

## **ILLOGAN PARISH COUNCIL**

Minutes of the Full Council Meeting held at the Penwartha Hall on Wednesday 15<sup>th</sup> April 2015 at 7:00pm.

PRESENT: Councillors Ford (Chairman), Mrs Ferrett (Vice Chairman), Mrs Cadby, Crabtree, Ekinsmyth, Holmes, Pavey, Miss Pollock, Mrs Roberts, Szoka, Mrs Thompson and Uren.

IN ATTENDANCE: Ms S Willsher (Clerk).

The Chairman explained the safety procedures.

### **FC15/04/1 CHAIRMAN'S WELCOME AND APOLOGIES**

The Chairman welcomed members of the council and Cllr Uren. He reported that Cllr Mrs Loxton had been unwell since before Easter and it was agreed that an appropriate card was sent to Cllr Loxton from the Council.

#### **Apologies**

Apologies were received from Cllrs Mrs Loxton and Richardson.

#### **Absent**

There were no members absent.

### **FC15/04/2 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.

### **FC15/04/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS**

There were no applications for dispensations.

### **FC15/04/4 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.

### **FC15/04/5 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman said that there were some items on the agenda which had been discussed by programme committees, he did not want to stifle debate but asked members to let non-committee members speak first and that members did not repeat each other.

**FC15/04/6 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 18<sup>TH</sup> MARCH 2015 AND THE CHAIRMAN TO SIGN THEM**

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

**FC15/04/6.2 RESOLVED to receive and approve the Minutes of the Full Council meeting held on 18<sup>th</sup> March 2015 and the Chairman to sign them.**

On a vote being taken the matter was approved unanimously.

**FC15/04/7 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY**

The Clerk reported that she had taken a water meter reading earlier in the day; the reading was 68 compared with a reading of 67 taken last month.

Page 219 – Minute: FC15/03/25 - Cllr Mrs Ferrett reported that an email had been received from the other applicant for the vacancy on the Council. The Chairman and Vice Chairman had sent a letter in response and the Clerk confirmed that there had not been any reply received to date.

**FC15/04/8 TO NOTE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS HELD SINCE THE LAST FULL COUNCIL MEETING:**

- i. Neighbourhood Development Plan Advisory Group 10<sup>th</sup> March 2015**
- ii. Staffing 11<sup>th</sup> March 2015**
- iii. Finance and Resources 17<sup>th</sup> March 2015**
- iv. Planning and Environmental Services Committee 18<sup>th</sup> March 2015**
- v. Illogan Park Improvements Working Group 23<sup>rd</sup> March 2015**
- vi. Finance and Resources 24<sup>th</sup> March 2015**
- vii. Governance Review 25<sup>th</sup> March 2015**
- viii. Planning and Environmental Services 1<sup>st</sup> April 2015**

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

**FC15/04/8.2 RESOLVED that the following Committee meeting minutes are NOTED:**

- i. Neighbourhood Development Plan Advisory Group 10<sup>th</sup> March 2015**
- ii. Staffing 11<sup>th</sup> March 2015**
- iii. Finance and Resources 17<sup>th</sup> March 2015**
- iv. Planning and Environmental Services Committee 18<sup>th</sup> March 2015**

- v. **Illogan Park Improvements Working Group 23<sup>rd</sup> March 2015**
- vi. **Finance and Resources 24<sup>th</sup> March 2015**
- vii. **Governance Review 25<sup>th</sup> March 2015**
- viii. **Planning and Environmental Services 1<sup>st</sup> April 2015**

On a vote being taken the matter was approved unanimously.

**FC15/04/9 TO RECEIVE REPORTS ON THE PAYMENTS, RECEIPTS AND BANK RECONCILIATION FOR THE MONTH OF MARCH 2015**

The Clerk asked members to keep their reports and to bring them to the Finance and Resources Committee meeting to be held on the 22<sup>nd</sup> April 2015.

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

**FC15/04/9.2 RESOLVED that the report on the payments, receipts and bank reconciliations for the month of March 2015 is received and approved.**

On a vote being taken the matter was approved unanimously.

**FC15/04/10 TO AUTHORISE PAYMENT OF ACCOUNTS FOR THE MONTH OF MARCH 2015**

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

**FC15/04/10.2 RESOLVED to authorise the payment of accounts for the month of March 2015 totaling £18,725.36 excluding VAT.**

On a vote being taken the matter was approved unanimously.

