

ILLOGAN PARISH COUNCIL

Minutes of the Full Council Meeting held at the Penwartha Hall on Wednesday 19 November 2014 at 7:00 p.m.

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

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

The Chairman explained the safety procedures.

FC14/11/01 CHAIRMAN'S WELCOME AND APOLOGIES

The Chairman welcomed Cllr Crabtree to his first Full Council meeting and the member of the public.

Apologies

Cllr Szoka

Absent

Cllr Mrs Clayton

FC14/11/02 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

The Clerk declared an interest in the agenda item relating to the Website, Data Backup and IT Support.

FC14/11/03 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no requests for dispensations.

FC14/11/04 PUBLIC PARTICIPATION (MAXIMUM OF 15 MINS – EVERY SPEAKER A LIMIT OF 3 MINS UNDER COUNCIL STANDING ORDERS)

There was no public participation.

FC14/11/05 CHAIRMAN'S ANNOUNCEMENTS

The issue of the siting of dog bins near Penwartha estate had recently been raised and Cllr Mrs Ferrett had spoken to a member of public prior to the meeting concerning the problem. The Chairman confirmed that the matter was in hand and that he would be speaking to the member of the public. The Planning & Environment Committee was already discussing the issue and Full Council would be informed of outcomes at a later meeting.

The Chairman reminded members that the Christmas Lights Switch-on events would be on 5 and 6 December; details were included on the front page of the Illogan Parish Review. He thanked members who supported him at the two Remembrance Sunday Services and stated he and Cllr Mrs Thompson had attended a number of related events in the County during that week.

The Chairman and other members had attended a Planning training day on 18 November and would present a report to the next meeting. Not all members had been able to secure a place but it was thought the training would be made available again early in the New Year.

FC14/11/06 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON THE 22 OCTOBER 2014 AND THE CHAIRMAN TO SIGN THEM

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

FC14/11/06.2 RESOLVED to receive and approve the Minutes of the Full Council meeting held on 22 October 2014, subject to two minor spelling errors, and the Chairman to sign them.

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

FC14/11/07 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

There were no matters arising

FC14/11/08 TO RECEIVE A REPORT FROM THE CLERK ON WATER METER READINGS AND AGREE ANY FUTURE ACTIONS

The Clerk had taken three meter readings since the last meeting which had remained almost static. It appeared the problem had been resolved but the Clerk would continue to monitor the readings for the time being.

FC14/11/09 TO NOTE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS HELD SINCE THE LAST FULL COUNCIL MEETING:

- i. Governance Review 16 October 2014**
- ii. Events 5 November 2014**
- iii. Planning And Environmental Services 5 November 2014**
- iv. Staffing 10 November 2014**

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

FC14/11/09.2 RESOLVED to note the Minutes of the following Committee Meetings held since the last Full Council Meeting:

- i. Governance Review 16 October 2014**
- ii. Events 5 November 2014**
- iii. Planning And Environmental Services 5 November 2014**
- iv. Staffing 10 November 2014**

On a vote being taken the matter was approved unanimously.

FC14/11/10 TO RECEIVE REPORTS ON THE PAYMENTS, RECEIPTS AND BANK RECONCILIATION FOR THE MONTH OF OCTOBER 2014

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

FC14/11/10.2 RESOLVED to receive the reports on payments, receipts and bank reconciliation for the month of October 2014.

On a vote being taken the matter was approved unanimously.

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

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

FC14/11/11.2 RESOLVED to authorise payment of accounts for the month of November 2014 in the sum of £7080.26.

On a vote being taken the matter was approved unanimously.

FC14/11/12 TO APPOINT MEMBERS TO FILL THE VACANCIES ON THE FOLLOWING COMMITTEES:

- i. Events Committee – 1 Vacancy**
- ii. Governance Review Committee – 2 Vacancies**
- iii. Paynters Lane End Traffic Sub Committee – 3 Vacancies**
- iv. Planning and Environmental Services Committee – 1 Vacancy**

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

FC14/11/12.2 RESOLVED that the appointment of members to fill the vacancies on the Events Committee, the Governance Review Committee, the Paynters Lane End Traffic Sub Committee and the Planning & Environment Services Committee would be deferred until a later meeting.

FC14/11/13 TO RECEIVE THE RECOMMENDATIONS FROM THE FINANCE AND RESOURCES COMMITTEE ON THE BUDGET AND PRECEPT FOR THE FISCAL YEAR 2015/2016

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

FC14/11/13.2 RESOLVED to defer receiving the recommendation from the Finance & Resources Committee on the budget and precept for the fiscal year 2015/2016 to the December meeting.

