

ILLOGAN PARISH COUNCIL

Minutes of the Full Council Meeting held at the Penwartha Hall on Wednesday 15th March 2017 at 7.00pm.

PRESENT: Councillors Pavey (Chairman), Mrs Ferrett (Vice Chairman), Crabtree, Ekinsmyth, Ford, Goldring, Holmes (from point mentioned), Miss Pollock, Mrs Roberts, Szoka, Mrs Thompson and Uren.

IN ATTENDANCE: Ms S Willsher, Clerk; Mrs J Curtis, Admin Assistant, Cllr Moyle (Cornwall Council) and Chairman of Illogan Parish Neighbourhood Development Plan Steering Group

The Chairman explained the safety procedures.

FC17/03/1 CHAIRMAN'S WELCOME AND APOLOGIES FOR ABSENCE

Apologies received from Cllr Ms Cadby

There were no members absent

Cllr Holmes joined the meeting at 7.05pm

FC17/03/2 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

Cllr Uren declared an interest in the item relating to the Litter Picking and General maintenance Contract.

Cllr Crabtree declared an interest in the item relating to the Service Level Agreement with iCT4.

FC17/03/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications for dispensations.

FC17/03/4 PUBLIC PARTICIPATION ON ITEMS ON THE AGENDA (MAXIMUM OF 15 MINS – EVERY SPEAKER A LIMIT OF 3 MINS UNDER COUNCIL STANDING ORDERS)

No members of the Public wished to participate in this meeting.

FC17/03/5 CHAIRMAN'S ANNOUNCEMENTS

There were no announcements from the Chairman

FC17/03/6 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 15TH FEBRUARY 2017 AND THE CHAIRMAN TO SIGN THEM

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

FC17/03/6.2 RESOLVED to receive and approve the Minutes of the Full Council meeting held on Wednesday 15th February 2017 and the Chairman to sign them.

On a vote being taken the matter was approved unanimously.

FC17/03/7 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

In response to a question the Clerk confirmed that she had not received any additional information about the AONB Annual Conference in May.

FC17/03/8 TO NOTE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS HELD SINCE THE LAST FULL COUNCIL MEETING:

- i. GOVERNANCE REVIEW COMMITTEE – 8TH FEBRUARY 2017**
- ii. PLANNING AND ENVIRONMENTAL SERVICES COMMITTEE – 15TH FEBRUARY 2017**
- iii. PLANNING AND ENVIRONMENTAL SERVICES COMMITTEE – 1ST MARCH 2017**
- iv. ILLOGAN PARK IMPROVEMENTS WORKING GROUP – 6TH MARCH 2017**

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

FC17/03/8.2 RESOLVED to note the Minutes of the following Committee meetings held since the last Full Council meeting:

- i. Governance Review Committee – 8th February 2017**
- ii. Planning and Environmental Services Committee – 15th February 2017**
- iii. Planning and Environmental Services Committee – 1st March 2017**
- iv. Illogan Park Improvements Working Group – 6th March 2017**

On a vote being taken the matter was approved unanimously.

FC17/03/9 TO RECEIVE REPORTS ON THE PAYMENTS, RECEIPTS AND BANK RECONCILIATIONS FOR THE MONTH OF FEBRUARY 2017

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

FC17/03/9.2 RESOLVED to receive the reports on payments, receipts and bank reconciliations for the month of February 2017.

On a vote being taken the matter was approved unanimously.

FC17/03/10 TO AUTHORISE PAYMENT OF ACCOUNTS FOR THE MONTH OF MARCH 2017 (UP TO DATE LIST TO BE TABLED AT THE MEETING)

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

FC17/03/10.2 RESOLVED to authorise payment of accounts for the month of March 2017 in the sum of £10,342.95 incl. VAT

On a vote being taken on the matter there were 12 votes FOR and 1 vote AGAINST.

