

## **ILLOGAN PARISH COUNCIL**

Minutes of the Full Council Meeting held at the Penwartha Hall on Wednesday 21 January 2015 at 7:00pm.

**PRESENT:** Councillors Mrs J Ferrett (Vice Chairman), D Crabtree, D Ekinsmyth, P Holmes, Mrs M Loxton, L Pavey, Miss J Pollock, Mrs M Roberts, S Szoka and Mrs M Thompson

**IN ATTENDANCE:** Ms S Willsher (Clerk), Ms J Whitmore (Admin Assistant), Cllr M Moyle

The Vice Chairman explained the safety procedures.

### **FC15/01/1 CHAIRMAN'S WELCOME AND APOLOGIES**

Cllr Mrs Ferrett welcomed members.

#### **Apologies**

Cllrs Mrs V Cadby, G Ford, S Richardson

#### **Absent**

There were no absentees

### **FC15/01/2 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 declarations of disclosable pecuniary or non-registerable interests.

### **FC15/01/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS**

There were no applications for dispensations.

### **FC15/01/4 PUBLIC PARTICIPATION (MAXIMUM OF 15 MINS – EVERY SPEAKER HAS A LIMIT OF 3 MINS UNDER COUNCIL STANDING ORDERS)**

There were no members of the public present.

### **FC15/01/5 CHAIRMAN'S ANNOUNCEMENTS**

Cllr Ford, who had been indisposed since before Christmas due to an eye operation, would be able to recommence duties next week.

Cllr Mrs Ferrett reminded members that everyone was expected to undertake internal audits. Cllr Pavey was due to completed the internal audit in February and Cllr Miss Pollock also volunteered.

**FC15/01/6 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 10 DECEMBER 2014 AND THE CHAIRMAN TO SIGN THEM**

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

**FC15/01/6.2 RESOLVED to receive and approve the Minutes of the Full Council Meeting on 10 December 2014 and the Chairman to sign them**

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

**FC15/01/7 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY**

Minute FC14/12/07 – Water: The water meter continued to be monitored by the Clerk. On 5 November 2014 the reading was 66 and on 21 January 2015 was 67. The Clerk would continue to take regular meter readings. The water bill has been received and only contained standing charges.

Minute FC14/12/16 – Draft of a ‘Case for Cornwall’: It was agreed that members would forward their comments to the Clerk for compiling and forwarding to Cornwall Council and Councillor Ekinmsyth – No comments had been received by the Clerk.

Minute FC14/12/17.2: The light switch had been installed.

**FC15/01/8 TO NOTE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS HELD SINCE THE LAST FULL COUNCIL MEETING:**

- i. Planning and Environmental Services 3 December 2014**
- ii. Devolution 8 December 2014**
- iii. Planning and Environmental Services 10 December 2014**
- iv. Finance and Resources 10 December 2014**
- v. Finance and Resources 17 December 2014**
- vi. Planning and Environmental Services 7 January 2015**
- vii. Devolution Improvements Working Group 12 January 2015**

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

**FC15/01/8.2 RESOLVED to note the Minutes of the Committee Meetings held since the last Full Council Meeting as follows:**

- i. Planning and Environmental Services 3 December 2014**
- ii. Devolution 8 December 2014**
- iii. Planning and Environmental Services 10 December 2014**
- iv. Finance and Resources 10 December 2014**

- v. **Finance and Resources 17 December 2014**
- vi. **Planning and Environmental Services 7 January 2015**
- vii. **Devolution Improvements Working Group 12 January 2015**

On a vote being taken the matter was approved unanimously.

**FC15/01/9 TO RECEIVE REPORTS ON THE PAYMENTS, RECEIPTS AND BANK RECONCILIATIONS FOR THE MONTHS OF NOVEMBER AND DECEMBER 2014**

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

**FC15/01/9.2 RESOLVED to receive the reports on payments, receipts and bank reconciliations for the months of November and December 2014.**

On a vote being taken the matter was approved unanimously.