On a vote being taken there were 10 votes FOR and 2 AGAINST.

FC14/11/14 TO SET THE BUDGET FOR THE FISCAL YEAR 2015/2016

In view of Resolution FC14/11/13.2 the budget for the fiscal year 2015/2016 was deferred to the December meeting.

FC14/11/15 TO SET A PRECEPT TO CORNWALL COUNCIL FOR THE FISCAL YEAR 2015/2016

In view of Resolution FC14/11/13.2 the precept to Cornwall Council for the fiscal year 2015 was deferred to the December meeting.

FC14/11/16 TO CONSIDER ANY CORRESPONDENCE UP TO THE DATE OF THE MEETING AND AGREE RESPONSES AND ACTIONS

1. Cornwall Blind Association – letter outlining what they do - **NOTED**
2. Access Training (SW) Ltd – Details regarding the Community Work Placement Programme and asking whether Illogan Parish Council would have any suitable projects and whether they would like to have a placement - **NOTED**
3. SLCC – email regarding Locality funding available to help Councils build the capacity for service delivery – **Agenda item for next meeting.**
4. Cornwall Council – Budget proposals feedback - **NOTED**
5. Grayburn Owen – Penwith Development Community Trust – introductory letter - **NOTED**
6. Cornwall Council – Newquay Cornwall Airport – invitation to 2 day public event - **NOTED**
7. Young People Cornwall – letter regarding funding cuts - **NOTED**
8. Chacewater Parish Council – email re meeting attended by Cllr Holmes and Miss Pollock and advising of future meeting in early December – date and

venue to be arranged – **NOTED. Cllrs Holmes and Miss Pollock would continue attending meetings.**

9. Cornwall Council Homelessness Strategy - **NOTED**
10. Email regarding the Rural Community Energy Fund - **NOTED**
11. Email regarding defibrillators - **NOTED**
12. Red Cross Mobility Service – details of the service - **NOTED**
- 13. South West Councils – Newsletter and details of the agreement on Local Government Services pay for 2014-16 - The Clerk explained the Local Government Services pay for 2014-16 and the impact on this Council and its employees.**
14. Dean Whitby – Learner Recruitment Consultant – details of some free government funded courses available – **The Clerk to circulate the summary in case of interest.**
15. CPIR Community Network Panel meeting, Wednesday 10 December, 7.00pm – 8.00pm at Pool Innovation Centre - **NOTED**

FC14/11/17

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

The Clerk spoke to the report, stating that the six-monthly fire alarm service and annual PAT testing had been completed. Health and safety work was ongoing. The Clerk explained the new arrangements for booking and accessing Penwartha Hall. Jill Marsh, who currently manages the Council's bookings, and Cllr Thompson, agreed to take responsibility for future bookings and access.

FC14/11/18

TO RECEIVE REPORTS FROM THE FOLLOWING OUTSIDE BODIES:

a. Police

Members received and noted the correspondence from Inspector Mark Eccles, Devon and Cornwall Police, regarding changes in communications following spending cuts. The aim was to expect police attendance at two Council meetings within 12 months, extra attendance should a particular need arise, or if the Council wanted to discuss issues or crime trends unusual to Illogan. In place of monthly statistical reports members would be able to access the Devon & Cornwall Police website to obtain information, although the police boundaries differed from those of Illogan Parish Council.

Inspector Eccles suggested that the Council nominate a person to act as Police Liaison Officer and this item would be discussed at the next meeting.

It was suggested that the Illogan Parish Review could be used as a vehicle for keeping members of the public up to date with police-specific issues.

b. Representatives to Outside Organisations

Cllr Loxton advised that as well as being a member of the Illogan Village Hall Committee she had recently become a member of the Illogan Parish Fair Committee. The Committee would be attending Illogan and Curnow schools on Thursday 20 November to better understand how the layout could be used for the Fair.

c. Cornwall Councillors

Cllr Ekinsmyth stated that restructuring at Cornwall Council was in process and almost all staff were re-applying for their jobs.

He had recently become a governor at Illogan School which was being upgraded to match the Curnow School facilities.

Having attended the Remembrance Service he was impressed by the occasion and the turnout.