FC17/03/11 TO REVIEW THE FUNDING AGREEMENT FROM CORNWALL COUNCIL FOR ILLOGAN PARK AND AGREE ANY FUTURE ACTIONS

Cllr Crabtree reported on the terms and conditions of the funding agreement made with Cornwall Council on the transfer of the Park. Half of the money had been paid up front with the balance being paid on completion. It had been envisaged that the new facilities would have been completed by the deadline however unforeseen circumstances had prevented this.

There were inconsistencies between the wording of the agreement and schedule.

Quotes were currently being sought to improve the children's play area in the Park. It was noted that the play equipment could be relocated on the site at a later date if necessary.

Further to discussion it was agreed that a letter would be sent to Cornwall Council to ask if the funding agreement could be extended and the Children's Play Area added to the schedule.

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

FC17/03/11.2 RESOLVED that a letter would be sent to Cornwall Council to ask if the funding agreement for Illogan Park could be extended and the Children's Play Area added to the Schedule. This would enable enhancements to be made for the use of more residents in the Parish.

On a vote being taken there were 12 votes FOR and 0 votes AGAINST.

Cllr Crabtree left the room at 7.23pm

FC17/03/12 TO RECEIVE THE iCT4 LTD SERVICE LEVEL AGREEMENT AND AGREE ANY FUTURE ACTIONS

It was proposed by Cllr Uren and seconded by Cllr Ford and

FC17/03/12.2 RESOLVED that the iCT4 funding agreement is received and signed.

On a vote being taken the matter was approved unanimously.

Cllr Crabtree returned to the meeting at 7.26pm

FC17/03/13 TO RECEIVE A REPORT FROM THE PLANNING AND ENVIRONMENTAL SERVICES COMMITTEE ON CORNWALL COUNCIL'S RESPONSE TO THE LETTER SENT BY THIS COUNCIL REGARDING THE GLEBE FIELD AND AGREE ANY FUTURE ACTIONS

A letter had been received from Phil Mason explaining the Allocation Development Plan Document and how Illogan Parish was viewed within it. However it was felt that this was confusing and did not clarify the situation as expected. It was suggested that Phil Mason or one of his senior colleagues would be asked to attend the next Full Council meeting to clarify the situation.

It was proposed by Cllr Holmes and seconded by Cllr Miss Pollock and

FC17/03/13.2 RESOLVED that Phil Mason or a senior colleague would be asked to attend the next Full Council meeting to provide clarification of the situation with regards to the housing policy for Illogan.

On a vote being taken the matter was approved unanimously

FC17/03/14 TO RECEIVE CORRESPONDENCE FROM HARRIS MILL VILLAGE HALL AND APPOINT A REPRESENTATIVE TO BE ON THE COMMITTEE AND AGREE ANY FUTURE ACTIONS

At a recent AGM held at Harris Mill Village Hall it was noted that according to the Constitution Illogan Parish Council should have a representative on the committee. Following discussion it was agreed that the election of a representative would be deferred until after the Local Elections in May when the new Council would be in place.

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

FC17/03/14.2 RESOLVED that in line with the Constitution of Harris Mill Village Hall a representative from Illogan Parish Council would be decided after the elections in May when the new Council for Illogan Parish was in place.

On a vote being taken the matter was approved unanimously

FC17/03/15 TO PRESENT THE CLERK WITH CERTIFICATES FOR QUALIFICATIONS WHICH SHE HAS ACHIEVED

Cllr Pavey congratulated the Clerk on achieving the Certificate in Local Council Administration, Section 7, General Power of Competence, CiLCA 2013 and presented her with her Certificate.

