

ILLOGAN PARISH COUNCIL

Minutes of the Full Council Meeting held at the Penwartha Hall on Wednesday 16 April 2014 at 7:00 p.m.

PRESENT: Councillors G D Ford (Chairman), Mrs J Ferrett (Vice Chairman), D Ekinsmyth, P Holmes (until point mentioned), Mrs M Loxton (until point mentioned), L Pavey, Mrs M Roberts, S Szoka, and T Wilkins

IN ATTENDANCE: Ms S Willsher (Clerk), Ms J Whitmore (Admin Assistant) and one member of the public.

The Chairman explained the safety procedures.

FC14/04/01 CHAIRMAN'S WELCOME AND APOLOGIES

The Chairman welcomed Councillors and members of the public.

Apologies were received from Cllrs R Bentley, Mrs V Cadby and S Richardson.

FC14/04/02 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.

FC14/04/03 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no requests for dispensations.

FC14/04/04 PUBLIC PARTICIPATION (MAXIMUM OF 10 MINS – EVERY SPEAKER A LIMIT OF 3 MINS UNDER COUNCIL STANDING ORDERS)

There was no requests to speak from the member of the public.

FC14/04/05 CHAIRMAN'S ANNOUNCEMENTS

The Chairman wished to record his thanks to all the members who were working hard to deal with the changes the Council now had to face.

FC14/04/06 TO RECEIVE A REPORT FROM THE CLERK

The first cuts had been carried out to the footpaths by the contractor. Cllr Wilkins had since walked two of them and considered them to be well done. Cllrs Wilkins, Mrs Thompson and Mrs Ferrett agreed to walk some of the others.

Cllrs Mrs Ferrett, Mrs Roberts and the Clerk met with both contractors to discuss the Councils newly adopted Management of Contractors Policy and the work being completed, both signed the typed notes from the meeting as a true record. A key part of the discussion covered communication as it was considered important, for Health and Safety reasons, that the Clerk was aware of their movements in the event of an emergency. Cllrs Mrs Ferrett and Mrs Roberts would continue to act as liaison with the contractors.

The Clerk was undertaking an analysis to determine whether it would be more cost-effective to deliver agenda packs by hand, taking into account fuel costs and staff time, or whether to continue posting the packs. A test run was carried out for the current meeting and there was a saving on this occasion.

The Clerk received a Merit on her Risk Assessment assignment and the Chairman wished to congratulate her on her achievement.

FC14/04/07 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 19 MARCH 2014 AND THE CHAIRMAN TO SIGN THEM

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

FC14/04/07.2 RESOLVED to receive and approve the Minutes of the Full Council Meeting held on 19 March 2014 and the Chairman to sign them.

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

FC14/04/08 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

- a. Devolution Committee Minute Number DC14/02/7.2: The Clerk had again written to Cornwall Council regarding transferring the freehold to Illogan Park, requesting a reply within 14 days. The deadline was 16 April and Cllr Ekinsmyth asked the Clerk to contact Cornwall Council by email for their response. The Clerk received a telephone call late in the afternoon which stated that Cornwall Council believed there were no outstanding issues and they were just waiting for the surveys to be forwarded to Illogan Parish Council. The figure of £25,000 towards developing the site had been approved and they were happy to go ahead with the transfer. They had stated that the payment of £1.00 was notional and not necessary but the Clerk would confirm this. There were still some concerns about the asbestos report and Cllr Mrs Ferrett stated there should already be an asbestos register in

existence as Cornwall Council would have been legally bound to have one.

- b. The Clerk had contacted Camborne, Redruth and Portreath Parish Councils who did not have a 'Retention of Documents' Policy, and was waiting to hear back from Carn Brea.

FC14/04/09 TO NOTE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS HELD SINCE THE LAST FULL COUNCIL MEETING

- i. **Devolution Committee 17 March 2014**
- ii. **Planning and Environment Committee 19 March 2014**
- iii. **Governance Review Committee 26 March 2014**
- iv. **Planning and Environment Committee 2 April 2014**

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

FC14/04/09.2 RESOLVED to note the minutes of meetings of the Devolution Committee on 17 March, Planning and Environment Committee on 19 March, Governance Review Committee on 26 March and Planning and Environment Committee on 2 April.

