

ILLOGAN PARISH COUNCIL

Minutes of the Full Council Meeting held at the Penwartha Hall on Wednesday 22 October 2014 at 7:00 p.m.

PRESENT: Councillors Mrs J Ferrett (Vice Chairman), Mrs V Cadby, D Ekinsmyth, P Holmes, Miss J Pollock, Mrs M Roberts, S Szoka and Mrs M Thompson

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

The Chairman explained the safety procedures.

FC14/10/01 CHAIRMAN'S WELCOME AND APOLOGIES

Cllr Mrs Ferrett welcomed members.

Apologies were received from Cllrs Ford, Mrs Loxton, Pavey and Richardson.

FC14/10/02 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 declarations of disclosable pecuniary or non-registerable interests.

FC14/10/03 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications for dispensations.

FC14/10/04 THAT THE COUNCIL RESOLVES UNDER THE 1960 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, TO EXCLUDE THE PRESS AND PUBLIC DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED

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

FC14/10/04.2 RESOLVED that under the 1960 Public Bodies (Admission to Meetings) Act that 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.

One member of the public left the meeting.

FC14/10/05 TO RECEIVE APPLICATIONS FOR THE VACANT POSITION OF COUNCILLOR FOR THE PARK BOTTOM WARD AND INTERVIEW THE CANDIDATES

Members read the application for the vacant position of Councillor for Park Bottom Ward from Mr David Crabtree and briefly discussed its contents.

Mr Crabtree was invited into the meeting at 7.07 pm and after speaking to the members, was asked a series of questions regarding his application.

Mr Crabtree left the meeting at 7.15 pm.

Members discussed the outcome of the interviews with the applicant.

FC14/10/06 TO RE-ADMIT MEMBERS OF THE PRESS AND PUBLIC

One member of the public returned to the meeting at 7.20 pm.

FC14/10/07 TO CO-OPT A COUNCILLOR TO REPRESENT THE WARD OF PARK BOTTOM.

It was proposed by Cllr Ekinsmyth, seconded by Cllr Miss Pollock and

FC14/10/07.2 RESOLVED that Mr David Crabtree be co-opted to Illogan Parish Council as Councillor for the Park Bottom Ward.

On a vote being taken the matter was approved unanimously.

Mr Crabtree signed the Declaration of Acceptance of Office.

FC14/10/08 PUBLIC PARTICIPATION (MAXIMUM OF 15 MINS – EVERY SPEAKER A LIMIT OF 3 MINS UNDER COUNCIL STANDING ORDERS)

There were no further members of the public present.

FC14/10/09 CHAIRMAN'S ANNOUNCEMENTS

Cllr Ferrett briefly discussed the budget presentation held on 15 October by Cornwall Council at Pool Innovation Centre where pending cuts were discussed.

FC14/10/10 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 17 SEPTEMBER 2014 AND THE CHAIRMAN TO SIGN THEM

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

FC14/10/10.2 RESOLVED to receive and approve the Minutes of the Full Council meeting held on 17 September 2014 and the Chairman to sign them.

On a vote being taken on the matter there were 6 votes FOR and 0 votes AGAINST.

FC14/10/11 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

FC14/07/11.3 – The Clerk had written to South West Water and the Consumer Council and a meter engineer had visited to check the meter which was reading correctly. The meter could be sent away for further checking at a cost of £96.00. No leak had been detected but a local plumber turned off the mains water supply to the toilets so the toilets were flushing using harvested rain water. In spite of this the water bills continued to be high. Members suggested taking regular water meter readings and looking into whether the slinky pipes for the heating system could be checked for leaks.

FC14/10/12 TO NOTE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS HELD SINCE THE LAST FULL COUNCIL MEETING:

- i. Finance and Resources 24 September 2014**
- ii. Planning and Environmental Services 1 October 2014**
- iii. Events 6 October 2014**
- iv. Governance Review 7 October 2014**
- v. Finance and Resources 13 October**
- vi. Planning and Environmental Services 14 October 2014**
- vii. Devolution 14 October 2014**

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

FC14/10/12.2 RESOLVED to note the Minutes of the following Committee meetings held since the last Full Council meeting:

- i. Finance and Resources 24 September 2014**
- ii. Planning and Environmental Services 1 October 2014**
- iii. Events 6 October 2014**
- iv. Governance Review 7 October 2014**
- v. Finance and Resources 13 October**
- vi. Planning and Environmental Services 14 October 2014**

vii. Devolution 14 October 2014

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

FC14/10/13 TO RECEIVE REPORTS ON THE PAYMENTS, RECEIPTS AND BANK RECONCILIATION FOR THE MONTH OF SEPTEMBER 2014

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

FC14/10/13.2 RESOLVED to receive reports on the payments, receipts and bank reconciliation for the month of September 2014.

