

ILLOGAN PARISH COUNCIL

Minutes of the Full Council Meeting held at the Penwartha Hall on Wednesday 17th February 2016 at 7.00pm.

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

IN ATTENDANCE: Ms S Willsher, Clerk and two members of the public (until point mentioned)

The Chairman explained the safety procedures.

The Clerk apologised for sending out the agendas with the incorrect date on them. She was alerted to the error yesterday morning. There were two options available. Everyone could go home and a Full Council meeting could be called for another evening in a week or so or the meeting could proceed tonight and any decisions made would be ratified at a future meeting. The Clerk obtained advice from CALC and had spoken to the Chairman and Vice Chairman it was suggested that the meeting was held and that there was an Extra Ordinary Full Council meeting held at 7pm on Wednesday 24th February 2016 in the Council Office before the scheduled Governance Review Committee meeting which would start at 7.15pm or as soon as the Extra Ordinary Full Council meeting had finished. The Clerk had saved templates of agendas for all council meetings to prevent this from happening again.

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

FC16/02/0.2 RESOLVED that the meeting was held tonight and that there was an Extra Ordinary Full Council meeting held on the 24th February at 7pm in the Council Office to ratify any recommendations made.

On a vote being taken the matter was approved unanimously.

FC16/02/1 CHAIRMAN'S WELCOME AND APOLOGIES FOR ABSENCE

There were no apologies received.

Cllr Richardson was absent.

FC16/02/2 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.

FC16/02/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no requests for dispensations.

FC16/02/4

PUBLIC PARTICIPATION ON ITEMS ON THE AGENDA (MAXIMUM OF 15 MINS – EVERY SPEAKER A LIMIT OF 3 MINS UNDER COUNCIL STANDING ORDERS)

Members of the public raised the following points regarding access to An Vownder for the erection and future use of the 2 bedroom bungalow which had recently received planning permission:

- They did not think that there would be an issue with the erection of the 2 bedroomed bungalow;
- They gave the history of the lane for the last 50 years;
- They had built Stoneleigh in 1992;
- The 2 bedroomed bungalow would generate one to two cars at most;
- The traffic on the lane was busier with dog walkers and on match/training days by the rugby and football clubs than it was from residents along the lane;
- As residents of An Vownder and Stoneleigh they had contributed towards the maintenance of the lane;
- Their proposals for the two bedroomed bungalow would not be detrimental to the lane;
- The comments made by the Parish Council did not seem fair;
- Any disturbance to the lane would only be short term whilst construction was taking place;
- When they built Stoneleigh they had to get a waiver to repair any damage caused by construction traffic etc; and
- The owner of An Vownder had had the speed humps installed in the land for safety several years ago.

FC16/02/5

TO RECEIVE A LETTER FROM MRS BESFORD REQUESTING ACCESS TO AN VOWNDER FOR THE 2 BEDROOM BUNGALOW WHICH HAS RECENTLY RECEIVED PLANNING PERMISSION, AGREE A RESPONSE, ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

Members discussed the history of the area; previous maintenance of the lane; the planning application for the bungalow and the Councils objections; the entrance to the bungalow and the park; potential future plans for the Park; and the Councils priorities.

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

FC16/02/5.2

RESOLVED to recommend to the next meeting that a waiver is granted for access to An Vownder for the erection of the 2 bedroom bungalow.

On a vote being taken on the matter there were 4 votes FOR and 7 votes AGAINST. Cllrs Pavey and Szoka did not vote.

2 members of the public left the meeting at 7.34pm.

FC16/02/6

CHAIRMAN'S ANNOUNCEMENTS

There were no announcements.

FC16/02/7 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 20TH JANUARY 2016 AND THE CHAIRMAN TO SIGN THEM

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

FC16/02/7.2 RESOLVED that receiving and approving the minutes are deferred until the next meeting.

On a vote being taken the matter was approved unanimously.

FC16/02/8 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

Cornwall Council did not own the war memorial; they thought it was owned by the Church.