FC17/03/16 TO CONSIDER A MOTION FROM CLLR THOMPSON 'THAT ILLOGAN PARISH COUNCIL IN ITS OWN RIGHT AND THROUGH MEMBERS SEEKS TO IDENTIFY THOSE WHO HAVE SOME FAMILY OR OTHER MEMORIES OF ANY ANTHRAX OUTBREAKS IN THE PARISH IN THE

LAST CENTURY AND WHETHER TO UNDERWRITE ANY DIRECT COSTS OF SWEARING AFFIDAVITS UP TO A TOTAL COST OF £199.00' AND AGREE ANY FUTURE ACTIONS

It was proposed by Cllr Mrs Thompson and seconded by Cllr Williams and

- FC17/03/16.2 RESOLVED** that we seek written evidence of anthrax in the community by contacting local residents who might be able to remember where infected carcasses were buried. A request for further investigation will be made to Defra.

On a vote being taken there were 12 votes FOR and 1 ABSTENTION

- FC17/03/17 TO CONSIDER SEEKING ALTERNATIVE SITES FOR A REPLACEMENT ROYAL MAIL BOX WITHIN THE VILLAGE FROM PAYNTERS LANE END TO CHURCHTOWN, AGREE ANY FUTURE ACTIONS AND ASSOCIATED EXPENDITURE (CLLR FORD TO REPORT)**

Concern had been raised that now the Post Office had been re-located that the post box would also be re-located. Following discussion it was felt that this may not be the case as other post boxes at other Post Offices which had been re-located remained in situ and continued to be used. It was pointed out that there is another post box further along the road. It was agreed that nothing would be done at the moment but the situation would continue to be monitored.

- FC17/03/18 TO CONSIDER WHICH COUNCILLORS ARE INTERESTED IN CPR TRAINING, AGREE THE FORMAT OF THE TRAINING AND AGREE ANY FUTURE ACTIONS**

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

- FC17/03/18.2 RESOLVED** that now was not the right time to commit to CPR training but would be reviewed again after the Council elections in May.

On a vote being taken the matter was approved unanimously.

- FC17/03/19 TO CONSIDER ANY CORRESPONDENCE UP TO THE DATE OF THE MEETING AND AGREE RESPONSES AND ACTIONS**

1. Monthly report emailed from Police and Crime Commissioner Alison Hernandez. She is planning to provide almost £24m additional money so that Chief Constable Shaun Sawyer can put more police officers on the streets by 2020. This month the PCC has published her first Police and Crime Plan, entitled Safe, resilient and connected communities, with a vow to help keep people safe by improving the public's connection to police. The Plan comes as a result of the peninsula's biggest consultation into policing issues, which Ms Hernandez commissioned last summer.
2. Email from Steven D'Ath, Cornwall Land Planning advising that he attended the meeting in relation to Primrose Farm Land Boundaries

held on Friday 3rd March at Tolvaddon Fire Station. It was noted that adjoining land not owned by his client appears to be included within the Primrose Farm site. It is quite possible of course that the adjoining area of land is also being promoted separately by the landowner, however his client wishes to make it clear that this does not belong to him and does not form part of the Primrose Farmland. For clarification he attached a red line plan illustrating the extent of the Primrose Farmland owned by his client.

It was agreed that this email would be circulated to all Councillors.

3. Chief Executives Bulletin 6 received by email. Includes information on the Housing white paper. Last week the government published their long-awaited white paper on housing; Fixing our broken housing market sets out the government's plans to reform the housing market and boost the supply of new homes in England. As well as a range of policies aimed at helping to diversify the housing market and helping people to afford a home, the white paper also focusses heavily on changes that can be made to planning law and policy.
4. Member of the public has questioned if there has been any progress on the possibility of cleaning and re-painting of the finger post at Paynters Lane End.

The Clerk reported that she had responded to a request from a TV Company for local items to be fixed and had sent information of the finger post in Cot Road; she was currently waiting for a response from them.

5. Open Space Strategy Report for CIPR February 2017 received.
Consider at next Planning Meeting

6. South West Councils Customer Satisfaction Survey 2017 would like to continue to gather comprehensive feedback so have put together a survey for you to tell them what you think about them and their services. The survey should take around 10 minutes to complete and all answers will be held in confidence and any published results anonymised. The survey will be live until 17.00 on Friday 17th March.