On a vote being taken the matter was approved unanimously.

FC14/10/14 TO RATIFY THE PAYMENT OF SALARIES AND AUTHORISE PAYMENT OF ACCOUNTS FOR THE MONTH OF OCTOBER 2014 (UP TO DATE LIST TO BE TABLED AT THE MEETING)

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

FC14/10/14.2 RESOLVED that the Clerk would monitor the water meter and would take weekly water meter reading for the next month and would report on the readings to the next Full Council meeting.

On a vote being taken the matter was approved unanimously.

It was proposed by Cllr Mrs Roberts, seconded by Cllr Ms Cadby and

FC14/10/14.3 RESOLVED that the South West Water bill would be paid but the meter would be regularly monitored and South West Water contacted if necessary. The Clerk would speak to tenants in similar units on Tolvaddon Energy Park regarding their water bills. The Clerk would write to South West Water to explain that water bills had been compared to other units of the Energy Park and that the water bill received by this Council were more expensive than a household.

On a vote being taken the matter was approved unanimously.

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

FC14/10/14.4 RESOLVED to ratify the payment of salaries and authorise payment of accounts for the month of October 2014 in the sum of £5,894.49 as tabled, together with a further £68.00 for the supply of four poppy wreaths by the Royal British Legion, totalling £5,962.49.

On a vote being taken the matter was approved unanimously.

FC14/10/15 TO APPOINT MEMBERS TO FILL THE VACANCIES ON THE FOLLOWING COMMITTEES:

- i. Devolution Committee – 3 vacancies**
- ii. Events Committee – 2 vacancies**
- iii. Finance and Resources Committee – 1 vacancy**
- iv. Governance Review Committee – 2 vacancies**
- v. Neighbourhood Plan Sub Committee – 3 vacancies**
- vi. Paynters Lane End Traffic Sub Committee – 3 vacancies**
- vii. Planning and Environmental Services Committee – 2 vacancies**

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

FC14/10/15.2 RESOLVED to appoint Cllrs Mrs Cadby, Ford and Miss Pollock to the Devolution Committee.

On a vote being taken the matter was approved unanimously.

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

FC14/10/15.3 RESOLVED to appoint Cllr Crabtree to the Events Committee.

On a vote being taken the matter was approved unanimously.

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

FC14/10/15.4 RESOLVED to appoint Cllr Crabtree to the Finance & Resources Committee

On a vote being taken the matter was approved unanimously.

It was proposed by Cllr Holmes, seconded by Cllr Miss Pollock and

FC14/10/15.5 RESOLVED that the two appointments to the Governance Review Committee would be deferred to the next meeting.

On a vote being taken the matter was approved unanimously.

The Clerk reported that since the agendas had been circulated Cllr Richardson had resigned from the Planning Committee which meant there were now three vacancies for that committee.

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

FC14/10/15.6 RESOLVED to appoint Cllrs Holmes and Miss Pollock to the Planning & Environment Committee.

On a vote being taken the matter was approved unanimously.

Cllr Richardson had expressed an interest in becoming a member of the Neighbourhood Plan Development Committee.

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

FC14/10/15.7 RESOLVED to defer the appointment of members to the Neighbourhood Plan Development Committee to a later meeting.

On a vote being taken the matter was approved unanimously.

FC14/10/16 TO RECEIVE AND APPROVE THE TERMS OF REFERENCE FOR THE PARISH SIGNS WORKING PARTY, AGREE HOW MANY MEMBERS SHOULD BE ON THE WORKING PARTY, APPOINT MEMBERS AND AGREE ANY FUTURE ACTIONS

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

FC14/10/16.2 RESOLVED to receive and approve the Terms of Reference for the Parish Signs Working Party.