**FC15/04/11 TO CONSIDER CLLR CRABTREE ATTENDING THE BUDGET SETTING AND PRECEPT TRAINING HELD BY CALC ON THE 25<sup>TH</sup> SEPTEMBER 2015 AND AGREE ANY ASSOCIATED EXPENDITURE**

The Clerk reported that the training was £22+VAT plus travel expenses.

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

**FC15/04/11.2 RESOLVED that Cllr Crabtree attends the Budget Setting and Precept Training held by CALC on the 25<sup>th</sup> September 2015 and that the expenditure of £22 +VAT plus travel expenses is approved and that Cllr Crabtree reports back after the training.**

On a vote being taken the matter was approved unanimously.

**FC15/04/12 TO CONSIDER THE GOVERNANCE OF THE COUNCIL AND ITS COMMITTEE STRUCTURE AND AGREE ANY FUTURE ACTIONS**

Members discussed the change in the Council's Committee structure over the past few years and the reasoning for this; the number of Committees the Council currently had and the impact on time both for Councillors and officers; options available such as programme committee and task and finish groups etc and future strategies to prevent the number of Committees slowly increasing again.

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

**FC15/04/12.2 RESOLVED to recommend that at the Annual Council meeting that there are four Committee as detailed below:**

- 1. Amalgamate Finance and Resources Committee and Governance Review Committee**
- 2. Planning Committee**
- 3. Amenities Committee**
- 4. Staffing Committee**

On a vote being taken the matter was approved unanimously.

**FC15/04/13 TO RECEIVE CORRESPONDENCE REGARDING ILLOGAN PARK, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

The Clerk circulated a timeline of events and correspondence regarding Illogan Park. There were concerns raised regarding the conveyance, completion and the solicitor. Further to discussion:

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

**FC15/04/13.2 RESOLVED that in future every document received in the post will be date stamped and all post in and out will be recorded in handwriting in a bound book.**

On a vote being taken on the matter there were 11 votes FOR and 0 votes AGAINST.

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

**FC15/04/13.3 RESOLVED that the Clerk would make enquiries with solicitors regarding future legal advice and report back to the Council.**

On a vote being taken the matter was approved unanimously.

**FC15/04/14 TO RECEIVE CORRESPONDENCE REGARDING THE FUNDING AGREEMENT FROM CORNWALL COUNCIL FOR ILLOGAN PARK AND AGREE ANY FUTURE ACTIONS**

Members discussed the termination date for the Funding Agreement and the work and estimated timescales for improvements to the Park such as plans, planning permission, building etc. Further to discussion:

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

**FC15/04/14.2 RESOLVED that the Clerk contacted Cornwall Council and negotiated a later termination date; the funding would be used towards the changing rooms and toilets; the Clerk would circulate the full Funding Agreement and report back to the next meeting of the Full Council.**

On a vote being taken on the matter there were 10 votes FOR and 0 votes AGAINST.

**FC15/04/15 TO CONSIDER THE ARRANGEMENTS FOR YOUTH WORK AT ILLOGAN VILLAGE HALL BY YOUNG PEOPLE CORNWALL AND AGREE ANY FUTURE ACTIONS**

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

**FC15/04/15.2 RESOLVED that the Clerk writes to Young People Cornwall requesting that they attend the Annual Council meeting on the 20<sup>th</sup> May 2015 and provide the Council with a report on their activities since the 1<sup>st</sup> April 2015.**

On a vote being taken the matter was approved unanimously.

**FC15/04/16 TO RECEIVE THE GRANT APPLICATION FOR 4 ELEMENTS CIC (LGA 1972 S.137) AND AGREE ANY FUTURE ACTIONS**

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

**FC15/04/16.2 RESOLVED that no grant is given to 4 Elements CIC.**

On a vote being taken the matter was approved unanimously.

**FC15/04/17 TO CONFIRM THE ARRANGEMENTS FOR THE ANNUAL COUNCIL MEETING AND ANNUAL PARISH MEETING TO BE HELD ON THE 20<sup>TH</sup> MAY 2015 AND AGREE ANY FUTURE ACTIONS**

Members discussed the Chairman and Vice Chairman roles for 2015/16.

It was agreed that the Annual Council meeting and Annual Parish meeting would follow the same arrangements as in 2014.

