

ILLOGAN PARISH COUNCIL

Minutes of the Annual Council Meeting held at the Penwartha Hall on Wednesday 17th May 2017 at 7.35pm.

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

IN ATTENDANCE: Ms S Willsher, Clerk (until point mentioned), Mrs J Curtis, Administration Assistant and 3 members of the public

The Chairman explained the safety procedures.

FC17/05/1 TO ELECT A CHAIRMAN FOR THE MUNICIPAL YEAR 2017/18 AND THE CHAIRMAN TO SIGN THE DECLARATION OF ACCEPTANCE OF OFFICE

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

FC17/05/1.2 RESOLVED to elect Cllr Mrs Roberts as Chairman of the Full Council for the municipal year 2017/18. Cllr Mrs Roberts signed the declaration of acceptance of office.

On a vote being taken the matter was approved unanimously.

FC17/05/2 TO APPOINT A VICE CHAIRMAN FOR THE MUNICIPAL YEAR 2017/18

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

FC17/05/2.2 RESOLVED to appoint Cllr Mrs Ferrett as Vice Chairman of the Full Council for the municipal year 2017/18

On a vote being taken the matter was approved unanimously.

FC17/05/3 TO RECEIVE THE INDEPENDENT INTERNAL AUDITORS REPORT AND AGREE FUTURE ACTIONS

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

FC17/05/3.2 RESOLVED to receive and accept the Independent Internal Auditors Report for the financial year ending 31st March 2017

On a vote being taken the matter was approved unanimously.

FC17/05/4 TO COMPLETE THE ANNUAL GOVERNANCE STATEMENT FOR THE FINANCIAL YEAR ENDING 31ST MARCH 2017 AND APPROVE THE CLERK/RFO AND CHAIRMAN TO SIGN THEM

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

FC17/05/4.2 RESOLVED to receive and approve the Annual Governance

**statement for the financial year ending 31st
March 2017 and the Clerk/RFO and Chairman to
sign them**

On a vote being taken the matter was approved unanimously.

FC17/05/5 TO RECEIVE AND APPROVE THE END OF YEAR ACCOUNTING STATEMENTS, EXPLANATION OF VARIANCES AND BANK RECONCILIATIONS FOR THE ANNUAL RETURN FOR THE FINANCIAL YEAR ENDING 31ST MARCH 2017 AND APPROVE THE CLERK/RFO AND CHAIRMAN TO SIGN THEM

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

FC17/05/5.2 RESOLVED to receive and approve the end of year accounting statements, explanation of variances and bank reconciliations for the annual return for the financial year ending 31st March 2017 and the Clerk/RFO and Chairman to sign them.

On a vote being taken the matter was approved unanimously.

FC17/05/6 CHAIRMAN'S WELCOME AND APOLOGIES FOR ABSENCE

Cllr Mrs Roberts thanked members for nominating her as Chairman and said she welcomed their support. She welcomed Cllr Pascoe to the Council and advised that any problems should be raised with her.

No apologies were received.

There were no members absent.

FC17/05/7 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

No interests were declared.

FC17/05/8 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

No applications for dispensations were received.

FC17/05/9 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 asked about the progress of the issue with the Glebe Field. Cllr Ekinsmyth reported that there had been no recent developments. Outline planning permission had been granted. A PR company had agreed to arrange a public meeting but a date which suits all parties had been difficult to achieve. It is hoped this will be identified in the near future.

FC17/05/10 TO RECEIVE REPORTS FROM THE 2016/17 CHAIRMAN AND VICE CHAIRMAN

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

FC17/05/10.2 RESOLVED to give formal thanks to Cllr Pavey for his term in office. Members agreed that he had executed the role calmly and efficiently.

Thanks were also given to the Clerk and Admin Assistant for their contribution over the last 12 months, particularly in respect of the Illogan Parish Review.

Progress had been made with issues which had arisen at Illogan Park and work would continue.

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

During this item the Clerk left the meeting.

2 Members of the Public left the meeting at 7.58pm

FC17/05/11 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 19TH APRIL 2017 AND THE CHAIRMAN TO SIGN THEM

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

FC17/05/11.2 RESOLVED to receive and approve the Minutes of the Full Council meeting held on 19th April and the Chairman to sign them.

On a vote being taken the matter was approved unanimously.

FC17/05/12 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

A public meeting in respect of the Glebe Field was still required and an appropriate date would be sought as quickly as possible.

The funding agreement for Illogan Park needed clarification and Cllr Crabtree agreed to follow this up.

