to know that help was available if she needed it.

Finally she gave a big thank you to the Clerk who was amazing and so supportive even when she was busy.

The Chairman also thanked Dave Dolling, Denis Moore, Heather Williams (transporting signs), the landlords of the New Inn and Robartes Arms and Paul (operating the PA system) for their help and hard work organising and running the Christmas Lights Switch On Events.

The Full Council thanked Illogan School and the children who participated in the lantern parade; the lanterns got better every year.

FC16/12/6 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 23rd NOVEMBER 2016 AND THE CHAIRMAN TO SIGN THEM

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

FC16/12/6.2 RESOLVED to receive and approve the Minutes of the Full Council meeting held on 23rd November 2016 with the amendments to the minute numbers and the Chairman to sign them.

On a vote being taken the matter was approved unanimously.

FC16/12/7 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

The item on twinning with Carn Brea Parish Council that was deferred from the previous Full Council meeting would be on the agenda for the January 2017 meeting.

FC16/12/8 TO NOTE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS HELD SINCE THE LAST FULL COUNCIL MEETING:

- i. Planning and Environmental Services Committee – 23rd November 2016**
- ii. Community Liaison Committee – 28th November 2016**

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

FC16/12/8.2 RESOLVED to note the Minutes of the following Committee meetings held since the last Full Council meeting:

- i. Planning and Environmental Services Committee – 23rd November 2016**
- ii. Community Liaison Committee – 28th November 2016**

On a vote being taken the matter was approved unanimously.

FC16/12/9

TO RECEIVE CORRESPONDENCE AND FURTHER INFORMATION ON THE GLEBE FIELD AND AGREE ANY FUTURE ACTIONS

1 member of the public entered the meeting at 7.08pm.

Correspondence received from a member of the public, George Eustice MP and the Diocese of Truro was circulated to members.

Members discussed the correspondence received; concerns that had been raised throughout the planning process; whether and when to get the land valued; the potential cost implications of having the land valued; that they felt that the meeting proposed by the Diocese of Truro should be an open public meeting to anyone who was interested; what public amenity could be provided on the land and whether a task and finish group should be set up to compile concept ideas for the future use of the land should the appeal decision fall in our favour.

1 member of the public left the meeting during this item at 7.29pm and re-entered at 7.30pm.

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

FC16/12/9.2

RESOLVED AS A SUBSTANTIVE MOTION that the Clerk would obtain quotes for the completion of a land valuation on the whole of the Glebe Field including the car park used by the doctors surgery. That whilst the appeal decision was awaited that the Council would continue to consider future use for the area as public amenity space. That if the appeal decision goes against the Diocese of Truro that the Council will get a land valuation for the whole site including the car park used by the doctor's surgery.

On a vote being taken on the matter there were 9 votes FOR and 3 votes AGAINST. Cllrs Ms Cadby, Holmes and Miss Pollock voted against the motion and requested that their names were recorded in the minutes.

FC16/12/10

TO AUTHORISE PAYMENT OF ACCOUNTS FOR THE MONTH OF DECEMBER 2016 (UP TO DATE LIST TO BE TABLED AT THE MEETING)

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

FC16/12/10.2

RESOLVED that the transfer of £127,428.00 to the Public Sector Deposit Fund was ratified. To authorise the payment of accounts in the sum of £6,872.96. to authorise the transfer of £60,000 from the Public Sector Deposit Fund into the Current Account

On a vote being taken on the matter there were 11 votes FOR and 1 vote AGAINST.

FC16/12/11

TO RECIEVE A REQUEST FROM THE ILLOGAN PARISH NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP FOR THIS COUNCIL TO PROVIDE 4 HOURS ADMINISTRATION SUPPORT PER MONTH FOR THE DURATION OF THE PROJECT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

The Chairman of the Illogan Parish Neighbourhood Development Plan Steering Group reported that the group was form in March 2016 at a special meeting. Since it began the group began to earnestly follow guidance and toolkits from various sources to help them develop a plan for the community. The steering group was independent of Illogan Parish Council and was made up of local residents and three parish councillors. Illogan Parish Council has a budget to assist the steering group with the plan; however, the group is responsible for applying for other sources of funding.