**FC15/01/10 TO AUTHORISE PAYMENT OF ACCOUNTS FOR THE MONTH OF JANUARY 2015**

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

**FC15/01/10.2 RESOLVED to authorise payment of accounts for the month of January 2015 in the sum of £6,552.51**

On a vote being taken the matter was approved unanimously.

**FC15/01/11 TO RECEIVE AND APPROVE THE FOLLOWING RECOMMENDATIONS FROM THE DEVOLUTION COMMITTEE AND AGREE ANY FUTURE ACTIONS:**

- i. **That the Legal Agreement for the transfer of Illogan Park is signed subject to the clarification on the status of the lane leading to the park; and**
- ii. **That the Draft Funding Agreement is accepted and signed**

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

**FC15/01/11.2 RESOLVED to receive and approve the recommendations from the Devolution Committee; that the Legal Agreement for the transfer of Illogan Park be signed; that the Draft Funding Agreement be accepted and signed; and that a further strongly worded letter is sent through the solicitor to Cornwall Council further querying whether the lane leading to Illogan Park is an adopted highway.**

On a vote being taken on the matter there were 6 votes FOR and 1 vote AGAINST.

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

- FC15/01/11.3 RESOLVED** that the Chairman of the Council, the Chairman of the Devolution Committee and the Clerk, formally sign the Legal Agreement for the transfer of Illogan Park together with the draft Funding Agreement.

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

- FC15/01/12 TO CONSIDER THE MANAGEMENT OF ILLOGAN PARK ONCE THE FREEHOLD HAS BEEN TRANSFERRED TO ILLOGAN PARISH COUNCIL AND AGREE ANY FUTURE ACTIONS**

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

- FC15/01/12.2 RESOLVED** that the Devolution Committee would remain as is for the purposes of future devolution issues; that the Devolution Improvements Working Group be renamed the Illogan Park Improvements Working Group; that the Illogan Park Improvements Working Group would report to the Planning & Environmental Services Committee; that the Planning and Environmental Services Committee would have a limited budget of a maximum of £10,000 in order to be able to respond to day-to-day issues concerning the running of the Park and that these arrangements would be reconsidered at the May Full Council Meeting.

On a vote being taken the matter was approved unanimously.

- FC15/01/13 TO CONSIDER THE CLERK ATTENDING THE 'QUOTES, CONTRACTS AND TENDERING' COURSE ON 10 FEBRUARY 2015 AT SEVENOAKS TOWN COUNCIL, AGREE ANY FUTURE ACTIONS AND APPROVE ANY ASSOCIATED EXPENDITURE**

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

- FC15/01/13.2 RESOLVED** that the Clerk attend the 'Quotes, Contracts and Tendering' course on 10 February 2015 at Sevenoaks Town Council, and that the Council would contribute the sum of £50.00 towards the Clerk's travel costs.

On a vote being taken the matter was approved unanimously.

**FC15/01/14 TO APPOINT A MEMBER TO FILL THE VACANCY ON THE PLANNING AND ENVIRONMENTAL SERVICES COMMITTEE**

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

**FC15/01/14.2 RESOLVED to appoint Cllr Mrs M Thompson to the Planning and Environmental Services Committee**

On a vote being taken the matter was approved unanimously.

**FC15/01/15 TO CONSIDER THE GRANT APPLICATION AND CONFIRMATION OF INFORMATION FOR CADOE SIBS YOUTH CLUB (17.09.14 - FC14/09/13.2) (LGA 1972 S.137)**

It was agreed that the grant application for Cadoe Sibs Youth Club be deferred until the next Full Council so that Cllr Mrs Loxton could obtain more information regarding the club.

**FC15/01/16 TO CONSIDER WHETHER TO INVESTIGATE FURTHER THE NEED FOR DEFIBRILLATORS IN THE PARISH AND AGREE ANY FUTURE ACTIONS**

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

**FC15/01/16.2 RESOLVED that the Clerk would write to Harris Memorial Surgery and Homecroft Surgery, asking for advice and opinions on defibrillators for the area, including suitable locations.**

On a vote being taken the matter was approved unanimously.