FC17/05/13 TO NOTE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS HELD SINCE THE LAST FULL COUNCIL MEETING:

- i. Planning and Environmental Services Committee – 19th April 2017**
- ii. Governance Review Committee – 26th April 2017**
- iii. Planning and Environmental Services Committee – 3rd May 2017**

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

- FC17/05/13.2 RESOLVED** to note the Minutes of the following Committee meetings held since the last Full Council meeting:
- i. Planning and Environmental Services Committee – 19th April 2017**
 - ii. Governance Review Committee – 26th April 2017**
 - iii. Planning and Environmental Services Committee – 3rd May 2017**

On a vote being taken the matter was approved unanimously.

FC17/05/14 TO APPOINT STANDING COMMITTEES, AGREE TERMS OF REFERENCE AND THE NUMBER OF MEMBERS ON EACH COMMITTEE

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

- FC17/05/14.2 RESOLVED** that the Standing Committees, Terms of Reference and the number of members on each Committee would remain the same for this meeting but would be reviewed at the next meeting.

In a vote being taken there were 8 votes FOR and 3 votes AGAINST

FC17/05/15 TO APPOINT MEMBERS TO STANDING COMMITTEES

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

- FC17/05/15.2 RESOLVED** that the Standing Committees would remain the same as last year with the exception of the Planning and Environmental Services Committee and the Illogan Park Improvement Working Group.
There were also 2 vacancies on the Finance and Resources Committee, the Community Liaison Committee and the Staffing Committee. The Governance Committee was full.

A ballot was taken in respect of the Planning and Environmental Services Committee and Illogan Park Improvements Working Group as there were more applicants than the number of members required. The ballot would be counted the following day and members would be notified as soon as possible.

In a vote being taken there were 8 votes FOR and 3 votes AGAINST

FC17/05/16 TO ELECT THE CHAIRMAN OF THE FINANCE AND RESOURCES COMMITTEE

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

- FC17/05/16.2 RESOLVED** that Cllr Crabtree is re-elected as the Chairman for the Finance and Resources Committee for the 2017/18 financial year.
- In a vote being taken the matter was approved unanimously
- FC17/05/17 TO CONFIRM THE BANK MANDATE AND APPOINT SIGNATORIES**
- It was proposed by Cllr Ford, seconded by Cllr Mrs Thompson and
- FC17/05/17.2 RESOLVED** that Cllr Pavey was nominated as electronic signatory. Cllrs Ekinsmyth and Mrs Ferrett were elected as paper signatories for the 2017/18 financial year.
- On a vote being taken the matter was approved unanimously.
- FC17/05/18 TO RECEIVE RECOMMENDATIONS FROM THE GOVERNANCE REVIEW COMMITTEE, TO RECEIVE AND APPROVE THE AMENDED STANDING ORDERS AND AGREE ANY FUTURE ACTIONS**
- It was proposed by Cllr Mrs Roberts, seconded by Cllr Miss Pollock and
- FC17/05/18.2 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
- FC17/05/19 TO RECEIVE THE RECOMMENDATIONS FROM THE GOVERNANCE REVIEW COMMITTEE, TO RECEIVE AND APPROVE THE AMENDED FINANCIAL REGULATIONS AND AGREE ANY FUTURE ACTIONS**
- It was proposed by Cllr Pavey, seconded by Cllr Miss Pollock and
- FC17/05/19.2 RESOLVED** to receive and approve the recommendations from the Governance Review Committee and to receive and approve the amended Financial Regulations
- On a vote being taken the matter was approved unanimously
- FC17/05/20 TO CONSIDER THE PAYMENT OF ANY SUBSCRIPTIONS FALLING TO BE PAID ANNUALLY**
- It was proposed by Cllr Mrs Roberts, seconded by Cllr Miss Pollock and
- FC17/05/20.2 RESOLVED** that the subscriptions for the Cornwall Association of Local Councils (CALC), Society of Local Council Clerks (SLCC), South West Councils, DIS and LCR will be paid annually following appropriate authorization by Full Council when the invoices are received.

On a vote being taken the matter was approved unanimously

FC17/05/21 TO REVIEW REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK AND AGREE ANY FUTURE ACTIONS

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

FC17/05/21.2 RESOLVED that the current arrangements would remain in place at the moment. However, a representative for the Harris Mill Village Hall Committee would be deferred to the next meeting.

On a vote being taken the matter was approved unanimously.

FC17/05/22 TO SET DATES, TIMES AND PLACE OF ORDINARY MEETINGS OF THE FULL COUNCIL FOR THE YEAR AHEAD

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

FC17/05/22.2 RESOLVED that the set dates, times and place of ordinary meetings for the Full Council for the year ahead were accepted as presented.

On a vote being taken the matter was approved unanimously.

FC17/05/23 TO RECEIVE REPORTS ON THE PAYMENTS, RECEIPTS AND BANK RECONCILIATIONS FOR THE MONTH OF APRIL 2017

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

FC17/05/23.2 RESOLVED to receive the reports on payments, receipts and bank reconciliations for the month of April 2017

On a vote being taken the matter was approved unanimously.