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

It was proposed by Cllr Mrs Roberts membership and future actions of the Parish Signs Working Party should be referred to the Planning Committee. The Motion was not seconded.

It was proposed by Cllr Holmes, seconded by Cllr Miss Pollock and

FC14/10/16.3 RESOLVED that five members should be appointed to the Parish Signs Working Party.

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

FC14/10/17 TO APPOINT REPRESENTATIVES TO ILLOGAN VILLAGE HALL COMMITTEE AND THE FRIENDS OF MANNINGHAM WOOD AND AGREE ANY FUTURE ACTIONS

The Clerk confirmed that the members of the Illogan Village Hall Committee were happy with two representatives from Illogan Parish Council.

The Clerk explained that the Friends of Manningham Wood were a small group of people who, because of their diminished number, mainly took responsibility for managing The Platt where before they were able to undertake more work in the Wood itself.

It was agreed that membership to Illogan Village Hall and to the Friends of Manningham Wood would be deferred to a later meeting.

FC14/10/18 TO CONSIDER THE GRANT APPLICATION FOR FOUR LANES MALE CHOIR (LGA 1972 S.137)

It was proposed by Cllr Holmes and seconded by Cllr Miss Pollock that the Council donate £300 to the Four Lanes Male Choir.

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

FC14/10/18.2 RESOLVED AS A SUBSTANTIVE MOTION that the Clerk should write to the Four Lanes Male Choir, requesting clarification of the sums shown on Page 13 of their grant application.

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

FC14/10/19 TO CONSIDER ANY CORRESPONDENCE UP TO THE DATE OF THE MEETING AND AGREE RESPONSES AND

A list of correspondence items was circulated at the meeting.

1. Cornwall Association of Local Councils – diary note re AGM on Wednesday 4th February 2015, 7pm in New County Hall, Truro - **NOTED**
2. Citizen’s Advice Bureau Cornwall’s Annual Performance and Impact Report 2013-14 - **NOTED**
3. Cornwall Council – invitation to Stakeholder event regarding Preparing for the Care Act - **NOTED**
4. Cornwall Council – information regarding the Vodafone Rural Open Sure Signal Programme - **NOTED**
5. Cornwall Community Foundation – Renewable Energy Community Gain Information - **NOTED**
6. Local Council Review – **TABLED**

7. Cornwall Council – Kresen Kernow “a new home for the stories of Cornwall” Update - **NOTED**

FC14/10/20

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

- Manual Handling Assessment adopted. Tables in Penwartha Hall should be lifted and moved by two people. The Clerk asked that members made themselves available to help move tables but anyone who felt unable to manually handle the tables should not do so. The Clerk would be organising training on safe lifting techniques for all Council members and officers.
- The Clerk would be unavailable from the 27 to 31 October.
- The Council was continuing to look at budgets. If anyone wished to discuss any of the paperwork or accounts being sent out they should contact the Clerk.
- Internal Audit – a rota had been compiled up to and including December. The Clerk was still waiting for several members to reply to the email which was circulated regarding their availability for audit. The Clerk asked members to let her know when they would be available urgently.
- Health and Safety work was ongoing.

FC14/10/21

TO RECEIVE REPORTS FROM THE FOLLOWING OUTSIDE BODIES:

a. Police

A letter had been received from the Sector Police Inspector outlining plans for working with parish and town councils in the future. There were a number of items for consideration.

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

FC14/10/21.2

RESOLVED

to defer discussions on the letter until the next Full Council meeting, by which time members would have had the opportunity to view and consider the document in detail.

On a vote being taken the matter was approved unanimously.

b. Representatives to Outside Organisations

Cllr Holmes spoke to the report which was circulated at the meeting. Cllrs Holmes and Miss Pollock had attended the

Chacewater Meeting of Local Parish Councillors on 23 September concerning the relationships and problems between Cornwall Council and the Parish and Town Councils, including devolution and planning.