FC16/01/13.2 – The covenant for the land at the end of Woodbine Lane had been drawn up by the solicitor and had been sent to Mr and Mrs Uterhark to be signed.

FC16/01/23.2 – TIAA Ltd had agreed to a 3 year fixed price contract with the Council.

In response to a question the Clerk confirmed there had not been any response from the solicitor regarding the proposed allotments at Park Bottom.

FC16/02/9 TO NOTE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS HELD SINCE THE LAST FULL COUNCIL MEETING:

- i. Governance Review Committee 13 Governance Review Committee 13th January 2016**
- ii. Illogan Park Improvements Working Group 25th January 2016**
- iii. Neighbourhood Development Plan Steering Group 27th January 2016**
- iv. Planning and Environmental Services 3rd February 2016**
- v. Staffing Committee 8th February 2016**

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

FC16/02/9.2 RESOLVED to recommend to the next meeting that the the Minutes of the following Committees meetings held since the last Full Council meeting are noted:

- i. Governance Review Committee 13th January 2016**
- ii. Illogan Park Improvements Working Group 25th January 2016**
- iii. Neighbourhood Development Plan Steering Group 27th January 2016**

- iv. **Planning and Environmental Services 3rd February 2016**
- v. **Staffing Committee 8th February 2016**

On a vote being taken the matter was approved unanimously.

FC16/02/10 TO RECEIVE REPORTS ON THE PAYMENTS, RECEIPTS AND BANK RECONCILIATIONS FOR THE MONTH OF JANUARY 2016

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

FC16/02/10.2 RESOLVED to recommend to the next meeting that the reports on payments, receipts and bank reconciliations for the month of January 2016 are received.

On a vote being taken the matter was approved unanimously.

FC16/02/11 TO AUTHORISE PAYMENT OF ACCOUNTS FOR THE MONTH OF FEBRUARY 2016 (UP TO DATE LIST TO BE TABLED AT THE MEETING)

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

FC16/02/11.2 RESOLVED to authorise payment of accounts for the month of February 2016 in the sum of £9,739.13.

On a vote being taken the matter was approved unanimously.

FC16/02/12 TO RECEIVE A LETTER FROM CLLRS CRABTREE, EKINSMYTH, MRS FERRETT, PAVEY, MRS THOMPSON AND UREN, REQUESTING THAT THE COUNCIL RECONSIDERS THE FEE STRUCTURE FOR ILLOGAN PARK, AGREE A FEE STRUCTURE AND ANY FUTURE ACTIONS

Cllr Mrs Ferrett commended Cllr Crabtree for the amount of work he had done in obtaining information from the Clubs etc.

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

FC16/02/12.2 RESOLVED to recommend to the next meeting that the letter from Cllrs Crabtree, Ekinsmyth, Mrs Ferrett, Pavey, Mrs Thompson and Uren is received and for the year 1st September 2015 until 31st August 2016 the fees are Illogan Park Rugby Club - £375, New Inn Titams - £320 and Illogan Football Club - £500. That the Council claims back from Cornwall Council the fees they have received from the clubs from the date this Council took over the Park until the 31st July 2015.

On a vote being taken on the matter there were 12 votes FOR and 1 vote AGAINST.

TO CONFIRM THE RECOMMENDATIONS RECEIVED AND APPROVED BY THE PLANNING AND ENVIRONMENTAL SERVICES COMMITTEE FROM THE ILLOGAN PARK IMPROVEMENTS WORKING GROUP AS DETAILED BELOW AND AGREE ANY FUTURE ACTIONS