FC17/05/24 TO AUTHORISE PAYMENT OF ACCOUNTS FOR THE MONTH OF MAY 2017 (UP TO DATE LIST TO BE TABLED AT THE MEETING)

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

FC17/05/24.2 RESOLVED to authorise payment of accounts for the month of May 2017 in the sum of £10,263.52

On a vote being taken the matter was approved unanimously.

FC17/05/25 TO RECEIVE THE GRANT APPLICATION FROM CORNWALL AIR AMBULANCE TRUST (LGA 1972 S.137) CONSIDER THE APPLICATION AND AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

It was agreed that Cornwall Air Ambulance provided a vital service and the request of £300 towards their running costs should be paid. However, it was noted that they had not provided up to date accounts and these

needed to be viewed before payment could be made. As legislation only allowed grants for ongoing costs for 2 consecutive years and this was the second year, we would not be able to pay towards their running costs next year.

It was proposed by Cllr Mrs Roberts, seconded by Cllr Miss Pollock and

- FC17/05/25.5 RESOLVED** that a grant of £300 would be awarded to Cornwall Air Ambulance towards their running costs once they had provided the Council with sight of their up-to-date accounts. A letter would be sent to them to explain that whilst a Grant Application may be made again next year, the application would need to be for something specific for it to be considered as legislation states that we cannot pay a Grant for a third consecutive year if it is for running costs alone.

On a vote being taken the matter was approved unanimously.

- FC17/05/26 TO RECEIVE AND APPROVE THE DRAFT ANNUAL REPORT AND AGREE ANY FUTURE ACTIONS**

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

- FC17/05/26.2 RESOLVED** that the Annual Report is received and accepted with the grammar corrections on pages 6 and 8.

On a vote being taken the matter was approved unanimously.

- FC17/05/27 TO REVIEW THE COMMENTS MADE ON THE PLANNING APPLICATION PA15/09516 – MRS M MOOR, LAND KNOWN AS HIGH BARBAREE, SOUTH TEHIDY DRIVE – OUTLINE APPLICATION FOR PROPOSED DEVELOPMENT OF THREE RESIDENTIAL DWELLINGS – ALL MATTERS RESERVED- AND IF APPROPRIATE MAKE ADDITIONAL REPRESENTATIONS TO THE PLANNING INSPECTORATE IN RELATION TO THE APPEAL THAT HAS BEEN MADE BY THE APPLICANT AND AGREE ANY FUTURE ACTIONS**

Following discussion it was agreed that Illogan Parish Council would maintain its objection to the planning application for High Barbaree. Referral could be made to the settlement boundaries which would be documented within the Neighbourhood Plan. Cllr Ekinsmyth commented that in certain circumstances it was possible to speak at planning meetings. He would discuss the situation with Cllr Desmond who had recently taken over from Cllr Moyle.

- FC17/05/28 TO RECEIVE A MOTION FROM CLLR CRABTREE 'THAT EVERY MEMBER RECEIVES AGENDAS AND MINUTES, BUT ONLY MEMBERS OF THE COMMITTEES ARE PROVIDED WITH BACKGROUND PAPERS UNLESS NON-COMMITTEE MEMBERS SPECIFICALLY REQUEST THEM' AND AGREE ANY FUTURE ACTIONS**

The meeting agreed that this item would be deferred until the next Full Council meeting.

FC17/05/29

TO CONSIDER ANY CORRESPONDENCE UP TO THE DATE OF THE MEETING AND AGREE RESPONSES AND ACTIONS

Correspondence 17.05.17

1. The Clerk magazine
2. Invitation from Cornwall Council to continue working with the Legal Services team. 2017/18 Agreement for the Provision of Legal Services between Cornwall Council and Illogan Parish Council and Terms of Business.
3. Request from the Old School Centre for support for funding. Following an electrical inspection a fault has been identified. This needs to be addressed urgently to enable the centre to remain open. The cost of the repair is £350.
This item would be deferred to the next meeting. A Grant Application form would be sent in the meantime.
4. Copies of the Cornwall Local Plan may be downloaded for free from: <http://www.cornwall.gov.uk/media/22936789/adopted-local-plan-strategic-policies-2016.pdf>. Hard copies may be obtained for £10 per copy.
5. CALC weekly news roundup 05.05.17 – items included Brexit Survey by Exeter University; 'A Day in the Life of a Planning Application'; Free Planning and Employment Advice by Tozers Solicitors and information on free access to the Learning Hub.
6. NALC Plant a Tree Charter Legacy Tree. In celebration of the launch of the Tree Charter on 6 November 2017, 800 Legacy Trees will be planted across the country. Legacy Trees will be accompanied by a small plaque about the Tree Charter. If you are interested in planting a Legacy Tree in your community, please sign up to become a local council Charter Branch. Please contact the office for more information.
This would be deferred to the next Planning meeting on 7th June.
7. CALC weekly news roundup 12.05.17 – items included information about a Rural Access Survey being carried out by Citizens Advice; the Tree Charter Project; Member training; Data protection reforms and transparency code/fund for smaller authorities.
8. Message from the Office of the Police and Crime Commissioner re their commitment to provide support for the upgrading and/or the installation of CCTV systems. They are currently seeking expressions of interest.
This would be deferred to the next Full Council meeting 21st June
9. Police and Crime Commissioners monthly report – Connecting the Public with Policing.