It was agreed that the Clerk would complete the form on behalf of the Council.

7. Further correspondence from Alan Percy regarding the situation where Cornwall Council raises bills against city, town and parishes councils for providing public toilet facilities, many of which were 'devolved' from the unitary authority itself. Also information on the lack of increase in annual Public Footpath and Street Cleaning Agreements (LMP) since 2007 - and the Statutory Duty of Cornwall Council Highway Authority to Maintain Public Footpaths and Bridleways. For further information please see the Clerk.
8. Concerns raised of speeding traffic Paynters lane, Illogan, this is particularly noticeable during the times when parents are taking/collecting their children from school. There is a risk to children crossing the road from Family Shopper side to Demoda Hair Saloon Shops side –several young unaccompanied children walk /cycle to

school and face dangers of fast cars racing by crossing the road at this point.

9. Chief Executives Bulletin 7 received by email. Includes information on the Meeting with DCLG minister Lord Bourne, Larger Councils Committee, Transparency Fund, Media Coverage, National Council and Lobby Day on 28 March, Diversity Commission and Royal Garden Parties.
10. CPIR Community Network meeting minutes and copies of presentations.
11. A member of the public has asked if anyone has information on the old engine mine boiler house in Tolvaddon that is situated by Polwheal road. They are really keen to know the history on the place. They think that it was for East Pool and Agar mining but not sure on its job back in the 1800s. They think it was a stamp engine? Any old photos to do with Tolvaddon boiler house would be greatly appreciated.
12. A local resident would like to volunteer to help out in the Parish. He has some experience of charitable fundraising.
13. Communities and Devolution Newsletter Feb 2017 – items included a message from CC Jeremy Rowe; Enabling social media; Flood warden training; £2.9 million Council boost; Streetwork fees; Charitable trust grants; Rural services network; Your cyber safety – copy available from the Clerk.
14. Email re Changes to the Tesco Bags of Help Community Grant Scheme. The grant is now open for applications from any not for profit organisation for ANY project of community benefit and it is going to be organised with a more local emphasis. Consider if it would be useful to make an application.
It was agreed that an application form would be obtained.
15. Newsletter re: Your Gateway to Redruth – update on the roadworks for the coming month.
16. Email from Truro City Council. The Royal Society for the Prevention of Accidents (ROSPA) are running a Play Area Routine Inspection Course on Wednesday 5 April in Truro and four places are available for other Town and Parish Councils (T&PCs) to attend on a first-come, first served basis. Please contact cheryl@truro.gov.uk as soon as possible if you are interested.
17. Email from a local resident regarding issues on a couple of footpaths in Illogan.
 - No. 214/20/1 runs from lower part of Merrits Hill to Richards Lane – the footpath sign post have been pushed over and ivy and privet hedging pushed across the entrance in an attempt to block the access from Merrits Hill by local residents. Half way up the footpath a house owner has extended their property onto the footpath.
 - 2. No. 205 / 1/ 1 runs from Harris Mill valley road all the way to Redruth along the Tolgus valley – the start at Harris Mill valley road

has no Foot Path sign and local residents from the houses Tumbleweed and GreenBanks ? seem to have attempted to block public access with large 5 bar gates with their house names on the gates across the paths. Also the section adjacent to Tumbleweed house and then for 100 metres south is a bog with no adequate drainage – probably from horses creating a bog – it cannot drain the water accumulation. This is an important footpath as it links East Illogan and Redruth.

The meeting felt this was becoming a serious issue and it was agreed that Cornwall Council would be asked to address both of the issues raised.

18. Letter from Cornwall Land Community Trust re Meeting Local Housing Needs in Illogan. They are able to assist to shape and design a project to meet the housing needs of local families in the area.
19. SLCC have agreed to run a course on VAT training on 4th April 2017 at the China Fleet Club in Saltash. Consider whether to send the Clerk.