- *That the short term plans for the Park are amended and that the timescales are reviewed for the long term aims.*
- *The current changing rooms are refurbished.*
- *That all 3 clubs would provide the Council with a list of improvements they would like made to the facilities.*
- *That tender documents were drawn up and the tender process was commenced with a view to the work being completed between April and August 2016 whilst the facilities were not in use by the Clubs.*
- *That a public consultation event was held on a Saturday in Penwartha Hall from 10am -4pm to discuss the future of the Park with the 3 options the architects presented during the tender process.*
- *That following the consultation event plans are finalised and a planning application submitted to Cornwall Council with a view to obtaining planning permission.*
- *That consideration is given to phasing the project over a number of years.*
- *That the goal mouths are fenced off and repaired at the end of the current season, the goal posts are removed and small posts erected for children to use to the right hand side of the rugby pitch.*

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

RESOLVED

to recommend to the next meeting that the recommendations received and approved by the Planning and Environmental Services Committee from the Illogan Park Improvements Working Group are confirmed as detailed below:

- *That the short term plans for the Park are amended and that the timescales are reviewed for the long term aims.*
- *The current changing rooms are refurbished.*
- *That all 3 clubs would provide the Council with a list of improvements they would like made to the facilities.*
- *That tender documents were drawn up and the tender process was commenced with a view to the work being completed between April and August 2016 whilst the facilities were not in use by the Clubs.*
- *That a public consultation event was held on a Saturday in Penwartha Hall from 10am -4pm to discuss the future of the Park with the 3 options the architects presented during the tender process.*
- *That following the consultation event plans are finalised and a planning application submitted to Cornwall Council with a view to obtaining planning permission.*
- *That consideration is given to phasing the project over a number of years.*

- *That the goal mouths are fenced off and repaired at the end of the current season, the goal posts are removed and small posts erected for children to use to the right hand side of the rugby pitch.*

On a vote being taken the matter was approved unanimously.

FC16/02/14 TO RECEIVE CORRESPONDENCE FROM CORNWALL COUNCIL REGARDING DEVOLUTION PROPOSALS – GUIDANCE AND INFORMATION IN RELATION TO WASTE MANAGEMENT ACTIVITIES, AGREE A RESPONSE, ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

FC16/02/14.2 RESOLVED to recommend to the next meeting that the Clerk clarifies with Cornwall Council whether they should have been litter picking Illogan Park under their current contract and that the Clerk prepares tender documentation for waste management in Illogan Park to a schedule and that the Cornwall Council portfolio holder is invited to a meeting after the tenders have been received.

On a vote being taken on the matter there were 12 votes FOR and 1 votes AGAINST.

FC16/02/15 TO RECEIVE THE SCHEDULE OF FURTHER SIGNIFICANT CHANGES TO THE CORNWALL LOCAL PLAN STRATEGIC POLICIES PROPOSED SUBMISSION DOCUMENT – 2010-2030 (MARCH 2014) AND SCHEDULE OF FOCUSED CHANGES (SEPTEMBER 2014) CONSULTATION, AGREE A RESPONSE AND ANY FUTURE ACTIONS

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

FC16/02/15.2 RESOLVED to recommend to the next meeting that the Schedule of Further Significant Changes to the Cornwall Local Plan Strategic Policies Proposed Submission Document – 2010-2030 (March 2014) and Schedule of Focused Changes (September 2014) Consultation is received and noted.

On a vote being taken on the matter there were 11 votes FOR and 1 votes AGAINST.

FC16/02/16 TO RECEIVE A REPORT FROM THE CLERK ON THE LOCAL GOVERNMENT TRANSPARENCY CODE 2015 AND IMPLICATIONS FOR THE COUNCIL IN THE 2016/17 FISCAL YEAR, AGREE WHERE TO CONSIDER AND ANY FUTURE ACTIONS

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

FC16/02/16.2 RESOLVED to recommend to the next meeting that the Local Government Transparency Code 2015 and implications for the council in the 2016/17 fiscal year are considered and appropriate actions are implemented by the Finance and Resources Committee.

On a vote being taken the matter was approved unanimously.