The group created a project plan. They consulted residents using a household questionnaire to gain feedback regarding topics relevant to the plan such as homes and other development, environment, heritage, schools and services, transport and traffic and leisure and recreation. This feedback would give them a sound base to start preparing the plan. The group had a stall at Illogan Parish Fair, created a Facebook page and planned a website to keep people informed and updated. The results of the household survey had been received and processed which had enabled the group to move onto the next stage of deciding on themes. Once the themes had been decided the steering group would break into smaller working groups to produce the policies which would be put forward into the plan. The Chairman of the steering group outlined some of the results from the household survey. The steering group were organising a public event to be held in February so that they could engage with the community and feedback the results from the survey.

It was a huge task for a group of residents to complete a Neighbourhood Development Plan, to forecast budgets, drawing up community engagement strategies and complying with Data Protection laws etc. The group was fortunate to have many skilled members. The Chairman asked Council members to endorse their progress and where possible to support and assist the steering group with their knowledge and understanding of the parish. The Chairman would keep the Council updated on the progress of the plan.

Cllr Pavey reported there had been a lot of hard work done by the steering group. The group were experiencing some difficulties with their administration and had asked Illogan Parish Council to provide a maximum of 4 hour per month administrative support to help them.

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

FC16/12/11.2

RESOLVED

that Illogan Parish Council provides a maximum of 4 hours per month administrative support to the Illogan Parish Neighbourhood Development Plan Steering Group for the duration of the Neighbourhood Development Plan project.

On a vote being taken the matter was approved unanimously.

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

FC16/12/11.3 RESOLVED to appoint Cllr Crabtree to the Illogan Parish Neighbourhood Development Plan Steering Group.

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

FC16/12/12 TO RECEIVE THE RECOMMENDATIONS FROM THE FINANCE AND RESOURCES COMMITTEE ON THE BUDGET AND PRECEPT FOR THE FISCAL YEAR 2017/2018

The recommendations from the Finance and Resources Committee had been circulated to members. Cllr Crabtree commended the Clerk and the Finance and Resources Committee for their hard work in preparing and considering the budgets. Cllrs Crabtree and Ford explained the recommendations to members. In response to a question from Cllr Holmes the Clerk and Cllr Ford explained the Council's capital budget allocations and earmarked reserves. Cllr Holmes felt that the precept should be increased so that a budget could be introduced specifically for The Glebe field, he explained what the first council did before it ceased to exist. There were concerns raised as to the level of council tax members of the public should be expected to pay.

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

FC16/12/12.2 RESOLVED to receive the recommendations from the Finance and Resources Committee on the budget and precept for the 2017/2018 fiscal year.

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

FC16/12/13 TO SET THE BUDGET FOR THE FISCAL YEAR 2017/2018

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

FC16/12/13.2 RESOLVED to set the budget for the fiscal year 2017/2018 in the sum of £218,045.00.

On a vote being taken on the matter there were 8 votes FOR and 3 votes AGAINST. Cllrs Holmes, Miss Pollock and Szoka voted against the motion.

FC16/12/14 TO SET A PRECEPT TO CORNWALL COUNCIL FOR THE FISCAL YEAR 2017/2018

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

FC16/12/14.2 RESOLVED to set the precept to Cornwall Council for the fiscal year 2017/2018 in the sum of £208,631.00

On a vote being taken on the matter there were 8 votes FOR and 3 votes AGAINST. Cllrs Holmes, Miss Pollock and Szoka voted against the motion.

FC16/12/15 TO CONSIDER AND AGREE OFFICE OPENING HOURS OVER THE CHRISTMAS AND NEW YEAR PERIOD AND CONTACT ARRANGEMENTS IN CASE OF AN EMERGENCY

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

FC16/12/15.2 RESOLVED that the Council Office will close for Christmas at 12 noon on Tuesday 20th December 2016 and would reopen at 9am on Tuesday 3rd January 2017. That during the office closure Cllrs Crabtree, Ekinsmyth would be points of contact for the public in case of an emergency. If they are contacted they will contact the Clerk who will make the necessary arrangements etc.

