

ILLOGAN PARISH COUNCIL

Minutes of the Full Council Meeting held on Wednesday 18th April 2018 at 7.00pm at Penwartha Hall, Voguebeloth, Illogan

PRESENT: Councillors Mrs Roberts (Chairman), Mrs Ferrett (Vice Chairman), Crabtree, Ekinsmyth, Ford, Szoka, Mrs Thompson and Williams

IN ATTENDANCE: Mrs J Curtis, Administration Assistant and 6 members of the public

The Chairman explained the safety procedures.

FC18/04/1 CHAIRMAN'S WELCOME AND APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Holmes, Pavey and Miss Pollock

Cllrs Ms Cadby and Ms Christie were absent

FC18/04/2 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

No pecuniary interests were declared.

FC18/04/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications for dispensations.

FC18/04/4 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 raised concerns that parking bays close to his home had faded and this had led to people parking haphazardly. This made it more difficult for disabled drivers to park.

It was reported that local people would like to help with a proposed archaeological dig at the Glebe Field. People would like to know when the dig was going to take place but no date could be given because of health and safety issues. The Public were not satisfied with the building inspectors report on the Glebe regarding the conditions they put on the proposed development. It was agreed that once the date was known it would be advertised in the Parish Review.

A member of the public asked if Cllr Ekinsmyth had spoken to top level colleagues in the Planning Department at Cornwall Council in relation to the RPS Homecheck Professional Environmental Report and Certificate which did not cover the whole of the Glebe field. It appeared that this had not been done but would be followed up as far as was possible.

There were also concerns that the finger post at the double roundabout in the centre of Illogan was in poor condition and needed attention.

FC18/04/5 CHAIRMAN'S ANNOUNCEMENTS

Cllr Mrs Roberts reported that the Clerk would be returning to work tomorrow following her sick leave. She would be on a phased return and would initially only work mornings. She thanked the Admin Assistant for her work while the Clerk was away.

FC18/04/6 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 21ST MARCH 2018 AND THE CHAIRMAN TO SIGN THEM

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

FC18/04/6.2 RESOLVED to receive and approve the Minutes of the Full Council meeting held on 21st March 2018 and the Chairman to sign them.

On a vote being taken the matter was approved unanimously.

FC18/04/7 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

Page 653 FC18/03/19.2 An Anthrax policy was being drawn up but it was not known when this would be available.

Page 656. FC18/03/24.2 It was noted that there had been no reply to the letter sent to the Police and Alison Hernandez, Police and Crime Commissioner.

Page 657 FC18/03/25 Cllr Ford reported that the local government review would take place in late October/early November and would look at the structure and size of councils; from this a national policy would emerge.

FC18/04/8 TO NOTE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS HELD SINCE THE LAST FULL COUNCIL MEETING:

- i. Finance and Resources Committee – 14th March 2018**
- ii. Governance Review Committee – 14th March 2018**
- iii. Planning and Environmental Services Committee – 21st March 2018**
- iv. Community Liaison Committee Meeting – 9th April 2018**
- v. Staffing Committee Meeting – 10th April 2018**

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

FC18/04/8.2 RESOLVED to note the Minutes of the following Committee meetings held since the last Full Council meeting:

- i. Finance and Resources Committee – 14th March 2018**
- ii. Governance Review Committee – 14th March 2018**

- iii. **Planning and Environmental Services Committee – 21st March 2018**
- iv. **Community Liaison Meeting – 9th April 2018**
- v. **Staffing Committee Meeting – 10th April 2018**

On a vote being taken the matter was approved unanimously.

FC18/04/9 TO RECEIVE REPORTS ON THE PAYMENTS, RECEIPTS AND BANK RECONCILIATIONS FOR THE MONTH OF MARCH 2018

Due to the Clerk's sickness leave it had not been possible to complete all monthly financial returns. However, with help from the Clerk at St Keverne Parish Council the HMRC year end return had been completed. The situation had highlighted that it would be helpful for the Administration Assistant to undertake training in this area to ensure this situation did not arise again.