**FC15/01/17 TO CONSIDER ANY CORRESPONDENCE UP TO THE DATE OF THE MEETING AND AGREE RESPONSES AND ACTIONS**

1. Trowers & Hamlins – Homes and Communities Agency has transferred its interest in Tolvaddon Energy Park to Archimedes Real Estate Investment – Notice served under section 8 of the Landlord and Tenant (Covenants) Act 1995.

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

**FC15/01/17.2 RESOLVED to sign the Notice under Section 8 of the Landlord and Tenant (Covenants) Act 1995 entitled "Tenants Response to Landlord's Notice Applying for Release from Landlord Covenants of a Tenancy on Assignment of Whole of Revision"**

On a vote being taken the matter was approved unanimously.

2. Vine Property Management have been appointed by the new owner of Tolvaddon Energy Park to undertake the collection of rent, service charge, insurance and other sums as well as administering the day to day management of the estate - **NOTED**
3. Email regarding National Association of Local Council's response to the consultation on local government finance settlement - **NOTED**
4. The Police and Crime Commission has started to consult the public and partners on a refresh of the Police and Crime Plan for 2015/16 – Deadline for comments is 16 February 2015 - **NOTED**
5. Cornwall Rural Community Charity – Campaign to call on the Secretary of State for Environment, Food and Rural Affairs not to withdraw funding for ACRE Network of rural community councils – request to support campaign.

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

**FC15/01/17.3**

**RESOLVED to support the Cornwall Rural Community Charity campaign to call on the Secretary of State for Environment, Food and Rural Affairs not to withdraw funding for the ACRE (Action for Communities in Rural England) network of rural community councils.**

On a vote being taken the matter was approved unanimously.

6. Cornwall AONB Annual Conference – Saturday 7 March 2015, 10am-4pm, The Pavilion Centre, Royal Cornwall Showground, Wadebridge - **NOTED**
7. Cornwall Association of Local Council Training 2015 – calendar of training  
**The Clerk would circulate the calendar of training and the matter would be deferred until the next Full Council meeting.**
8. Camborne Town Council – letter requesting that this Council supports the opposition to the privatisation of services at St Michael's Hospital in Hayle and any effort to close the hospital.

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

**FC15/01/17.4**

**RESOLVED that a letter of support be sent to Camborne Town Council opposing the privatisation of**

**services at St Michael's Hospital in Hayle and any effort to close the hospital.**

On a vote being taken on the matter there were 9 votes FOR and 1 AGAINST.

9. Society of Local Council Clerks 9th Practitioners Conference, Thursday 5 March – Friday 6 March 2015, Stratford Upon Avon  
**NOTED**
10. Cornwall Council – Parking Order for Cornwall Consultation – responses by 30 January 2015.

**Cllrs Ekinsmyth and Pavey would report back on comments made by other bodies that they are members of.**

11. Cornwall Council – Connecting Cornwall: 2030 Implementation Plan for 2015-2019 consultation – responses by 4 February 2015.

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

**FC15/01/17.5**

**RESOLVED that Cllrs Ford and Mrs Thompson would look at Cornwall Council's 'Connecting Cornwall: 2030 Implementation Plan for 2015-2019 Consultation' and would send a response on behalf of this Council**

On a vote being taken the matter was approved unanimously.

12. CPR Community Network AGM, Wednesday 25 February 2015, 7-9pm at Pool Innovation Centre.

**Cllr Ekinsmyth would be attending the CPR Community Network AGM on Wednesday 25 February 2015 and would report to the following Full Council meeting.**

13. Society of Local Council Clerks South West Regional Roadshow, Wednesday 25 February, The St Mellion International Resort Hotel, Saltash – **NOTED.**
14. Letter from Mrs J Bray regarding issues with sitting water.