FC16/02/17 TO CONSIDER ALTERNATIVE VENUES FOR THE WI TO HOLD THEIR WEEKLY MARKET SINCE BEING GIVEN NOTICE AT THE METHODIST HALL AND AGREE ANY FUTURE ACTIONS

Cllr Mrs Ferrett had been approached by the WI market who had been given notice at the Methodist Hall and as a result had since held the market at Illogan Village Hall. There had been a reduction in footfall at the market due to the new location and the majority of attendees being elderly and living at the other end of the village. It was suggested that the WI market wrote to the Methodist Hall expressing their feelings and concerns.

It was agreed that if members had any ideas for places the market could be held that they would contact the market directly.

FC16/02/18 TO RECEIVE A REPORT FROM CLLR EKINSMYTH ON WHITE LINES, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE (REFERRED FROM THE PLANNING AND ENVIRONMENTAL SERVICES COMMITTEE MEETING HELD ON THE 3RD FEBRUARY 2016)

Members discussed the cost implications of white lines; setting a precedent; Cornwall Council being responsible for highways; enforcement of any lines that are installed and the pressures already on this Councils budgets.

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

FC16/02/18.2 RESOLVED to recommend to the next meeting that the Council has a policy of contributing towards the painting of white and yellow lines in the Parish in partnership with Carn Brea Parish Council as and when it is felt appropriate to do so by resolution of the Full Council.

On a vote being taken on the matter there were 8 votes FOR and 5 votes AGAINST. Members requested a recorded vote. Cllrs Pavey, Ms Cadby, Ekinsmyth, Ford, Holmes, Miss Pollock, Mrs Thompson and Uren voted FOR the motion. Cllrs Mrs Ferrett, Crabtree, Mrs Loxton, Mrs Roberts and Szoka voted AGAINST the motion.

FC16/02/19

TO CONSIDER ANY CORRESPONDENCE UP TO THE DATE OF THE MEETING AND AGREE RESPONSES AND ACTIONS

1. News Release - Cornwall Council had launched a £608,000 Local Devolution Fund to enable Community Network Panels to assist devolution and partnership working within their local areas.
2. WillSecure – requested to borrow or hire the Councils road closure signs for use during Trevithick Day in Camborne

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

FC16/02/19.2

RESOLVED

to recommend to the next meeting that the Council does not lend or hire out the road closure signs for use during Trevithick Day.

On a vote being taken the matter was approved unanimously.

3. Illogan Village Hall meeting minutes
4. Letter from Julia Cory – Head of Primary Care, NHS England, regarding changes affecting Cardrew Health Centre
5. Email from Cllr Chappell (Redruth Town Council) regarding Cardrew Health Centre
6. CALC January newsletter – items included Introducing 'Cornwall community resilience network'; Public service ombudsman; Transparency fund; Communicating during extreme weather: good practice guide; Good councillor guide 2016; Camborne Town Council vacancy; Thornbury and Yate MP Luke Hall: the neighbourhood right of appeal
7. Cornwall Council Communities and Devolution Bulletin – items included Developing a sense of place through good design; Useful information for planning consultees; Useful contacts; Enforcement report; Paperless planning update; Non material planning applications – updated; Local Plan update; Common planning complaints; The planning partnership; Updated local validation list; In conversation with the Council
8. Email from Mr Chapman re paperless planning
9. Devon and Cornwall Police - Guidelines for engagement with Town and Parish Councils
10. Cornwall Council Devolution newsletter – included links to Local control of business support funding; Local control of employment skills funding; Devolving EU funding decisions; Heritage and culture; Accelerated health and social care integration; Freedom to create an integrate public transport system; Local flexibility to address our energy and resilience needs; Local control over public assets