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

FC18/04/9.2 RESOLVED that due to the Clerk's absence through illness the reports on the payments, receipts and bank reconciliations for the month of March 2018 were not available.

On a vote being taken the matter was approved unanimously.

FC18/04/10 TO AUTHORISE PAYMENT OF ACCOUNTS FOR THE MONTH OF APRIL 2018 (UP TO DATE LIST TO BE TABLED AT THE MEETING)

It was proposed by Cllr, seconded by Cllr and

FC18/04/10.2 RESOLVED to authorise payment of accounts for the month of April 2018 in the sum of £6,229.86

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

FC18/04/11 TO RECEIVE THE GRANT APPLICATION FROM ILLOGAN SCHOOL PTA, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

FC18/04/11.2 RESOLVED that the grant application from Illogan School PTA could not be accepted as the form had not been fully completed. It appeared there were a number of polices they had not confirmed were in place. It was noted that part of the grant would be used to pay for road signs although the Council had signs which they had offered to lend.

On a vote being taken there were 7 votes FOR and 0 votes AGAINST

FC18/04/12 TO CONSIDER THE PARISH FAIR TO BE HELD ON SATURDAY 14TH JULY. SEEK VOLUNTEERS TO HELP WITH SETTING UP AND DISMANTLING STAGE EQUIPMENT, RAFFLE TICKETS AND ASSISTING WITH REFRESHMENTS; ALSO WITH PROVIDING A PRESENCE ON THE DAY. AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

The date of the Parish Fair was noted and it was hoped as many Councillors as possible would be able to help on the day.

FC18/04/13 TO CONSIDER THE 'SMOKE FREE' EVENT HELD ON FRIDAY 13TH APRIL BETWEEN 11AM – 1PM.

It was reported that the 'Smoke Free' Event had been very successful and well attended despite the rain. A number of the public had asked for more events to be held at the Park.

FC18/04/14 DISCUSS THE NAMING OF THE DEVELOPMENT OF 7 PROPERTIES OFF MERRITTS HILL, ILLOGAN. THE DEVELOPER WOULD LIKE THE ROAD TO BE CALLED RISDALE GARDENS AFTER THE GRISDALE NURSERY THAT USED TO BE THERE. CORNWALL COUNCIL HAVE NO ISSUES WITH THE SUGGESTED NAME. AGREE ANY FUTURE ACTIONS.

It was reported that this development was in Carn Brea Parish and not in Illogan. Cornwall Council would be contacted for clarification.

FC18/04/15 TO RECEIVE A REPORT FROM THE FINANCE AND RESOURCES COMMITTEE ON COUNCILLORS EMAIL ADDRESSES. FROM APRIL 2018 (THE LICENSE RENEWAL DATE) PRIVATE EMAIL ADDRESSES WILL NO LONGER BE ABLE TO BE USED BY COUNCILLORS FOR COUNCIL BUSINESS, THIS IS DUE TO THE GENERAL DATA PROTECTION REGULATION (GDPR) WHICH COMES INTO FORCE ON THE 25TH MAY, IF MEMBERS USE PRIVATE EMAIL ADDRESSES AND THEY RESIGN AS A COUNCILLOR THE DATA WOULD BE LOST WHICH WOULD BE A BREACH OF THE GDPR

This problem had been discussed at the previous meeting but decisions now needed to be made as a matter of urgency. Concerns were raised regarding the ownership of individual email addresses and clarification would be sought. ICT4 had offered to put email addresses on individual computers and to ensure they were working properly.

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

FC18/04/15.2 RESOLVED that the office Licence 365 would be renewed on a monthly plan as previously agreed; this would include email addresses for Illogan Parish Councillors and staff. Further clarification would be sought from ICT4 before other members of the Council agreed to have these added to their computers.

On a vote being taken the matter was unanimously approved.

