

ILLOGAN PARISH COUNCIL

Minutes of the Full Council Meeting held at the Penwartha Hall on Wednesday 19th June 2013 at 7:30 p.m.

PRESENT: Councillors G D Ford (Chairman), Mrs J Ferrett (Vice Chairman), Miss K Bowden, Ms V R Cadby, D Ekinsmyth, P Holmes, Mrs M Loxton, L Pavey, S Richardson, Mrs M Roberts, Mrs M Thompson

IN ATTENDANCE: Ms S Willsher, Clerk; Ms J Whitmore, Admin. Assistant and 11 members of the public

The Chairman explained the safety procedures.

FC13/06/1 CHAIRMAN'S WELCOME AND APOLOGIES

The Chairman welcomed members and the public to the meeting.

Apologies for absence were received from Cllrs Bentley, Szoka and Wilkins.

FC13/06/2 MEMBERS TO DECLARE DISCLOSABLE PECUNIARY INTERESTS AND NON-REGISTERABLE INTERESTS (INCLUDING DETAILS THEREOF) IN RESPECT OF ANY ITEMS ON THE AGENDA AND ANY GIFTS OR HOSPITALITY OVER £25.

There were no interests declared.

FC13/06/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

FC13/06/4 TO PRESENT THE RAY UREN AWARD

The Chairman introduced Mrs Carol Glover, daughter of the late Ray Uren, and John Mayne.

The Chairman spoke of Mr Mayne's dedicated service to the Council for 40 years and hoped that he would remain involved with the community.

Mrs Glover presented the award to Mr Mayne. Mr Mayne thanked members of the Council and others for the award and kind words.

Mrs Glover and Mr Mayne left the meeting at 7.10 pm.

FC13/06/5

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

The clerk spoke to the correspondence received:

- Letter from the Grapevine Community Church thanking the Council for the grant of £1,000 towards the cost of roof repairs.
- Email from Mark James, Localism Manager, Cornwall Council stating that Charlotte Chadwick had taken over as Community Network Manager for this area.
- Email from Julian Ridge, reporter for West Briton, notifying the Council that he was leaving the paper and thanking the Council for their support in the 15 years he worked there.
- Letter from Cllr S Richardson on behalf of local residents he was working with regarding a school crossing patrol at Paynters Lane End.

It was agreed to allow members of the public to address the Council at this point.

Three members of the public spoke to the request for a school crossing patrol at Paynters Lane End. There were concerns regarding parked cars obscuring views, the volume of traffic on the road and cars travelling at speed.

The request was for a school crossing patrol from the Robartes Arms across to The Platt by the traffic island.

After discussion and further comments from councillors, it was proposed by Cllr Holmes, seconded by Mrs Cadby and

FC13/06/5.2

RESOLVED

that a letter is sent to Cornwall Council stating that Illogan Parish Council support the broad aims and objectives of the group and the introduction of a school crossing patrol at Paynters Lane End.

FC13/06/6

PUBLIC PARTICIPATION (MAXIMUM OF 15 MINUTES – EACH SPEAKER HAD A LIMIT OF 3 MINUTES UNDER THE COUNCIL’S STANDING ORDERS)

Members of the public that wished to speak had spoken to the correspondence received. There were no further comments.

Nine members of the public left the meeting at 7.30 pm.

FC13/06/7

CHAIRMAN'S ANNOUNCEMENTS

The Chairman spoke to the report for June:

- The Chairman congratulated the Admin. Assistant on her first edition of the *Illogan Parish Review* as editor;

- The Chairman urged members to consider all training events, details of which were regularly circulated by the Clerk;
- Copies of the *Local Council Review* were available for anyone who wanted a copy;
- The Clerk would look at the possibility of electronically sharing the *Direct Information Service* bulletin;
- The Fire and Emergency Services' open events regarding their new premises at Tolvaddon were well attended;
- Pre-agenda meetings had been arranged with the Clerk.
- The Clerk would be available to discuss any items prior to meetings, particularly to give or research guidance and any technical information;
- The Chairman's Report would be circulated with the agendas in future;
- The Chairman asked that members inform the office of any errors in Minutes prior to meetings so that time was not taken up on minor amendments.
- The Chairman reminded members of the Gardening Competition (submissions by 29th June, judging on 20th July, prize-giving 27th July) and the Illogan Parish Fair on 13 July;
- The Illogan Women's Institute won the Gold Challenge Cup for best formal tea party at the Royal Cornwall Show. The Clerk would send a letter of congratulations.

FC13/06/8

TO RECEIVE AND APPROVE THE MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON THE 15TH MAY 2013 AND THE CHAIRMAN TO SIGN THEM

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

FC13/06/8.2

RESOLVED that the Minutes of the Annual Council Meeting held on 15th May 2013 be received and approved, and signed by the Chairman.

At a vote being taken the matter was approved unanimously.