On a vote being taken the matter was approved unanimously.

FC14/04/10 TO RECEIVE REPORTS ON THE PAYMENTS, RECEIPTS AND BANK RECONCILIATIONS FOR THE MONTH OF MARCH 2014 AND THE FISCAL YEAR 2013/14

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

FC14/04/10.2 RESOLVED to receive reports on the payments, receipts and bank reconciliations for the month of March 2014 and for the fiscal year 2013/14.

On a vote being taken the matter was approved unanimously.

FC14/04/11 TO AUTHORISE PAYMENT OF ACCOUNTS FOR THE MONTH OF APRIL 2014

The Clerk confirmed that she had contacted Young People Cornwall regarding their invoicing and again chased some queries which had previously been raised. The two invoices received related to the 2013/2014 fiscal year; the Clerk had requested regular and prompt invoicing in the future.

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

- FC14/04/11.2 RESOLVED** that the Clerk would request a representative of the Illogan Youth Work Group to attend the Annual Parish meeting to provide a report on progress and that regular meetings would be set up with Cllrs Mrs Loxton, Mrs Roberts and representatives of the Illogan Youth Work Group.

On a vote being taken the matter was approved unanimously.

The Clerk had written to Bus Shelters Ltd requesting a detailed breakdown of their invoice for the bus shelter installed opposite Homecroft Surgery; the Clerk spoke to the email received in response. They had agreed to reduce the invoice amount but were not prepared to reduce it further, nor had they provided a detailed break-down.

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

- FC14/04/11.3 RESOLVED** to pay the reduced invoice amount to Bus Shelters Ltd but not to use the company in the future.

On a vote being taken the matter was approved unanimously.

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

- FC14/04/11.4 RESOLVED** to authorise payment of accounts for the month of April 2014 in the sum of £22,796.40.

On a vote being taken the matter was approved unanimously.

- FC14/04/12 TO RECEIVE ANY RECOMMENDATIONS FROM THE FINANCE AND RESOURCES COMMITTEE ARISING FROM THE INTERNAL AUDIT REPORT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

- FC14/04/12.2 RESOLVED** to receive and note that there were no recommendations from the Finance and Resources Committee arising from the internal audit report.

On a vote being taken the matter was approved unanimously.

FC14/04/13 TO RECEIVE INFORMATION ON THE REPEAL OF S.150 (5) OF THE LOCAL GOVERNMENT ACT 1972 – IMPLEMENTATION (ENGLAND) AND THE CHEQUE REFORM ORDER AND CONSIDER RECOMMENDATIONS FROM THE FINANCE AND RESOURCES COMMITTEE ON FUTURE METHODS OF PAYMENT, SECURITY ARRANGEMENTS, ROBUST REVIEW AND CHECKING PROCEDURES AND ONGOING FINANCIAL SECURITY AND AGREE ANY FUTURE ACTIONS

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

FC14/04/13.2 RESOLVED to receive information on the Repeal of S.150(5) of the Local Government Act 1972 – Implementation (England) and the Cheque Reform Order and to approve that the current method of payment using cheques is maintained; that utility bills and regular bills i.e. the storage container and photocopier, are paid by direct debit or standing order once the Full Council has approved each standing order and direct debit and that the Clerk investigates debit/credit cards i.e. whether the Council can have one with their bank account, how other councils manage the cards, security and suitable and sufficient control measures etc. and the Clerk will report to the next meeting of the Finance and Resources Committee.”

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

FC14/04/14 TO NOTE THE CALC AUDIT AND ACCOUNTABILITY TRAINING ON TUESDAY 29 APRIL 2014, AGREE ANY DELEGATES TO ATTEND AND APPROVE ANY ASSOCIATED EXPENDITURE

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

FC14/04/14.2 RESOLVED that the Clerk would attend the full day and that Cllrs Ford and Ekinsmyth would attend the afternoon specialist address of the Cornwall Association of Local Council’s Audit and Accountability Training on Tuesday 29 April 2014.