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

1. Notification that Devon and Cornwall Housing and Independent Futures CIC have amalgamated with Knightstone Housing Group Limited and would now be known as Liverty.
2. Letter from a resident in Trevelthan Road raising concern that there was an area of grass in this cu de sac where children played which needed to be cut regularly. A couple of residents had previously cut the grass but now requested help in maintaining the area.
Enquiries would be made with Cornwall Council Environmental Services regarding the ownership and maintenance of the area.
3. CALC News Roundup newsletter 29th March 2018.
4. South West Councils Associate Newsletter, March 2018 edition. Includes articles on the Local Government Pay Update; Apprenticeship Conference, Essential Skills for the 21st Century Councillor and Integrated Communities Strategy Green Paper.
5. Notification from Great Western Railway that their extra train capacity boost for the South West was underway.
6. Notification of the resurrection of the Man Engine Tour. View the Man Engine at Heartlands on Sunday 1st April. Entertainment for all the family and a spectacular show.
7. Email from LSP (office landlords) that the new site waste collection would be starting on Tuesday 10th April.
8. Came & Company Newsletter - Council Matters Spring 2018 included items: World War One Beacons of Light; Devolved Services and Community Property; Community Insurance and Spring Clean and Litter Picks
9. Scribe Newsletter – financial End of Year Webinars and Scribe Help Centre.
10. Invitation to the Community Land Trust Seminar to be held on Friday 20th April 2018, 9am-2pm at Truro City Hall.
11. Email from CALC re the next meeting of the SLCC Smaller Councils would be on Thursday 26 April from 10.00 - 12.00 in the Council Chamber, Liskeard Town Council. The meeting is open to clerks from all smaller councils (electorate of less than 6,000). Please let me know if you would like to attend.
12. CALC Localism Newsletter March 2018
13. Email from CALC re the conflicting advice from NALC, SLCC and Cornwall Council on the role of the Clerk as the Data Protection

Officer and the confusion this had caused. Further information available from the office.

14. Email from a member of the public asking if their concerns following the RPS Homecheck Professional Environmental Report and Certificate in relation to The Glebe Field, had been escalated to colleagues at the highest level at Cornwall Planning Department. **Cllr Ekinsmyth confirmed that he had not escalated this issue to colleagues in Cornwall Planning Department but would do so as soon as possible.**
15. Email re Changes to Cornwall Council's Planning Newsletters. They were streamlining their approach and all planning related newsletters that were currently being distributed direct to Council email address would now be in one location, on-line, to review at your leisure. Please advise which of the following newsletters the Council would like to receive:
 - Agents Newsletter;
 - DM Quarterly Monitoring report;
 - Building Control LABC Newsletter;
 - Neighbourhood Plan e-bulletin;
 - Town and Parish Council Newsletter; Planning Newsletter
16. Email from South West Councils - the next apprenticeship event was scheduled for 23 April 2018 to be held at Taunton Racecourse.
17. Email from LSP (office landlords) notifying us that new benches for the site would be installed the week commencing 16th April.
18. Neighbourhood Planning e-bulletin for March 2018 included New Neighbourhood Planning support for communities; Strategic Environmental Assessment Screening (SEA); Toolkit and Guidance Notes; Draft Revised National Planning Policy Framework and Town, Parish & City Council Online Mapping
19. Email re: Solagen Spring Promotion 2018. Solagen designed and produced a range of solar, battery and mains powered sign products for highways.
20. NALC Chief Executive's Bulletin 14 - 6 April 2018 included an article 'New guide on community asset transfer'. Our colleagues at Locality and Power to Change had produced a new guide for councillors on community asset transfer. The guide provided helpful guidance on establishing a Community Asset Transfer policy as well as advice on how to manage potential risks and ensure that Community Asset Transfer projects were successful.
21. Safer Cornwall Community Newsletter included articles 'Six more Safer Towns launched across Cornwall to tackle community safety'; 'Drug and alcohol services for adults and young people'; 'Fire and road safety annual evidence report now available'; 'A campaign designed to raise awareness. A campaign designed to raise awareness of the risks of using a mobile phone while driving would run for a fifth consecutive year on 10 May. The My Red Thumb

campaign, which encouraged drivers to paint their thumbnail red as a reminder not to use a mobile while driving, was originally developed in the US.