The mobile library service was being reduced to once a month. There had been an offer from The Old School Centre to house a library hub. There were sufficient volunteers and Cornwall Council would double the supply of books available. Cllr Ekinsmyth had made a donation from his community chest towards shelving. It was possible that another hub could be made available in the future.

There were now seven volunteers for the Speed Watch programme and they were at the first stage of setting up a traffic safety system. Cllr Ekinsmyth recommended that the Council wait until the New Year before setting up the Paynters Lane End Traffic Sub Committee as results from the Speed Watch programme could be fed into any proposals the Working Party wished to make.

He was still looking into the possibility of obtaining a defibrillator for the area.

The Cornwall Local Plan had been presented to Cabinet and accepted. This would be presented to Full Council next February along with the draft Affordable Housing Plan.

Cornwall Council's budget would be discussed on Tuesday 25 November. Cllr Ekinsmyth stated that he would be prepared to put forward any

statements from members provided he was in agreement. The 30% cut in services would no doubt affect the community in the coming years.

Cllr Ekinsmyth confirmed that the leader of Cornwall Council was currently the Finance Portfolio Holder.

FC14/11/19 TO CONSIDER ITEMS TO BE DISCUSSED AT FUTURE MEETINGS; AGREE WHERE TO DISCUSS AND TIMESCALES

1. SLCC - locality funding available to help Councils build the capacity for service delivery
2. Police Liaison Officer
3. Library
4. Planning training report

FC14/11/20 DATE & TIME OF NEXT MEETING:

Wednesday 10 December 2014, 7pm in Penwartha Hall.

FC14/11/21 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, seconded by Cllr Mrs Roberts and

FC14/11/21.2 RESOLVED that under the 1960 Public Bodies (Admissions to Meetings) Act the Press and public be excluded due to the confidential nature of the business to be discussed.

On a vote being taken the matter was approved unanimously.

The Clerk and one member of the public left the meeting at 8.13 p.m.

FC14/11/22 TO RECEIVE A REPORT FROM THE CHAIRMAN OF THE FINANCE AND RESOURCES COMMITTEE AND THE RECOMMENDATIONS FROM THAT COMMITTEE REGARDING THE WEBSITE, DATA BACKUP & IT SUPPORT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

FC14/11/22.2 RESOLVED to receive and approve the report from the Chairman of the Finance and Resources Committee and the recommendations from that Committee, as follows:

- **The contract be awarded to Focus Technology Europe Limited subject to two satisfactory references;**
- **The Chairman of the Finance and Resources Committee would obtain the references with the Administration Assistant;**
- **The initial period of the contract will be 12 months at the costs quoted in the tender documents (Website one off cost £2,770 +VAT, Email Solutions £173.60 per annum, Hosting £10.20 per month; Data Backup £325 total and IT Support £26 per month);**
- **The expenditure is approved;**
- **The Finance and Resources Committee are given delegated powers to vire funds as necessary and to set an appropriate budget for future years;**
- **The Finance and Resources Committee are given delegated powers to closely monitor the contract in line with Council policies;**
- **The Finance and Resources Committee are given delegated powers to manage all aspects of the contract including the website design etc;**
- **The Terms of Reference for the Finance and Resources Committee are amended to include the management of the Council's website and IT;**
- **Payment will only be made once the site has been approved by this Council;**
- **Illogan Parish Council are given all password and access to the control panel for the website; and**
- **In the event of company failure Illogan Parish Council retain the ownership of the website and IP address.**

On a vote being taken the matter was approved unanimously.

The Clerk returned to the meeting at 8.18 pm.

FC14/11/23

TO RECEIVE A REPORT FROM THE CHAIRMAN OF THE FINANCE AND RESOURCES COMMITTEE AND THE RECOMMENDATIONS FROM THAT COMMITTEE REGARDING THE TENDERS FOR AN INDEPENDENT INTERNAL AUDITOR, AGREE ANY FUTURE ACTIONS, APPOINT A CONTRACTOR AND APPROVE ANY ASSOCIATED EXPENDITURE

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

FC14/11/23.2

RESOLVED

to receive and approve the report from the Chairman of the Finance & Resources Committee and the recommendations from that Committee, as follows:

that the Finance and Resources Committee regrets that only one tender was received and no-one more local tendered and that the tender received from TIAA at a total cost of £1,050 is accepted for the next audit with a view to re-tendering earlier next year in hope of a higher response.

On a vote being taken the matter was approved unanimously.

There being no further business the meeting closed at 8.20pm.

Signed

Date