10. Communities and Devolution bulletin – Items included are Safeguarding training; Tax Bills and Code of Conduct training 2017.

11. Pre-application Community Engagement (PACE) - Planning & Sustainable Development Service has started a new initiative offered as part of its pre-application service on a differing range of application types. The aim is to bring together the community, the Local Member(s) and developers in order to start the Community Engagement process at the earliest possible stage. As part of pre-application or Planning Performance Agreement (PPA) discussions, a planning case officer will advise applicants and developers on the most appropriate form of community engagement for a proposal; this advice will form part of all pre-application discussions from May 2017.

Cllr Ekinsmyth reported that he had received the upgraded training and felt that all should participate in it as it provided a different approach.

12. Email from AMV Playgrounds offering to help secure 100% funding to pay for a variety of schemes which encourage health and fitness. Examples of their work can be found on the following link:
<http://www.amv-playgrounds.co.uk/parks-green-spaces/>

13. Email from Cornwall Council re Planning Induction Training Events; applications must be returned no later than Friday 2nd June. Please contact the office for more details.

It was agreed that it would be useful for members of the Planning and Environmental Committee to undertake training. Further details and an application form would be sent to all Councillors.

14. Email from Ian Millar and Dominic Spencer Jazz duo that play at Village Concerts. They are offering their services for a fee of £300 per session and they have provided dates of when they would be available, please contact the office for more details.

15. Correspondence from Coastline re Building a future for the Coastline Homeless Service.

16. Safer Cornwall Newsletter

FC17/05/30

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

The Clerk reported that:

- The Annual Licence for the payroll software is due for renewal. The licence is £65 + VAT and can only be renewed online. It was agreed that the Clerk would use her card and claim the money back on expenses (the same as last year)
- The Clerk was signed off sick until 22nd May 2017
- Other Health and Safety work was ongoing.

FC17/05/31

**TO CONSIDER ITEMS TO BE DISCUSSED AT FUTURE MEETINGS;
AGREE WHERE TO DISCUSS AND TIMESCALES**

It was agreed to discuss the motion from Cllr Crabtree 'that every member receives agendas and minutes but only members of the Committees are provided with background papers unless non-Committee members specifically request them' at the next Full Council meeting on 21st June.

Discuss the request received from the Old School Centre for funding in relation to urgent electrical repair work.

Consider the NALC Plant a Tree Charter Legacy.

FC17/05/32

DATE & TIME OF NEXT MEETING

The next meeting would be held on Wednesday 21st June 2017, 7.00pm in Penwartha Hall.

There being no further business the meeting closed at 9.01pm

Signed

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Date

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ACCOUNTS FOR PAYMENT MAY 2017								
Ref:	Cheque	Expenditure	Payee	Minute Number	Net Total (ex VAT)	Vat	Total (inc VAT)	Legislation
1089	3456	Petty Cash Top Up	S Willsher		£130.50		£130.50	LGA 1972 s.111(1)
1090	3457	Independent Internal Audit	TIAA Ltd		£1,050.00	£210.00	£1,260.00	LGA 1972 s.111(1)
1091 - 1093	3458 - 3460	Salaries	All Employees		£3,468.48		£3,468.48	LGA 1972 s.112
1094	3461	Contractor	DJM Gardening		£1,473.44		£1,473.44	LGA 1972 s.111(1)
1095	3462	2 months IT Support and Web Hosting	iCT4 Limited		£180.00	£36.00	£216.00	LGA 1972 s.111(1)
1096	3463	Office Rent and Service Charge	Vine Property Management		£1,686.38	£337.28	£2,023.66	LGA 1972 s.111(1)
1097	3464	Grass cutting, footpath and verge maintenance	Greens Grounds & Trees		£1,261.00	£252.20	£1,513.20	LGA 1972 s.111(1)
1098	3465	Stationery	Complete Business Solutions		£19.90	£3.98	£23.88	LGA 1972 s.111(1)
1099	SO	Storage Unit	Low Cost Self Storage		£43.33	£8.67	£52.00	LGA 1972 s.111(1)
1100	DD	Internet	BT		£85.30	£17.06	£102.36	LGA 1972 s.111(1)
					£9,398.33	£865.19	£10,263.52	