**Cllr Ekinsmyth had already spoken to Mrs Bray concerning the problems at and around Park Bottom. The Clerk would respond to Mrs Bray's letter advising that the matter had been discussed and Cllr Ekinsmyth would continue to try to resolve the issues.**

15. Cornwall for Change – next meeting Wednesday 11 February 2015, 7pm at Kingsley Village, Fraddon.

**Cllrs Holmes and Miss Pollock confirmed they would be attending the 'Cornwall for Change' meeting on 11 February and would report to the next Full Council meeting.**

16. LCR Magazine – **NOTED.**

**FC15/01/18**

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

- The Homes and Communities Agency sold Tolvaddon Energy Park and Illogan Parish Council now had new landlords. The Council has received a £95.31 refund from the Homes and Communities Agency for the insurance of the office for the period 23 December 2014 to 31 March 2015.
- The Internal Audit had not been completed for December 2014 or January 2015. The December audit was due to be completed by Cllrs Ford and Mrs Ferrett; this has not been done yet due to Christmas and ill health. The January audit would shortly be completed by Cllrs Crabtree and Szoka. Cllrs Ms Cadby, Holmes, Miss Pollock and Richardson have not completed an audit. The Clerk asked members to let her know which month they are available to do the audit so that she could compile a rota for the months from February 2015 (as previously agreed by the Council).
- Health and safety work was ongoing.

**FC15/01/19**

**TO RECEIVE A REPORT FROM CLLR ROBERTS ON THE POLICE AND COUNCIL LIAISON MEETING**

Cllr Mrs Roberts attended the first liaison meeting on 12 January which was chaired by Inspector Eccles. The committee had been formed to address issues and concerns with regard to local policing. Generally there would be two police attendances a year at council meetings but they would attend to cover particular issues. Otherwise contact would be via email to either the neighbourhood beat manager via the telephone to Inspector Eccles. The police were keen to keep communication lines open so that they were aware of local issues.

Concerns discussed at the meeting were street drinking in Camborne, more CCTV activity, crime statistics, front line policing, the need for volunteers and the role of the police architect liaison officer.

It was possible that the council could ask for police specials to act as marshalls at the Christmas Lights events and the Clerk would look into this.



**FC15/01/20 TO RECEIVE A REPORT FROM CLLRS EKINSMYTH, FORD, PAVEY AND MRS ROBERTS ON THE PLANNING CONFERENCE**

A report was tabled on the Planning Conferences attended by Cllrs Ekinsmyth, Ford, Pavey and Mrs Roberts which included service updates, Cornwall Council's emerging Local Plan and Neighbourhood Plans. Members also attended break-out sessions on material planning considerations, affordable housing, renewables and highways issues. Cllr Ford commended the conference and urged other members to attend future events. The Material Planning Considerations information would be circulated to all members.

**FC15/01/21 TO RECEIVE AN ORAL REPORT REGARDING RECENTLY ARISING CONFUSION IN THE PARISH OF ILLOGAN ABOUT THE 'HAIL AND STOP' PROTOCOL FOR BUS SERVICES IN RURAL PARISHES AND AGREE ANY ACTION TO BE TAKEN IN SUPPORT OF PARISHIONERS' COMPLAINTS**

Some bus users had been told by bus drivers that the 'Hail and Stop' system no longer applied even though the Parish is a rural area. Cllr Mrs Thompson therefore requested that the Council again invite the manager of the bus company to a future Full Council meeting so that the 'hail and stop' protocol and the bus service in general.

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

**FC15/01/21.2 RESOLVED to invite the manager of the bus company to a future Full Council Meeting to discuss the 'Hail and Stop' protocol for bus services in rural parishes, and the bus service in general.**

On a vote being taken the matter was approved unanimously.

**FC15/01/22 TO RECEIVE REPORTS FROM THE FOLLOWING OUTSIDE BODIES:**

**a. Police**

No report had been received.

**b. Representatives to outside organisations**

There were no reports from representatives to outside organisations.

**c. Cornwall Councillors**

Cllr Moyle reported that there had been increased incidences of fly tipping as well as the usual problems of litter. One particular derelict building was being used as a dumping ground. There had

been a request for a bus shelter in Penwarne Close, Tolvaddon and details would be passed to the Clerk.