On a vote being taken the matter was approved unanimously.

FC14/04/15 TO RECEIVE A REPORT FROM THE CLERK ON HEALTH AND SAFETY, AGREE FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

The Clerk reported that all but one of the Health and Safety Policies had been completed. The Chairman thanked Cllr Mrs Loxton for her help in wording a number of policies at the recent Governance Review Committee meeting.

FC14/04/16 TO CONSIDER NOMINATIONS FOR THE RAY UREN AWARD AND APPROVE A RECIPIENT

Members discussed possible nominations and it was agreed that whoever accepted the award would be asked to be involved in one or two events throughout the year, for example switching on the Christmas Lights at Park Bottom. Cllr Wilkins wished to nominate Rachel, the young schoolgirl who was featured in the Spring issue of the Illogan Parish Review who had contacted the paramedics and looked after her siblings when her mother had become ill and passed out. It was agreed that next year a simple nomination form and an article would be included in the Illogan Review.

It was proposed by Cllr Ferrett, seconded by Cllr Wilkins and

FC14/04/16.2 RESOLVED to invite Rachel to accept the Ray Uren Award, to request that she participate in events throughout the coming year.

On a vote being taken the matter was approved unanimously.

FC14/04/17 TO REVIEW THE PROCESS FOR THE COMPILATION OF THE ILLOGAN REVIEW AND AGREE ANY FUTURE ACTIONS

Members discussed the current process for the compilation of the Illogan Review. The Illogan Review was a Council publication and there was no member involvement. There were various concerns raised and discussed. Members considered whether there should be guidelines and member involvement put in place for future issues.

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

FC14/04/17.2 RESOLVED that the Chairman or Vice Chairman and Cllrs Mrs Thompson and Wilkins would meet with the Admin. Assistant to develop a policy with regard to production of the Illogan Parish Review and that Cllrs Mrs Thompson and Wilkins would work with the Admin. Assistant on a regular basis to confirm the content of each issue.

VOTE?

FC14/04/18

TO RECEIVE THE CORNWALL LOCAL PLAN STRATEGIC POLICIES CONSULTATION, AGREE A RESPONSE AND ANY FUTURE ACTIONS

A number of questions posed in the consultation document were discussed and replies agreed, namely:

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| 1. | Do you wish to be notified of future stages in the Local Plan including submission, examination and adoption? | Yes. |
| 2. | Did you make comments on the Cornwall Local Plan pre-submission draft undertaken March-April 2013? | Yes. |
| 3. | If yes, do you want your previous comments to be included as part of this consultation? (If you propose no changes to your comments no further information is required). | Yes. |
| 4. | Do you want to make amendments to your previous comments? | Yes. |
| 5. | What changes do you want to make? | <ul style="list-style-type: none"> • North to South transportation from/to Illogan has not improved. • P.7 theme 1 – houses not sustainable, wages too low, economics not viable, barriers to town centres such as car parking charges and yellow lines, effects of internet shopping. • Document is inconsistent as sometimes refers to CPR (Camborne, Pool, Redruth) and sometimes CPIR (Camborne, Pool, Illogan, Redruth). Where does Illogan fit into the housing figures. Is it included in CPR or in residual figures? • Illogan wishes to maintain its rural identity. • The 'Tehidy Envelope' greenbelt should be maintained. |

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| | | • There should be no building on high grade agricultural land. |
| 6. | A local planning authority should submit a plan for examination which it considers to be 'sound'. Do you consider the Plan has met these tests? | No. |
| 7. | Please specify the reasons. | See (5) above. |
| 8. | Do you consider that the Local Plan meets the legal and procedural requirements? | No. |
| 9. | Please specify the reasons. | Mutually contradictory and contradicts Government guidelines. |
| 10. | Please provide any comments on the Local Plan – Strategic Policies. | Cllrs Ekinsmyth and Holmes, with the Clerk, to prepare a response. |
| 11. | If your representation is seeking a change, do you wish to participate at the examination in public. | No. |

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

FC14/04/18.2 RESOLVED that the Clerk, in consultation with Cllrs Holmes and Ekinsmyth, would draft a reply to the Cornwall Local Plan Strategic Policies Consultation, taking into account the comments discussed at the meeting.