22. Email from South West Councils re: Local Government 2018-20 Pay Agreement.
23. A copy of the Minutes for West Sub-Area Planning Committee, Monday, 9th April 2018, 10.00 am had been received and were available from the Council Office
24. A copy of the DIS NALC newsletter, Issue 925 22nd March 2018 had been emailed to the office for information.
25. Chief Executive's Bulletin 15 – 13 April included topics such as 'Unauthorised development and encampments'; 'Fair funding for parishes' and the Joint LGA and NALC Conference on 16th May.
26. Email from Gareth Walsh who organised the 'Smoke Free' event at Illogan Park on 13th April to inform us of the positive outcome of the event.
27. CALC had provided the agenda for the SLCC Branch meeting and AGM next Thursday 26th April at 2.30pm in Penzance.
28. Email from Tesco requesting feedback on the financial help we received from 'Tesco Bags for Help' scheme.
Members agreed to reply to Tesco and send photos of the opening of play area at Illogan Park
29. Email from Budock Parish Council seeking information on Vehicle Activated Speed Signs. Like many local communities, they had main roads running through several of their villages and a concerning number of vehicles drove through the speed restricted areas at greater speeds than the speed limit. Accordingly, they were attempting to reduce speeds through the villages and were considering purchasing a mobile Vehicle Activated Speed Sign which could be set up at several different locations in their Parish. They asked if Illogan Parish Council had purchased such a sign, or similar sign, and whether they would be willing to discuss the purchase and use of the signs to help Budock Parish Council to more fully understand how the sign had benefited the community, what were the pitfalls etc.
It was confirmed that Illogan Parish Council had never bought a Vehicle Activated Speed Sign.
30. Email from Cornwall Council advising that the Neighbourhood Plan E-Bulletin – Newsletter was available to view online
31. The next meeting for the SLCC Branch meeting and AGM next Thursday 26th April at 2.30pm in Penzance.
32. HSE Weekly Digest eBulletin including details on HSE's new advice

on tackling musculoskeletal disorders (MSDs) in the workplace, as well as the latest news, events and new information.

FC18/04/17 TO RECEIVE A REPORT FROM THE CLERK INCLUDING HEALTH AND SAFETY, AGREE FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

A report from the Clerk had not been submitted as she had been on sick leave.

FC18/04/18 TO RECEIVE AN UPDATE ON THE GLEBE FIELD AND AGREE ANY FUTURE ACTIONS

It was reiterated that there had been no progress on the situation. Cllr Ekinsmyth had agreed to escalate concerns to the highest level of the Planning Department at Cornwall Council that part of the Glebe Field had not been inspected and included in the RPS Homecheck Professional Environmental Report and Certificate. It was thought that a planning application had not been submitted by the owner of the land.

FC18/04/19 TO RECEIVE REPORTS FROM THE FOLLOWING OUTSIDE BODIES:

a. Police

A letter had been sent to Inspector Steven Hardy asking why the Police Liaison meetings had not been taking place. This had been copied to Alison Hernandez, Police and Crime Commissioner. No reply had been received.

b. Representatives to Outside Organisations

No reports had been received from outside organisations.

c. Illogan Parish Neighbourhood Development Plan Steering Group

Consultation with the community had been sought through Illogan Parish Review and a meeting to look at the findings of this had been arranged for next Tuesday.

d. Cornwall Councillors

Cllr Desmonde raised concerns of the safety of the highways in the Tehidy area and the difficulty of communicating with the highways department of these concerns.

He reported that a Choughs Parking Card was being considered; this would represent Cornwall's interest and could be used in public car parks. Similar cards were being used in other parts of the country.

Cllr Desmonde suggested that affordable housing should be built at the Tolvaddon Energy Park instead of the proposed oil recycling facility. He suggested that these needed to be of quality design although there appeared to be a lack of support for this. In summary he felt that his

role was to bring together local representatives to respect local culture in design and local initiatives.

Cllr Desmonde reported that a recent audit of Cormac indicated financial concerns; there were concerns of the structural management of the company and a temporary manager was currently in place.

Cllr Ekinsmyth reiterated that the 'Smoke Free' event held at Illogan Park was well supported.