On a vote being taken the matter was approved unanimously.

FC16/12/16 TO AGREE THE 2017 MEETING DATES AND AGREE ANY FUTURE ACTIONS

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

FC16/12/16.2 RESOLVED that the following meeting dates are approved for 2017:

<p>Full Council</p> <p>January – 18th February – 15th March – 15th April – 19th May – 17th - Annual Parish Meeting and Annual Council Meeting June – 21st July – 19th August – 16th September – 20th October – 18th November – 15th December – 13th</p>	<p>Planning and Environment</p> <p>January – 4th & 18th February – 1st & 15th March – 1st & 15th April – 5th & 19th May – 3rd & 10th June – 7th & 21st July – 5th & 19th August – 2nd & 16th September – 6th & 20th October – 4th & 18th November – 1st & 15th December – 6th</p>
<p>Community Liaison</p> <p>February – 6th April – 3rd June – 5th September – 4th October – 2nd November – 6th</p>	<p>Finance and Resources</p> <p>March – 22nd May – 10th July – 12th September – 13th October – 11th November – 8th</p>
<p>Governance Review</p>	<p>Staffing</p>

January – 11th February – 8th April – 26th June – 14th	March – 8th
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On a vote being taken the matter was approved unanimously.

FC16/12/17

TO CONSIDER ANY CORRESPONDENCE UP TO THE DATE OF THE MEETING AND AGREE RESPONSES AND ACTIONS (UP TO DATE LIST TO BE TABLED AT THE MEETING)

1. Email from the architect working on plans for The Pavilion, Tehidy asking if members would like them to come to the January planning meeting to discuss their new reduced scheme – **It was agreed that the architect for The Pavilion should attend the January Planning and Environmental Services Committee meeting.**
2. LCR Magazine
3. Email from CALC about them forming two further partnership groups with Cornwall Council. The partnership groups would be Community Governance and Locality Working and Local Agency Agreements. If anyone would like to be considered for either of those groups applications needed to be made to CALC by Friday 13th January 2017

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

FC16/12/17.2

RESOLVED

to support Cllr Mrs Thompson applying for a position on the Governance and Locality Working Group.

On a vote being taken on the matter there were 11 votes FOR and 0 votes AGAINST.

4. Letter from Camborne Town Council thanking this Council for supporting them in their bid for Camborne Recreational Ground and updating on progress
5. CALC weekly news roundup 02.12.16 – Code of Conduct Training 9th January 2017 at Stithians Village Hall from 7pm to 9pm £20 per person; they were starting to plan the 2017/18 training programme and would like to know if there was any individual training needs; auto enrolment pensions and amendments to employee contracts; Cornwall Council beach dog patrol consultation
6. CALC had raised with Cornwall Council concerns regarding election costs
7. CALC weekly news roundup 25.11.16 – winter planning; Post Office consultation; Natural England updates guidance on hedgerow protection

8. Great Western Railway Christmas travel update
9. Public consultation – non-emergency patient transport
10. DIS newsletter
11. Bulletin on national developments and meetings
12. Email from a resident of Robartes Terrace who was displeased with the road closure for the Illogan Christmas Lights Switch On Event held on Friday – the email contained a freedom of information request for the costings of the event – **the Clerk had replied and supplied all of the requested information**
13. Additional information from Cornwall Council explaining the election charges
14. Cornwall Council Communities and Devolution newsletter – plastic posts, tubs and trays recycling scheme; precept notification 2017/18; introduction to Paul Walker; Winter wellbeing; antisocial behaviour; building on the success of the Planning Partnership; Town and Parish Council web pages; communities prepared project; dog control orders; one public transport system for Cornwall; physical activity strategy
15. Cornwall Council was consulting on proposals for introducing Public Spaces Protection Orders (PSPOs) to control dogs on beaches
16. Community Network meeting – minutes of last meeting and the next meeting would be held on Tuesday 7th February 2017, 7-9pm at Pool Innovation Centre
17. Neighbourhood Planning e-bulletin for November
18. Cornwall Council bulletin – shaping the future of health and care services
19. Cornwall Council update on the changes happening to the Murdock and Trevithick Day Centre
20. Under Regulation 26 of the Town and Country Planning (Local Planning) (England) Regulations 2012 that the Cornwall Council adopted its Local Plan on the 22nd of November 2016. The Local Plan, Sustainability Appraisal (incorporating the Strategic Environmental Assessment) and adoption statement and all other relevant documents could be viewed free of charge Monday to Friday 9.00 – 17.00 at Pydar House, Pydar Street, Truro, TR1 1XU, One Stop Shops, libraries during normal library opening hours and online at: www.cornwall.gov.uk/localplancornwall.
21. Post Office – confirmation that they would be proceeding with their proposal to move Paynters Lane End Post Office to the Family Shopper.