FC13/06/9

TO RECEIVE AND APPROVE THE MINUTES OF THE ANNUAL PARISH MEETING HELD ON THE 15TH MAY 2013 FOR ACCURACY

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

FC13/06/9.2

RESOLVED that the minutes of the Annual Parish Meeting held on 15th May 2013 be received and approved for accuracy.

At a vote being taken the matter was approved unanimously.

FC13/06/10

TO RECEIVE AND APPROVE THE ANNUAL REPORT FOR 2012/2013

It was proposed by Cllr Holmes, seconded by Cllr Richardson and

FC13/06/10.2 RESOLVED that the Annual Report 2012/2013 be received and approved.

On a vote being taken the matter was approved unanimously.

FC13/06/11 TO RECEIVE REPORTS ON THE PAYMENTS, RECEIPTS AND BANK RECONCILIATIONS FOR THE MONTH OF MAY 2013

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

FC13/06/11.2 RESOLVED that the reports on the payments, receipts and bank reconciliations for the month of May 2013 are received.

On a vote being taken the matter was approved unanimously.

FC13/06/12 TO AUTHORISE PAYMENT OF ACCOUNTS FOR THE MONTH OF JUNE 2013

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

FC13/06/12.2 RESOLVED that accounts totalling £10,948.89 are authorised for payment in June 2013.

On a vote being taken the matter was approved unanimously.

FC13/06/13 TO CONSIDER THE GRANT APPLICATION RECEIVED FROM ILLOGAN VILLAGE HALL

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

FC13/06/13.2 RESOLVED to donate £100 to Illogan Village Hall.

On a vote being taken the matter was approved unanimously.

FC13/06/14 TO CONSIDER THE GRANT APPLICATION RECEIVED FROM CORNWALL NEIGHBOURHOODS FOR CHANGE

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

FC13/06/14.2 RESOLVED that there is no donation to Cornwall Neighbourhoods for Change.

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

FC13/06/15 TO RECEIVE THE LEASE FOR UNIT 2 WHEAL AGAR, TOLVADDON ENERGY PARK, APPROVE THE SIGNING OF THE LEASE AND

COMPLETING THE DECLARATION BEFORE A SOLICITOR AND APPROVE ANY ASSOCIATED EXPENDITURE

The Clerk reported that to date nothing had been received in writing from the landlord confirming agreements made at the meeting held recently.

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

FC13/06/15.2 RESOLVED that the signing of the lease of Unit 2, Wheal Agar be deferred until the next meeting of Full Council.

On a vote being taken the matter was approved unanimously.

FC13/06/16 TO RECEIVE, APPROVE AND ADOPT THE DRAFT HEALTH AND SAFETY POLICY AND APPROVE THE CLERK TO SIGN THE HEALTH AND SAFETY POLICY STATEMENT

A revised draft Health & Safety policy was circulated at the meeting; the Clerk explained that the content was unaltered and it was just the order and titles that had been amended. The Chairman congratulated the Clerk on a very comprehensive policy and recommended that it be circulated to other clerks and to the Cornwall Association of Local Councils.

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

FC13/06/16.2 RESOLVED to receive, approve and adopt the draft Health and Safety Policy and to approve the Clerk signing the Health and Safety Policy Statement.

On a vote being taken the matter was approved unanimously.

FC13/06/17 TO APPROVE THE CLERK ATTENDING THE CHARTERED INSTITUTE OF ENVIRONMENTAL HEALTH (CIEH) LEVEL 3 AWARD IN HEALTH AND SAFETY IN THE WORKPLACE COURSE AND THE ASSOCIATED EXPENDITURE

The Clerk confirmed that the cost of the training would be shared equally between all of the councils she worked for.

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

FC13/06/17.2 RESOLVED to approve the Clerk attending CIEH Level 3 Award in 'Health and Safety in the Workplace' Course and the associated expenditure.

On a vote being taken the matter was approved unanimously.

FC13/06/18 **TO NOTE THE NATIONAL ASSOCIATION OF LOCAL COUNCIL'S (NALC) 'PUTTING COMMUNITIES FIRST' CONFERENCE IN BRISTOL ON 19TH SEPTEMBER 2013, CONSIDER DELEGATES TO ATTEND AND APPROVE ASSOCIATED EXPENDITURE AND TRAVEL ARRANGEMENTS**

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

FC13/06/18.2 **RESOLVED** **to note the NALC Putting Communities First Conference in Bristol on 19th September.**

On a vote being taken the matter was approved unanimously.

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

FC13/06/18.3 **RESOLVED** **that a maximum of five delegates attended the NALC "Putting Communities First" Conference in Bristol on 19th September 2013; Cllrs Ekinsmyth, Ford, Thompson and the Clerk would attend the conference, and that the associated expenditure is approved.**

On a vote being taken the matter was approved unanimously.

FC13/06/19 **TO APPROVE THE CLERK ATTENDING THE SOCIETY OF LOCAL COUNCIL CLERKS (SLCC) NATIONAL CONFERENCE FROM 17TH-19TH OCTOBER 2013 IN LEICESTERSHIRE, AND APPROVE ASSOCIATED EXPENDITURE**

The Clerk confirmed that the cost of the training would be shared equally between all of the councils she worked for.