It was proposed by Cllr Ford and seconded by Cllr Uren and

FC17/03/19.2 RESOLVED that the Clerk would attend the SLCC Training Course on VAT to be held in Saltash on 4th April.

On a vote being taken the matter was agreed unanimously.

20. Special Bulletin from the Crime and Police Commissioner on the Role of CCTV.
21. Special Bulletin from Cornwall Council re Recycling plastic pots, trays and tubs.
22. Families for Children Trust is a Specialist Adoption Agency and charitable trust based in the South West. We place vulnerable children Cornwall, Somerset and the Isles of Scilly. We have a growing number of older children, sibling groups and children with disabilities waiting to be adopted and we are looking for more adopters to come forward quite quickly. Information sessions where people can learn about becoming an adopter and how we can support you for life are being held. The next meeting in Cornwall is: Thursday 20th April, 2017 - from all over the UK with new adoptive families in Devon, Dorset, 10am – 12noon- Venue: Foot Anstey, High Water House, Malpas Rd, Truro TR1 1QH
23. Special Bulletin from Cornwall Council re an update on Libraries and One Stop Shops.
24. Special Bulletin from Cornwall Council re Draft Customer Promise.
25. Email re: Code of Conduct Training
I write to give you advanced notice that we will be holding training on the Code of Conduct between May and October this year. The training sessions will be free of charge. The sessions will be held as follows:

- 18 May 2017, 2-4pm GW:03, Council Offices, Dolcoath Avenue, Camborne, TR14 8SX
- 19 May 2017, 2-4pm Trelawney Room, New County Hall, Truro, TR1 3AY
- 23 May 2017, 4-6pm Alverne Room, St Johns Hall, Alverton St, Penzance, TR18 2QW
- 19 October 2017, 6-8pm Trelawny Room, New County Hall, Truro, TR1 3AY

If you would like to book any places, please let me know as soon as possible after the elections have taken place, or before if possible. Please note that some of the venues are limited on numbers. If you have any queries please do not hesitate to contact either myself using the details below or Simon Mansell at simon.mansell@cornwall.gov.uk.

- 26. The Safer Cornwall Newsletter re Penalties increase for those caught using a handheld mobile phones when driving.
- 27. Letter from Norris & Fisher Insurance Brokers Ltd. re Local Council Insurance. An introduction to their brokering service.
- 28. Illogan Village Hall Committee meeting minutes
- 29. CALC weekly news roundup 17.02.17 – items included SW Local Councils Association Conference 16th March 2017; Working With Your Council; Updated legal guidance; NALC urges government to stand firm on neighbourhood planning; Campaign to end loneliness; Charter for trees survey
- 30. CALC weekly news roundup 24.02.17 – items included 100% business rates retention further consultation; Housing white paper LAIS briefing 1396; Working With Your Council; Devo + NALC devolution toolkit
- 31. CALC weekly news roundup 03.03.17 – items included Section 137 expenditure limit of £7.57 for 2017/18; 2017 elections timetable; Transparency fund applications 2016/17 deadline; Venues for CALC training can you help?; Acknowledging local heroes; Boundary commission update; Local needs local voices National Council for Voluntary Organisations report
- 32. CALC weekly news roundup 10.03.17 – items included New legal topic notes; Safeguarding training day Thursday 20th April; VAT training at Saltash 4th April 2017; Working With Your Council; Funding Opportunities – Sport England
- 33. CALC – letter from Sue Baxter Chair of NALC regarding parish precepts and the government’s challenge to demonstrate restraint when increasing precepts, stressing the importance of communications and engagement with residents and asking for examples of practice.
- 34. Email from Nicola Stinson apologising for the miscommunication regarding the turf cutting on the 13th March 2017. They had really enjoyed working with the Parish on this project, your input has been valuable in shaping the quality of the development. I will be in touch

shortly to arrange a site meeting to discuss the colour finishes to the homes.