It was therefore proposed by Cllr Mrs Ferrett, seconded by Cllr Mrs Roberts and

FC14/10/21.3 RESOLVED that Cllrs Holmes and Miss Pollock would continue to act as representatives of Illogan Parish Council at future Chacewater Meetings of Local Parish Councillors.

c. Cornwall Councillors

Cllr Ekinsmyth reported on his three months as Cornwall Councillor. He had joined three main committees and had attended a number of committee meetings. Cornwall Council was looking to save £196M over the next four years. Information was available on their website and Cllr Ekinsmyth stated he would be happy to take up any areas of interest on behalf of Illogan Parish Council. A 'Residents Survey' had received a 44% response rate and the main issues were (i) access to good healthcare, (ii) housing, (iii) roads (iv) wages. Residents also believed communication should be improved.

Cllr Ekinsmyth had visited the site of the new Fire Station and the developers wished to contribute to Rosemullion Gardens at Tolvaddon. They were interested in providing and maintaining equipment. He had also met with members of Cornwall Council regarding Illogan Park who had considered the transfer as closed but there had been hold-ups with solicitors.

FC14/10/22 TO CONSIDER ITEMS TO BE DISCUSSED AT FUTURE MEETINGS; AGREE WHERE TO DISCUSS AND TIMESCALES

a. Defibrillator – purchase, siting and training.

FC14/10/23 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 Holmes, seconded by Cllr Mrs Roberts and

FC14/10/23.2 RESOLVED that under the 1960 Public Bodies (Admissions to Meetings) Act that 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.

FC14/10/24 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

The Clerk left the room.

The report from the Chairman of the Finance and Resources Committee was discussed regarding the website, data backup and IT support.

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

FC14/10/24.2 RESOLVED to refer the matter back to Finance and Resources Committee for further consideration.

On a vote being taken the matter was approved unanimously.

The Clerk returned to the room.

Cllr Holmes left the meeting at 9.03 pm.

FC14/10/25 TO RECEIVE COMPLETED QUOTATIONS/TENDERS FOR AN INDEPENDENT INTERNAL AUDITOR, OPEN QUOTATIONS/TENDERS, AGREE ANY FUTURE ACTIONS, APPOINT A CONTRACTOR AND APPROVE ANY ASSOCIATED EXPENDITURE

One tender had been received for the independent internal auditor and it was agreed that this should be referred to the Finance & Resources Committee, to be brought back to Full Council at a later meeting. Cllr Mrs Ferrett initialled the pages as confirmation of receipt.

Cllr Holmes returned to the meeting at 9.06 pm.

FC14/10/26 DATE AND TIME OF NEXT MEETING

Wednesday 19 November, 7.00 pm at Penwartha Hall.

There being no further business the meeting closed at 9.10 pm.

Signed

Date

ACCOUNTS FOR PAYMENT OCTOBER 2014

Ref:	Cheque	Expenditure	Payee	Minute Number	Net Total (ex VAT)	Vat	Total (inc VAT)
To Ratify							
540	2949	Salary	S Willsher	FC14/09/19.4	£1,963.97		£1,963.97
541	2950	Salary	J Whitmore	FC14/09/19.4	£709.12		£709.12
542	2951	Contactora	D Heyes	FC14/09/19.4	£1,067.11		£1,067.11
To Pay							
543	2952	Hire of Hall for Youth Club	Illogan Village Hall		£445.00		£445.00
544	2953	Sand Bags	Paul Mitchell Sacks	EC14/10/24.2	£123.20	£24.64	£147.84
545	2954	Tax & NIC	HMRC		£832.55		£832.55
546	2955	Strimmer Cord	Portreath Garden Machinery		£14.95		£14.95
547	2956	Padlock	Macsalvors Ltd		£10.54	£2.11	£12.65
548	2957	Expenses	S Willsher		£16.20		£16.20
549	2958	Petty Cash	S Willsher		£109.49		£109.49
550	2959	Stationery	Martin Luck		£68.69	£7.20	£75.89
551	2960	Water Charges for Mary's Well	South West Water		£16.69		£16.69
552	2961	Water & Sewerage for Council Office	South West Water		£306.17		£306.17
553	2962	Poppy Wreaths	Royal British Legion		£68.00		£68.00
	SO	Stotage Unit	Low Cost Self Storage		£43.33	8.67	£52.00
	DD	Telephone	BT		£104.05	20.81	£124.86
Total					£5,899.06	£63.43	£5,962.49