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

FC13/06/19.2 **RESOLVED** **to approve the Clerk attending the Society of Local Council Clerks (SLCC) National Conference from 17th – 19th October 2013 in Leicestershire, and approve associated expenditure.**

On a vote being taken the matter was approved unanimously.

FC13/06/20 **TO RECEIVE AND APPROVE THE DRAFT TERMS OF REFERENCE FOR THE GOVERNANCE REVIEW COMMITTEE AND APPOINT MEMBERS TO STAND ON THE COMMITTEE FOR THE MUNICIPAL YEAR 2013/2014**

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

FC13/06/20.2 **RESOLVED** **to receive and approve the draft Terms of Reference for the Governance Review Committee,**

with an amendment to change the composition from 9 members to 7 members.

On a vote being taken the matter was approved unanimously.

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

FC13/06/20.3 RESOLVED to appoint Cllrs Mrs V Cadby, D Ekinsmyth, G D Ford, Mrs M Loxton, L Pavey and Mrs M Thompson to the Governance Review Committee, with one vacancy to be filled.

On a vote being taken the matter was approved unanimously.

FC13/06/21 TO APPROVE THE EXPENDITURE FOR COUNCILLORS ATTENDING TRAINING COURSES

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

FC13/06/21.2 RESOLVED that the expenditure for Councillors attending training courses is approved.

On a vote being taken the matter was approved unanimously.

FC13/06/22 TO APPOINT MEMBERS TO OUTSIDE BODIES

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

FC13/06/22.2 RESOLVED to appoint the members to outside bodies:

- (a) Cornwall Association of Local Councils**
Cllrs Ekinsmyth, Mrs Thompson, S Szoka
- (b) Illogan Village Hall Management Committee**
Cllrs Bentley, Mrs Loxton, Mrs Roberts
- (c) Illogan Regeneration Group (to include Tolvaddon)**
Cllrs Mrs Cadby, Ekinsmyth, Mrs Ferrett and Richardson
- (d) Friends of Manningham Wood**
Cllr Bentley and one vacancy
- (e) Mineral Tramways**
Cllr Mrs Cadby
- (f) Cornwall Bus Forum**
Cllrs Ford and Mrs Thompson

On a vote being taken the matter was approved unanimously.

FC13/06/23 TO RECEIVE AND APPROVE THE REVISED STANDING ORDERS

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

FC13/06/23.2 RESOLVED to receive and approve the revised Standing Orders

On a vote being taken the appointments were approved unanimously.

FC13/06/24 TO RECEIVE THE DRAFT SCHEDULE OF MEETINGS FOR 2013

It was proposed by Cllr Richardson, seconded by Cllr Miss Bowden and

FC13/06/24.2 RESOLVED to receive the draft schedule of meetings for 2013.

On a vote being taken the matter was approved unanimously.

FC13/06/25 TO APPOINT MEMBERS TO COMPLETE THE CLERK'S ANNUAL APPRAISAL AND SET A DATE FOR THE APPRAISAL TO BE COMPLETED

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

FC13/06/25.2 RESOLVED that the Chairman of the Council and the Chairman of the Staffing Committee undertake the Clerk's annual appraisal, on a date to be agreed before 31 July 2013.

On a vote being taken the matter was approved unanimously.

FC13/06/26 TO RECEIVE REPORTS FROM THE FOLLOWING OUTSIDE BODIES:

a. Police

The clerk spoke to the report received from the police. During the period 15 May to 19 June there were 15 crimes reported (against 21 for the same period last year – a decrease of 6), and 60 calls for police assistance (against 72 for the same period last year – a decrease of 12). The 15 crimes were broken down as follows:

Criminal Damage to Vehicle x 4
Criminal Damage to Dwelling x 2
Possession of Drug Class B with Intent to Supply x 1
Common Assault and Battery x 2
Assault Occasioning ABH x 1
Theft Non-specific x 2
Cause Intentional Harassment, Alarm or Distress x 1
Harassment x 1
Drive or Attempt to Drive Whilst Unfit x 1

Two of the 'Criminal Damages to Vehicle' and one 'Damage to Dwelling' involved residents of the property where the damage occurred.

b. Representatives to outside organisations

There were no reports.

c. Cornwall Councillors

There was no report.

FC13/06/27 TO CONSIDER ITEMS TO BE DISCUSSED AT FUTURE MEETINGS

- Report from the attendees at the National Association of Local Councils 'Putting Communities First' Conference (October meeting);
- Relocation of bus stops (FC13/04/5);
- Road improvements (FC13/02/16);
- Procedure for members adding items to agendas (July meeting).

FC13/06/28 DATE AND TIME OF NEXT MEETING:

The next meeting would be held on Wednesday 17th July 2013 at 7pm, Penwartha Hall, Voguebeloth, Illogan.

There being no further business the Chairman closed the meeting at 8.53 pm.

Signed

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Date

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