FC16/12/18 TO RECEIVE A REPORT FROM THE CLERK INCLUDING HEALTH AND SAFETY, AGREE FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

The clerk reported that members with council email addresses would be receiving a prompt to change their passwords in the next few days.

FC16/12/19 TO RECEIVE REPORTS FROM THE FOLLOWING OUTSIDE BODIES:

a. Police

Cllr Mrs Roberts had attended the Police Liaison meeting. She reported that the meetings were really useful and very interesting. They received reports on crime figures; crime had reduced considerably in our area over the last twelve months. She would be writing an article for the next edition of the Illogan Review. The police were continuing to patrol Manningham Wood and Illogan Park.

b. Representatives to Outside Organisations

Cllr Williams had attended the AGM of Illogan Village Hall. The committee would be contacting the Clerk to clarify who the representatives from the Council etc.

c. Cornwall Councillors

Cllr Ekinsmyth reported that he had completed a speed watch in Alexandra Road at 8am on Monday morning. There were local concerns about road safety; a person was nearly run over at Travellers Rest recently. He had spoken to the portfolio holder for transport regarding the proposed roundabout at Travellers Rest; the portfolio holder was apologetic that the local member and Parish Council had not been advised of the consultation before it went live. The aim of the scheme was to reduce the speed of traffic on the road. The portfolio holder and a representative from Cormac would attend a Council meeting to talk to members. Some members of the public had raised concerns regarding the quality of work being completed by Cormac. Planning matters had quietened down; he was taking the application for Alexandra Road to planning committee. The Cornwall Local Plan had been approved by Cornwall Council. Cornwall Council had approved their budget. He had attended a Cornwall post Brexit meeting.

In response to a question Cllr Ekinsmyth confirmed that when he was talking to the transport portfolio holder he had pressed the points made by this Council.

During this item Cllrs Ford and Mrs Thompson left the meeting at 8.30pm. Cllr Ford re-entered the meeting at 8.31pm. Cllr Ford left the meeting at 8.36pm.

FC16/12/20 TO CONSIDER ITEMS TO BE DISCUSSED AT FUTURE MEETINGS; AGREE WHERE TO DISCUSS AND TIMESCALES

Cllr Holmes requested that the item deferred from the last full council meeting on Twinning was on the January agenda.

It was agreed that The Glebe Field would be a regular item on every agenda.

Cllr Mrs Roberts forwarded her apologies for meetings to be held on the 4th and 18th January 2016.

Cllrs Ford and Mrs Thompson re-entered the meeting at 8.40pm.

FC16/12/21 DATE & TIME OF NEXT MEETING

The next meeting would be held on Wednesday 18th January 2017, 7.00pm in Penwartha Hall.

FC16/12/22 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 Mrs Thompson and

FC16/11/22.2 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 agreed unanimously.

Five members of the public left the meeting at 8.41pm

Cllr Pavey left the room.

Cllr Mrs Ferrett took the Chair for the remainder of the meeting.