On a vote being taken the matter was approved unanimously.

FC14/04/19 TO RECEIVE THE KRESEN KERNOW CONSULTATION, AGREE A RESPONSE AND ANY FUTURE ACTIONS

It was agreed that individuals would respond to the Kresen Kernow Consultation.

FC14/04/20 TO RECEIVE THE CONSULTATION ON A DRAFT TRANSPARENCY CODE FOR PARISH COUNCILS WITH A TURNOVER NOT EXCEEDING £25,000.00 AND RECOMMENDATIONS FROM THE FINANCE AND RESOURCES COMMITTEE, AGREE A RESPONSE AND ANY FUTURE ACTIONS

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

FC14/04/20.2 RESOLVED to receive the consultation on a draft Transparency Code for Parish Councils with a turnover not exceeding £25,000 and to receive the recommendations from the Finance and Resources Committee, Minute Number FR14/04/10.2, that there is no response sent.

On a vote being taken the matter was approved unanimously.

FC14/04/21 TO RECEIVE THE VAT CONSULTATION AND RECOMMENDATIONS FROM THE FINANCE AND RESOURCES COMMITTEE, AGREE A RESPONSE AND ANY FUTURE ACTIONS

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

FC14/04/21.2 RESOLVED to receive the VAT Consultation and Recommendations and response from the Finance & Resources Committee that Illogan Parish Council responds stating that local authorities should continue with the current refund system.

On a vote being taken the matter was approved unanimously.

FC14/04/22 TO RECEIVE THE CONSULTATION ON THE LOCAL AUDIT AND ACCOUNTABILITY ACT – ACCESS TO MEETINGS AND RECOMMENDATIONS FROM THE FINANCE AND RESOURCES COMMITTEE, AGREE A RESPONSE AND ANY FUTURE ACTIONS

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

FC14/04/22.2 RESOLVED to receive the consultation on the Local Audit and Accountability Act – Access to Meetings, and to receive and approve the recommendations and response from the Finance and Resources Committee, Minute FR14/04/12.2, namely:

“Whilst Illogan Parish Council supports the transparency of meetings and in principal supports the audio and visual recording of

meetings, members are concerned regarding some of the practicalities, recordings can be edited, sections of recordings could be quoted out of context, Parish Councils meet at various locations and to set up recording equipment is impractical and expensive.

Members presume that the recording of delegated decisions in their minutes would suffice as a written record.

The Council suggests that Central Government underwrites the costs to Parish Councils for implementing appropriate measures to ensure that they have suitable and sufficient methods to protect councils from falsified, inaccurate and potentially damaging materials being circulated to the wider public."

On a vote being taken the matter was approved unanimously.

FC14/04/23 TO NOTE THE NON-RESPONSE TO PREVIOUS LETTERS SENT RE BUSES AND AGREE FURTHER ACTIONS

Neither Cornwall Council nor the bus company had responded to previous letters sent.

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

FC14/04/23.2 RESOLVED that the Chairman, Cllr Mrs Thompson and the Clerk would write a further letter to Cornwall Council and to the Bus Company and prepare an article for the Illogan Parish Review and the West Briton regarding the lack of response, and that the Chairman would mention it in his announcements at the Annual Parish meeting.

On a vote being taken the matter was approved unanimously.

FC14/04/24 TO CONSIDER ANY CORRESPONDENCE UP TO THE DATE OF THE MEETING AND AGREE RESPONSES AND ACTIONS

a. NALC Policy Review Survey 2014

Cllr Mrs Ferrett agreed to complete the survey on behalf of Illogan Parish Council.

- b. Cornwall Council – Invitation to the Town and Parish Council and Voluntary Sector Summit – Tuesday 13 May 2014 in New County Hall, Truro starting at 9.30am**

Noted.

- c. Email from Dr P Hackett regarding the poor condition of roads in the Tehidy area, the lack of maintenance, poor pothole work being completed and the danger of the road for users. He asks that we make greater efforts to get the roads in the Tehidy area repaired to a good standard.**

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

FC14/04/24.2

RESOLVED that the Clerk would send a reply to Dr Hackett offering sympathy but explaining that Illogan Parish Council was not the appropriate authority, and would write to the Highways Department concerning the potholes in the area.