Pot Holes were a major issue for the Council and they were doing their best to fill as many as possible. However, if anyone should know of a pot hole it could be reported via the Cornwall Council website and it would be added to the list.

Cllr Ekinsmyth attended the Community Network Planning Meeting and a key point that arose was a new plan to give each Community Network Panel £50,000 this year.

There were issues about parking and individuals who wished to have a disabled bay needed to apply for one and be prepared to pay for it. However, this did not prevent others with blue badges from parking in the bay when it was empty.

The Speedwatch initiative would be revisited and Cllr Ekinsmyth said that he would liaise with the police to get the necessary equipment. However, more volunteers were needed and members of the public should contact him if they were interested.

Illogan Girl Guides, Brownies and Rainbows received funding from Cllr Ekinsmyth's Community Chest grant which enabled them to purchase a new lockable noticeboard.

Issues of speeding traffic continued particularly through Broad Lane and these would be followed up.

**FC18/04/20 TO CONSIDER ITEMS TO BE DISCUSSED AT FUTURE MEETINGS;
AGREE WHERE TO DISCUSS AND TIMESCALES**

No items were identified for discussion at the next meeting.

FC18/04/21 DATE & TIME OF NEXT MEETING

The next meeting will be held on Wednesday 16th May 2018, 7pm in Penwartha Hall

6 members of the public left the meeting at 8.17pm

FC18/04/22 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

Not Applicable

FC18/04/23 TO RECEIVE APPLICATIONS FOR THE VACANT POSITION OF COUNCILLOR FOR THE TEHIDY WARD AND INTERVIEW THE CANDIDATES

No applications had been received.

FC18/04/24 TO RE-ADMIT MEMBERS OF THE PRESS AND PUBLIC

Not applicable

FC18/04/25 TO CO-OPT A COUNCILLOR TO REPRESENT THE WARD OF TEHIDY

Not applicable.

The next meeting would be held on Wednesday 16th May 2018, 7.00pm in Penwartha Hall.

There being no further business the meeting closed at 8.21pm

Signed

Date

ACCOUNTS FOR PAYMENT APRIL 2018						
Expenditure	Payee	Minute Number	Net Total (ex VAT)	Vat	Total (inc VAT)	Legislation
Annual Membership	CALC		£1,249.30	£174.72	£1,424.02	LGA 1972 s.111(1)
Annual Subscription	South West Councils		£384.00	£76.80	£460.80	LGA 1972 s.111(1)
Hire of Penwartha Hall	Liverty		£36.00	£7.20	£43.20	LGA 1972 s.134(4)
Litter Picking/ Maintenance	Dennis Moore Contractor		£912.24		£912.24	LGA 1972 s.111(1)
Regional Training Seminar	SLCC Enterprise Ltd		£102.50	£20.50	£123.00	LGA 1972 s.111(1)
Grass Cutting	Greens Grounds & Trees		£295.00	£59.00	£354.00	LGA 1972 s.111(1)
Grass Cutting	Greens Grounds & Trees		£110.00	£22.00	£132.00	LGA 1972 s.111(1)
Office Supplies	Complete Business Sol.		£50.55	£10.11	£60.66	LGA 1972 s.111(1)
ICT Support	ICT4		£90.00	£18.00	£108.00	LGA 1972 s.111(1)
ICT Remote Backup	ICT4		£40.00	£8.00	£48.00	LGA 1972 s.111(1)
Salaries	All Employees		£3,465.44		£3,465.44	LGA 1972 s.112 and Income Tax Act 2007, s.38 and National Insurance Contributions Act 2015
Photocopying	1st Office Equipment Ltd		£249.65	£49.93	£299.58	LGA 1972 s.111(1)
Telephone	BT		£69.04	£13.81	£82.85	LGA 1972 s.111(1)
Fountain, Mary's Well	South West Water		£21.07		£21.07	LGA 1972 s.111(1)
Office Water Supply	South West Water		£19.97		£19.97	LGA 1972 s.111(1)
	TOTAL		£7,094.76	£460.07	£7,554.83	