FC16/12/23 TO RECEIVE APPLICATIONS FOR THE VACANT POSITION OF COUNCILLOR FOR THE ILLOGAN WARD AND INTERVIEW CANDIDATES

Cllrs received applications for the vacancy from Mr Goldring and Mr Grigg. Members interviewed each candidate individually and asked each person the same questions.

FC16/12/24 TO RE-ADMIT MEMBERS OF THE PRESS AND PUBLIC

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

FC16/11/24.2 RESOLVED that members of the press and public are re-admitted to the meeting.

On a vote being taken the matter was agreed unanimously.

FC16/12/25 TO CO-OPT A COUNCILLOR TO REPRESENT THE WARD OF ILLOGAN

Members completed a script ballot.

FC16/12/25.2 RESOLVED that Mr Goldring is co-opted onto Illogan Parish Council.

On a vote being taken on the matter there were 6 votes for Mr Goldring.

There being no further business the meeting closed at 9.24pm.

Signed

Date

ACCOUNTS FOR PAYMENT DECEMBER 2016								
Ref:	Cheque	Expenditure	Payee	Minute Number	Net Total (ex VAT)	Vat	Total (inc VAT)	Legislation
To Ratify								
992	3378	Transfer	Public Sector Deposit Fund	FC16/11/10.2	£127,428.00		£127,428.00	Accounts and Audit Regulations 2015
To Pay								
993	3379	Expenses	S Willsher		£64.08		£64.08	Local Government (Financial Provisions) Act 1963 s.5
994-996	3380 - 3382	Salaries	All Employees		£3,396.45		£3,396.45	LGA 1972 s.112
997	3383	Chairman's Allowance	Cllr L Pavey		£125.00		£125.00	LGA 1972 s.15(5)
998	3384	Batteries and Lights for The Platt	D Dolling	CL16/10/7.3	£18.00		£18.00	
999	3385	Contractor	D Heyes		£1,300.72		£1,300.72	LGA 1972 s.111(1)
1000	3386	Expenses	Cllr G Ford		£17.10		£17.10	
1001	3387	Tree work and hedge trimming at Illogan Park	Kernow Tree Surgery	PM16/05/22.2 and PM16/11/26.2	£350.00	£70.00	£420.00	LGA 1972 s.111(1)
1002	3388	Road closures for xmas lights events	Cornwall Council	CL16/06/9.2	£88.00		£88.00	
1003	3389	Repair water leak in Illogan Park Changing Rooms	Ben Daddow		£50.00	£10.00	£60.00	LGA 1972 s.111(1)
1004	3390	Gas for Illogan Park Changing Rooms	Warrior		£54.45	£2.72	£57.17	LGA 1972 s.111(1)
1005	3391	Signs for Illogan Park and Manningham Woods	Contract Sign Systems	PM16/09/25.2	£307.00	£41.40	£348.40	LGA 1972 s.111(1)
1006	3392	Herras fencing for Illogan Park	Greens Grounds and Trees		£310.00		£310.00	LGA 1972 s.111(1)
1007	3393	Stationery	Complete Office Solutions		£61.15	£12.23	£73.38	LGA 1972 s.111(1)
1008	3394	Petty Cash Top Up	S Willsher		£69.08		£69.08	LGA 1972 s.111(1)
1009	3395	Expenses	S Willsher		£58.80	£11.76	£70.56	Local Government (Financial Provisions) Act 1963 s.5
1010	3396	Marshals for Illogan Christmas Lights Switch On Event	WillSecure	CL16/09/13.2	£264.00	£52.80	£316.80	LGA 1972 s.111(1)
1011	3397	IT Support and Webhosting up to 10.12.16 and Microsoft OneDrive for Business	Focus Technology		£48.33	£9.67	£58.00	LGA 1972 s.111(1)
1012	DD	Water for Mary's Well	South West Water		£28.22		£28.22	LGA 1972 s.111(1)
1013	SO	Storage Unit	Low Cost Self Storage		£43.33	£8.67	£52.00	LGA 1972 s.111(1)
Transfer from Public Sector Deposit Account to Current account					£ 60,000.00		£ 60,000.00	
					£194,081.71	£219.25	£194,300.96	