**FC15/04/18 TO CONSIDER CORRESPONDENCE UP TO THE DATE OF THE MEETING AND AGREE RESPONSES AND ACTIONS (UP TO DATE LIST TO BE TABLED AT THE MEETING)**

The Clerk circulated the list of correspondence as detailed below:

1. Letter from Cllr Ford regarding Chairman's Certificates

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

**FC15/04/18.2 RESOLVED that Chairman's Certificates are given to Mr Williams, Harris Mill and Mr J Williams, Merrose Lane End, Mr A Pope and the members of Camborne Youth Band who live in Illogan.**

On a vote being taken the matter was approved unanimously.

2. Ray Uren Award nomination

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

**FC15/04/18.3 RESOLVED that the Ray Uren Award for 2015 is given to Mr Steve Turner.**

On a vote being taken the matter was approved unanimously.

3. Cornwall Council – email re Local Plan Examination - **Noted**
4. Email from John Pollard, Leader of Cornwall Council, on The Case for Cornwall document - **Noted**
5. Email from Homecroft Surgery re defibrillators in response to the letter sent by this Council – **Noted**
6. Cornwall Council Code of Conduct Training – Camborne One Stop Shop, 14<sup>th</sup> May 2015, 2-4pm; there are also sessions being held in Liskeard and St Austell in July and September - **Noted**
7. Email from Cllr Crabtree re Roscroghan and a response from Camborne Town Council - **Noted**
8. Email from David Edwards, Cornwall Council Passenger Transport Group Leader, in response to the Council meeting he attended – **It was agreed that the correspondence would be discussed as an agenda item at a future meeting.**

9. Letter from Cornwall for Change updating on meeting they have had with Cornwall Council representatives – **It was agreed that the Clerk would circulate copies to members.**
10. Cornwall Council – information of Temporary Traffic Prohibition – **Noted**
11. LCR Magazine - **Noted**
12. Cornwall Council Information Bulletin on Renewable Energy - **Noted**
13. Invitation from Illogan Junior Football Club to their presentation evening on the 23<sup>rd</sup> May 2015, from 2pm at Oxland Park – **It was agreed that if members would like to attend they would let the Clerk know and she would respond to the Illogan Junior Football Club.**
14. Cornwall Council – Library and One Stop Shop Consultation – **It was agreed that the Clerk would circulate copies to members.**
15. Came and Company Spring Council Matters (newsletter) – **It was agreed that the Clerk would circulate copies to members.**
16. Cornwall Countryside Access Forum meeting agenda for 21<sup>st</sup> April, 2pm in County Hall - **Noted**
17. CPR Community Network meeting agenda for 22<sup>nd</sup> April 2015, 7-9pm at Pool Innovation Centre - **Noted**

**FC15/04/19**

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

The Clerk reported that after several phone calls it had been confirmed that the independent internal audit would be undertaken on the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> May 2015. She had met with the Council's insurance company and had review the insurance policy. She had also acquired some free office furniture which was surplus to requirements by a company moving into one of the units on the Energy Park. Health and Safety work was ongoing.

**FC15/04/20**

**TO RECEIVE REPORTS FROM THE FOLLOWING OUTSIDE BODIES:**

**a. Police**

Cllr Mrs Roberts reported that she would be attending the Police Liaison meeting on the 11<sup>th</sup> May 2015. The Police Commissioner

would be at the meeting and she was happy to ask any questions members have if they let her know prior to the meeting.

#### **b. Representatives to Outside Organisations**

Cllr Holmes reported that he had attended CALC Larger Council meeting as a representative of Carn Brea Parish Council. Topics covered included Section 106 monies, parish emergency plans, the library service, Cornwall Council no longer completing weed control and Cornwall being fast-tracked for devolution purposes.

#### **c. Cornwall Councillors**

Cllr Ekinsmyth reported that:

- i. He was pleased to report that at long last the Dog Waste Bin has been moved at Penwartha Hall. He had also informed the enquirer that had requested that the other bin was moved from the lamppost at the rear of her property in Penwartha Road, of the Council's decision not to do this at this time.
- ii. He had raised the matter of the sign to Illogan off the A30 at the Cornwall Council Transport PAC and was told by the Portfolio Holder that this was still awaiting a decision from the Highways Agency.
- iii. He had suggested to the Village Fair Committee that a member of the cast of Poldark was invited to open the Fair.
- iv. There were on going consultations on Libraries, and dualling the A30 from Chiverton to Carland Cross.
- v. He was sad to have to report that following budget reductions for roads the ongoing strategy was one of managed decline in the standard of our rural roads and verges. Cornwall Council must still fulfil its statutory duty under the Road Traffic Acts, prime duty being safety.
- vi. He drew members attention to the CC Report "Localism and Devolution a fresh approach" available on the CC website. This detailed the new responsibilities and functions of the Community Network Panel. This would be important as we moved through the Neighbourhood planning process.
- vii. The next meeting of the Network Panel on 22nd April would discuss Planning and the way forward for cooperation between Cornwall Council and Towns and Parishes. Edwina Hanniford the Portfolio Holder with responsibility for this would be there.
- viii. The "Case for Cornwall" and the " Cornwall Local plan" were with Government.

**FC15/04/21**

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

Future agenda items raised were:

- S106 monies
- June Full Council meeting – discussion of a lengthsman



- June Full Council meeting – future repairs of Woodbine Lane and other small cul de sacs

**FC15/04/22      DATE & TIME OF NEXT MEETING:**

The next meeting would be the Annual Parish meeting at 7.00pm, Wednesday 20<sup>th</sup> May 2015 followed by the Annual Council meeting at 7.30pm.

**FC15/04/23      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 Mrs Ferrett, seconded by Cllr Pavey and

**FC15/04/23.2      RESOLVED                      that 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.**

On a vote being taken the matter was approved unanimously.

**FC15/04/24      TO RECEIVE COMPLETED TENDERS FOR GROUNDS MAINTENANCE AT ILLOGAN PARK, AGREE ANY FUTURE ACTIONS, APPOINT A CONTRACTOR AND APPROVE ANY ASSOCIATED EXPENDITURE**

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

**FC15/04/24.2      RESOLVED                      that Green Grounds & Trees are appointed to complete the grounds maintenance at Illogan Park for a period of 12 months subject to satisfactory references and checks**

On a vote being taken the matter was approved unanimously.

There being no further business the meeting closed at 9.37pm.

Signed .....

Date .....

<b>ACCOUNTS FOR PAYMENT APRIL 2015</b>							
<b>Ref:</b>	<b>Cheque</b>	<b>Expenditure</b>	<b>Payee</b>	<b>Minute Number</b>	<b>Net Total (ex VAT)</b>	<b>Vat</b>	<b>Total (inc VAT)</b>
643	3052	Tree Works - Manningham Woods	Kernow Tree Surgery	PM14/08/22.2	£1,400.00	£280.00	£1,680.00
644- 646	3053- 3055	Salaries	All Employees		£3,630.92		£3,630.92
647	3056	Change locks on Illogan Park Changing Rooms	A Richards	PM15/03/26.2	£145.50		£145.50
648	3057	Contractor	D Heyes		£1,355.38		£1,355.38
649	3058	Hall Hire for Youth Club	Illogan Village Hall		£445.00		£445.00
650	3059	IT Support	Focus Tecnology		£26.00	£5.20	£31.20
651	3060	Web Design	Focus Tecnology		£2,150.00	£430.00	£2,580.00
652	3061	Annual Subscription	South West Councils		£350.00	£70.00	£420.00
653	3062	Sign for Mary's Well	Contract Signs	PM15/03/21.2	£27.50	£5.50	£33.00
654	3063	Grant	St Illogan Parish Church	FC15/03/18.2	£1,000.00		£1,000.00
655	3064	Remedial Works - Parsonage Well	Cormac	PM13/08/12.1	£4,691.00	£938.20	£5,629.20
656	3065	Benches at Mary's Well	Ben Daddow	PM15/02/26.2	£1,725.07	£345.01	£2,070.08
657	3066	Annual Subscription	CALC		£1,094.85	£147.52	£1,242.37
658	3067	Computer backup	Focus Tecnology		£325.00	£65.00	£390.00
659	3068	Water for Mary's Well	South West Water		£15.50		£15.50
660	3069	Expenses	S Willsher		£12.15		£12.15
661	3070	Board up window at Illogan Park	Ben Daddow		£42.75	£8.55	£51.30
662	3071	Petty Cash Top UP	S Willsher		£62.75		£62.75
663	3072	Stationery	Martin Luck		£75.52	£9.87	£85.39
	SO	Storage Unit	Low Cost Self Storage		£43.33	£8.67	£52.00
	DD	Telephone	BT		£107.14	£21.43	£128.57
					£18,725.36	£2,334.95	£21,060.31