Note from the Clerk – a last minute (15 minutes before the photo) request was made for representative from Illogan Parish Council to be in the photo, I tried to get hold of local members and was unable and therefore at Cornwall Council's request I was in the photo representing this Council.

FC17/03/20

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

- I will be out of the office week from the 27th March 2017 until the 31st March 2017 and from the 12 April 2017 until the 18th April 2017.
- The Administration Assistant will be out of the office from the 3rd until the 6th April 2017.
- Illogan Park Rugby Club have not paid their invoice for the use of the pitch and changing facilities. One reminder letter has already been sent to them. Agree any appropriate actions.
The Clerk reported that the Rugby Club had not paid their fees and although she had written to them she had not had a response from them. It was agreed that another letter would be sent.
- I have received notification that I was successful in obtaining a credit at NEBOSH.
- I attended the SLCC Practitioners Conference. The workshops which I found most useful, relevant and interesting were social media, the value of re-imagining existing assets, the national picture of services and devolution, legal update and making the most of public relations in the digital age. I also learnt about a potentially useful app from other Clerks called 'what3words'. This is a global addressing system. It has divided the world into a grid of 3m x 3m squares and assigned each one a unique 3 word address which provides a precise and incredibly simple way to talk about location (if people are using this app!).
- Monthly internal audit needs to be completed for January and February. A quarterly audit also needs to be completed. – appoint 2 Cllrs to complete each audit.
Cllrs Mrs Ferrett and Uren agreed to do the audit for January.
Cllrs Mrs Roberts and Goldring agreed to do the audit for February.
- Other health and safety work was ongoing.

FC17/03/21

TO RECEIVE AN UPDATE ON THE GLEBE FIELD AND AGREE ANY FUTURE ACTIONS

Cllr Ekinsmyth reported that he is trying to arrange a meeting between all sections involved and is currently waiting for some dates from the Diocese.

TO RECEIVE REPORTS FROM THE FOLLOWING OUTSIDE BODIES:

a. Police

Cllr Roberts advised that she would be attending the next meeting with the Police, to be held at the beginning of April.

b. Representatives to Outside Organisations

The Chairman of the Illogan Parish Neighbourhood Development Plan Steering Group provided her report.

The Neighbourhood Development Plan (NDP) Team organised two public events held on 3rd and 4th March.

They displayed the survey results from the Autumn residents' survey and presented settlement boundary maps and housing needs requirements to the public. To provide evidence for their plan they asked the public several questions regarding how they should move forward.

Regarding managing development they asked:

Is this the right approach?

Are the boundaries in the right place?

Regarding building new homes they asked the public again if they were taking the right approach.

Could they help identify any other locations suitable for housing development?

Finally could they identify any land that should be protected from development ie NO BUILD ZONES.

There was a positive response and both dates were busy with well over 80 people attending. They are currently analysing the feedback from the written responses. A copy of the presentation had been uploaded on their website www.illoganneighbourhoodplan.org.uk.

Moving forward the NDP will also have a presence at the Illogan Parish Fair, it's a little early yet to say what will be included at the event, but we hope to have made some inroads to drafting policies for the public to view and comment on.

We are currently producing a Business Survey which we aim to get out to all the businesses located in the parish before the end of the month, again we aim to upload this on the website and offer a facility to complete online.

We are also in discussion with Cornwall Council regarding carrying out a housing needs survey.

The next major step, as set out in the current NDP guidance, is to contact the many landowners within the parish and establish if they have any interest in bringing forward their land for development, As I'm sure you are aware this approach carries much greater weight in the emerging housing white paper "Fixing our Broken Housing Market",

where a proactive Council / Developer / Landowner relationship is encouraged with mutually acceptable allocations being brought forward to be presented to the public in the draft NDP

Discussions with other Parish's in the area shows that this approach has proved extremely beneficial to the Parish Council as the NDP process opens up transparent lines of communication between the Parish Council and the Landowners. This allows any potential future site allocations to be mutually agreed and puts aside any hope values for development.