Cllr Pavey left the meeting at 8.30pm

Cllr Ekinsmyth advised that the 'Case for Cornwall' documentation had been approved by the Full Cornwall Council as put forward. This was still open for consultation. The Council's main budget had been approved. Cllrs Ekinsmyth and Mrs Ferrett had met with Cllr Biscoe the portfolio holder for Highways regarding a sign for Illogan at the Tolvaddon interchange. A business case would be put forward by the end of the week but the view of the Chairman of Cornwall Council had been favourable. The dog bin at Penwartha was still an issue and the Clerk advised this was going to the Planning Committee meeting on 4 February. Cllr Ekinsmyth was aware of the problems of numbering at Sunnyside Park and was working with Cornwall Council to improve the signs. If necessary the Clerk would send a letter of support.

Cllr Pavey returned to the meeting at 8.32pm.

**FC15/01/23 TO CONSIDER ITEMS TO BE DISCUSSED AT FUTURE MEETINGS; AGREE WHERE TO DISCUSS AND TIMESCALES**

Timing of nomination dates and notices of withdrawals for elections.

**FC15/01/24 DATE & TIME OF NEXT MEETING:**

Wednesday 18 February 2015, 7.00pm in Penwartha Hall.

There being no further business the meeting closed at 8.46pm.

Signed .....

Date .....

| ACCOUNTS FOR PAYMENT JANUARY 2015 |        |  |                             |               |                    |                |                  |
|-----------------------------------|--------|--|-----------------------------|---------------|--------------------|----------------|------------------|
| Ref:                              | Cheque | Expenditure                            | Payee                       | Minute Number | Net Total (ex VAT) | Vat            | Total (inc VAT)  |
| 585                               | 2994   | Grant                                  | Four Lanes Male Voice Choir | FC14/12/13.2  | £300.00            |                | £300.00          |
| 586                               | 2995   | Grant                                  | Cornwall Air Ambulance      | FC14/12/14.2  | £100.00            |                | £100.00          |
| 587                               | 2996   | Expenses                               | J Whitmore                  |               | £9.60              |                | £9.60            |
| 588                               | 2997   | Contractor                             | D Heyes                     |               | £1,160.10          |                | £1,160.10        |
| 589                               | 2998   | Converting lighting                    | Ben Daddow                  | FC11/12/17.2  | £70.00             | £14.00         | £84.00           |
| 590                               | 2999   | Office Insurance 23.12.14-28.02.15     | Vine Property Management    |               | £21.94             | £4.39          | £26.33           |
| 591                               | 3000   | IT Support for Jan & Feb 2015          | Focus Technology            |               | £52.00             | £10.40         | £62.40           |
| 592                               | 3001   | Salaries                               | All Staff                   |               | £3,590.13          |                | £3,590.13        |
| 595                               | 3004   | Hire of Hall for Youth Club            | Illogan Village Hall        |               | £445.00            |                | £445.00          |
| 596                               | 3005   | Water and Sewerage for Office          | South West Water            |               | £12.38             |                | £12.38           |
| 597                               | 3006   | Water for Mary's Well                  | South West Water            |               | £17.77             |                | £17.77           |
| 598                               | 3007   | Website hosting to 31st March 2014     | Vision ICT                  | FR14/12/14.2  | £90.00             | £18.00         | £108.00          |
| 599                               | 3008   | Marshals for Illogan Xmas Lights Event | WillSecure                  | EC14/07/23.2  | £240.00            | £48.00         | £288.00          |
| 600                               | 3009   | Petty Cash                             | S Willsher                  |               | £99.76             |                | £99.76           |
| 601                               | 3010   | Stationery                             | Martin Luck                 |               | £63.67             | £12.73         | £76.40           |
|                                   | SO     | Storage Unit                           | Low Cost Self Storage       |               | £43.33             | 8.67           | £52.00           |
|                                   | DD     | Telephone                              | BT                          |               | £100.53            | 20.11          | £120.64          |
|                                   |        |  |                             |               |                    |                |                  |
|                                   |        |  | <b>Total</b>                |               | <b>£6,416.21</b>   | <b>£136.30</b> | <b>£6,552.51</b> |