On a vote being taken the matter was approved unanimously.

- d. Cornwall Council – Mineral Tramways Partnership Steering Group Meeting – King Edward Mine, Tuesday 6 May 10am, agenda and previous meetings minutes.**

Cllr Wilkins would be attending in his capacity as Cornwall Councillor and would report back.

- e. Email from Claire McHugh – Playmapp (a website being created to list all playgrounds in the UK)**

The Clerk would provide the necessary information to Playmapp on Illogan.

- f. Cornwall Countryside Access Forum – advertisement to recruit members**

Noted.

g. Email from The Home Swap Holidays Team regarding a BBC UK travel/property programme

Noted.

h. Email from Ben Dickinson, Cormac, advising the maintenance work at Parsonage Well will commence on the 28 April 2014.

Noted.

Cllr Mrs Thompson left the meeting at 9.15 pm.

i. Letter from Jill Marsh, Treasurer Penwartha Hall, requesting that the £1,000.00 promised to the Social Club for redecoration of the Hall be released, to be allocated and used in the future in light of Devon & Cornwall Housing taking over the letting and payments for the Hall. (It was hoped the key-holders would remain the same)

It was agreed that the Clerk would write to Ms Marsh to advise that the Council would retain the previously agreed grant earmarked within Council budgets; that due to the length of time since the grant was awarded members requested that the Social Club provided details of what the grant would be used before the grant would be released and that the grant would not be released until the Social Club were ready to commence the redecoration work.

Cllr Mrs Thompson returned to the meeting at 9.17 pm.

j. Cornwall Council Review of Polling Districts and Places – Illogan Parish Council

Deferred to next meeting.

FC14/04/25

TO RECEIVE REPORTS FROM THE FOLLOWING OUTSIDE BODIES:

a. POLICE

The Chairman welcomed PCSO Caroline Kearsley, who replaced PCSO Morwenna Harris. PCSO Kearsley spoke to the report for the period 27 March to 15 April. There were 13 crimes reported during the period (a reduction of 11 for the same period last year)

and 36 calls for police assistance (a reduction of 2 for the same period last year). A breakdown of figures would be provided to the Clerk as soon as was practicable. (The following figures were subsequently forwarded):

Assault occasioning ABH x 1
Cause intent harass/alarm/distress x 2
Criminal damage to dwelling x 1
Drunk and disorderly x 1
Theft x 3
Theft from motor vehicle x 2
Theft from dwelling x 2(1 x crime withdrawn)
Malicious wounding without intent x 1

a. REPRESENTATIVES TO OUTSIDE ORGANISATIONS

No reports were received.

b. CORNWALL COUNCILLORS

No report was received.

Cllr Holmes left the meeting at 9.20 pm.

c. CALC AGM – REPORT FROM CLLR MRS THOMPSON

Cllr Mrs Thompson reported that she attended the 66th Annual General Meeting of the Cornwall Association of Local Councils on 20 February 2014.

The guest speaker was Tony Hogg, Police Commissioner for Devon & Cornwall, who spoke on the future policing in Cornwall. He identified five main areas, namely: reducing crime and bringing offenders to justice, giving victims and witnesses a stronger voice, listening and responding to the public, investing in policing for the future, and providing strong leadership at all levels.

The Police Commissioner's intention was to boost visibility of the Police in communities, to ensure the number of police officers stayed above 3,000 and to recruit 50 special constables each year (volunteers with a full range of police officer powers) taking the total to 800 by 2017.

FC14/04/26

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

Review of Polling Districts

FC14/04/27

DATE & TIME OF NEXT MEETING

Annual Parish Meeting, Wednesday 21 May 2014, 7.00pm at The Penwartha Hall, Voguebeloth, Illogan.

Annual Council Meeting, Wednesday 21 May 2014, 7.30pm at The Penwartha Hall, Voguebeloth, Illogan.

There being no further business the meeting closed at 9.35 pm.

Signed

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Date

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