At the recent Parish Planning Committee meeting there were several occasions when discussion was curtailed due to a lack of detailed knowledge by council members. The Clerk was asked to contact Cornwall Council to provide the information. As I recall the topics were housing numbers for the Parish as a % of CPIR allocations, affordable housing definitions, planning terms and why Illogan is classed as an urban Parish.

These are all topics we have researched in some depth while developing the NDP and would have been able to provide a substantive answer to council, enabling debate to continue. We would hope that in the future the NDP team can be seen as a valuable resource, able to inform and advise the Parish Council regarding housing and development in our Parish.

The NDP team were fortunate in having some very experienced and qualified members who are well able to assist the Parish Council either individually, or as a whole on development matters.

Perhaps after the elections we could explore the options for a member of NDP to sit in an advisory capacity alongside the Clerk at meetings to assist on development matters. This would also allow NDP the benefit of access to the wider Council's perspective on development matters.

I must just take this moment before I finish to provide some clarification on future housing numbers in the Parish, a topic on which my team knew the answers at the last planning meeting, but did not get the opportunity to assist.

I have printed this out so that you all get a copy and can take away to absorb in your own time as we feel it is vital going forward that both the Parish Council and NDP are quoting the same housing numbers.

The new adopted CPIR framework for the Parish shows a residual requirement for 59 homes, but the windfall projection has also to be taken into account when determining housing requirements. This is because windfall development is not on allocated land, it is by definition, small scale infill, on sites which become available for development unexpectedly and are therefore not included as allocated land in any development plan. It generally reflects the level of what has occurred over the past 5 years or so.

This is evidenced in the table below, extracted from the DPD

CPIR - Delivery against Housing Target	Target	5,200
Net Completions (Apr -10 to Apr - 16)		1,412
Net Extant permissions (at Apr - 16)		2,862
Net windfall projection		594
Net additional urban capacity		273
Residual target to be delivered by allocations		59

Our housing targets reflect a pro-rata share of the CPIR windfall requirement (45 of 594), and also a pro-rata share of the CPR CNA rural residual (30 OF 330). In addition there are some 200 people registered with Homechoice demonstrating a familial link to Illogan and we need to include provision for some of this demand.

To summarise we are expected to provide 100-120 homes in the urban settlements within the Parish, which would include 25% affordable housing. An additional 30 homes would be required in the rural Parish.

In order to help manage expectation it would be sensible for the Parish Council, our County Councillor and the Neighbourhood Development Plan team to agree the housing numbers expected to be delivered within the Local Plan period.'

c. Cornwall Councillors

Cllr Moyle reported that Cornwall Council committees were winding down in preparation of the Local Elections in May. He recently attended a meeting of the Adult Social Care Scrutiny Committee and concerns were raised on a variety of issues including the quality of engagements; reduction in beds and lack of mental health services. Conclusion of the scrutiny committee was that the business case for Adult Social Care was not fit for purpose.

Cllr Moyle reported that he had met with two separate groups of the community from Tolvaddon; both raised concerns of parking issues in the area. Highways had been asked to address the issue of overgrown hedges and roots coming through the tarmac on a road between Tolvaddon and Tehidy and it was hoped that this would be taken forward.

Cllr Ekinsmyth reported that he attended training on the delivery of the local plan. He discussed the Cricket Field with the Planning department and found that pre-applications could be confidential and would therefore not be published on Cornwall Council's website. Planners have confirmed that currently no Planning Application has been submitted in relation to the Cricket Field.

Complaints have been received about the opening hours of the new Kebab Shop. Cllr Ekinsmyth reported that he would be investigating the license given to the premises.

Speed Watch Teams continue to be developed.

There will be changes at Illogan School because of the reduction of income per pupil between now and 2019/20.

**FC17/03/23 TO CONSIDER ITEMS TO BE DISCUSSED AT FUTURE MEETINGS;
AGREE WHERE TO DISCUSS AND TIMESCALES**

Cllr Uren asked that further discussion was needed in relation to the implementation of a defibrillator in the community.

FC17/03/24 DATE & TIME OF NEXT MEETING

The next meeting would be held on Wednesday 19th April 2017, 7.00pm in Penwartha Hall.

FC17/03/25 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 and seconded by Cllr Mrs Thompson and

FC17/03/25.2 RESOLVED 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.

On a vote being taken the matter was approved unanimously.

Cllr Moyle and the Chairman of Illogan Parish Neighbourhood Development Plan Steering Group left the meeting at 8.40pm.

FC17/03/26 TO RECEIVE TENDERS FOR THE LITTER PICKING AND GENERAL MAINTENANCE CONTRACT, AGREE ANY FUTURE ACTIONS AND APPROVE THE ASSOCIATED EXPENDITURE

It was proposed by Cllr Crabtree and seconded by Cllr Miss Pollock and

FC17/03/26.2 RESOLVED that a 12 month Litter Picking and General Maintenance contract would be offered to DJM Gardening Services.

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

FC17/03/27 TO RECEIVE RECOMMENDATIONS FROM THE STAFFING COMMITTEE AND AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

FC17/03/27.2 RESOLVED that the salary scale of the Administration Assistant would be raised to Point 14.

On a vote being taken the matter was agreed unanimously.

There being no further business the meeting closed at 8.50pm

Signed

Date

ACCOUNTS FOR PAYMENT MARCH 2017								
Ref:	Cheque	Expenditure	Payee	Minute Number	Net Total (ex VAT)	Vat	Total (inc VAT)	Legislation
1053 - 1055	3429 - 3431	Salaries	All Employees		£3,396.45		£3,396.45	LGA 1972 s.112 and Income Tax Act 2007, s.38 and National Insurance Contributions Act 2015
1056	3432	Contractor	D Heyes		£1,647.45		£1,647.45	LGA 1972 s.111(1)
1057	3433	Chairman's Allowance	Cllr L Pavay		£125.00		£125.00	LGA 1972 s.15(5)
1058	3434	Grass Cutting	Greens Grounds and Trees		£110.00	£22.00	£132.00	LGA 1972 s.111(1)
1059	3435	Planning Training	Cornwall Council	FC16/10/15.2	£30.00		£30.00	LGA 1972 s.112
1060	3436	Licence for path from Manningham to the Churchyard	Savills (UK) Ltd		£110.00		£110.00	LGA 1972 s.111(1)
1061	3437	Removal of tree limbs in Illogan Park	Kerow Tree Surgery		£50.00	£10.00	£60.00	LGA 1972 s.111(1)
1062	3438	Rent and Service Charge	Vine Property Management		£1,683.00	£336.60	£2,019.60	LGA 1972 s.111(1)
1063	3439	2 months IT Support and Web Hosting	iCT4 Limited		£180.00	£36.00	£216.00	LGA 1972 s.111(1)
1064	3440	Stationery and Printing	Complete Office Solutions		£937.95	£39.79	£977.74	LGA 1972 s.111(1)
1065	3441	Expenses	S Willsher		£151.35		£151.35	Local Government
1066	3442	Petty Cash Top Up	S Willsher		£38.90		£38.90	LGA 1972 s.111(1)
1067	3443	Annual software licence	Scribe 2000 Ltd		£487.00	£97.40	£584.40	LGA 1972 s.111(1)
1068	3444	Exchange Online Subscription	iCT4 Limited		£418.56	£83.71	£502.27	LGA 1972 s.111(1)
1069	DD	Electric for Office	Southern Electric		£285.52	£14.27	£299.79	LGA 1972 s.111(1)
1070	SO	Storage Unit	Low Cost Self Storage		£43.33	£8.67	£52.00	LGA 1972 s.111(1)
					£9,694.51	£648.44	£10,342.95	