11. South West Councils newsletter – included Local Government pay 2016-18; Devolution update; Ready for winter – useful tips; Have your day – contributions welcome on the launch of the Housing Commission; South West in Bloom
12. Police and Crime Commissioner Tony Hoggs monthly report
13. Safer Cornwall newsletter
14. Cornwall Area of Outstanding Natural Beauty (AONB) Management Plan 2016-2021 Public Consultation – closing date 21.03.16
15. Cornwall Council Communities and Devolution – February 2016 Health and social care engagements and survey bulletin
16. Minutes for Cornwall Countryside Access Forum
17. Community Network Panel next meeting Wednesday 13th April 2016, 7-9pm at Pool Innovation Centre
18. Cormac email offering their services for weed treatment in 2016
19. SLCC 2016 Regional Roadshow – Saltash, Wednesday 9th March 2016
20. Cornwall Council message from Jeremy Rowe regarding Council Tax bills in Cornwall
21. CALC AGM on Friday 11th March 2016, 7pm in New County Hall, Truro – guest speaker was Lord Matthew Taylor of Goss Moor – consideration of the Draft articles of Incorporation would be considered during the meeting

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

FC16/02/19.2 RESOLVED that the CALC representatives appointed at the Annual Council meeting attend the CALC AGM on Friday 11th March 2016; Cllr Ekinsmyth confirmed he would be attending.

On a vote being taken the matter was approved unanimously.

22. Cornwall Council Communities and Devolution – February 2016 Health and care engagement events

Cllrs Ms Cadby and Holmes left the meeting at 8.47pm.

FC16/02/20 TO RECEIVE A REPORT FROM THE CLERK INCLUDING HEALTH AND SAFETY, AGREE FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

The Clerk reported that:

- Water meter reading on the 20th January 2016 was 69 and on the 17th February 2016 it was 69.

- I attended the CRCC Pensions and Auto-Enrolment Seminar with Cllr Mrs Thompson. All employers had to automatically enrol all employees into a pension scheme who were between 22 years of age and retirement age and were earning £833 or more per month. Employees were able to opt out of the pension scheme, however they had to be automatically enrolled and had one pension contribution taken out of their pay before they could opt out and get their money back. Employees that did not meet the automatic enrolment criteria were entitled to opt in to the pension scheme. All employees must be made aware of the pension scheme and how they could become involved. All workers must be assessed at every payroll run for any material changes in circumstances i.e. they had a pay rise or a birthday and then became eligible for auto-enrolment into a pension scheme. Employees who had opted out of the pension scheme had to be re-enrolled onto the scheme every three years. The pension scheme needed to be set up and ready before the staging date and the first pension payment for workers meeting the auto-enrolment criteria must be taken on the first payroll run after the staging date. The staging date for the Council was the 1st April 2017. It was recommended that a pension scheme was looked into and set up as soon as practicable to enable some dummy runs to be completed – the scheme could be set up and not go 'live' until the Council's staging date.

A pension scheme had to be transparent and for the employees benefit. It was important that a robust pension scheme was set up that was right for the Council long term.

As an employee the Clerk had an interest in the pension scheme and therefore it was suggested that Clerks were not present during meetings to discuss the pension scheme, that Councillors sought independent advice, made the necessary decisions on a pension scheme and then gave it to the Clerk/RFO to administer. Simon Parsons from A E Ready Limited was one of the people presenting at the seminar. They offered a pension scheme planning and guidance service for employers. They would be able to guide the Council through the whole process and ensure compliance with legislation, registration requirements etc. They also offered a free of charge initial assessment to assess the status of a company to ascertain if a pension scheme was necessary etc. There were possibly other companies who could offer advice and guidance to the Council. The Council needed to set up a pension scheme and consider how they were going to manage the process i.e. through Full Council or a Committee etc.

- I had been contacted by Southern Electric regarding the Council's account. The Council were regularly breaching the signed contract by not paying the account within 2 weeks of receiving the invoice. Under Financial Regulation 7.7 the Council could set up a variable Direct Debit for utility supplies. The Clerk suggested that the Council considered setting up the payment of the electricity for the Council Office as a variable Direct Debit.

- The internal audits had been completed up to December 2015; January 2016 would be completed on the 24th January.
- Other health and safety work was ongoing.

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

FC16/02/20.2 RESOLVED to recommend to the next meeting that the Finance and Resources Committee consider and action pension arrangements and setting up a Direct Debit for the supply of electricity for the Council Office.

On a vote being taken the matter was approved unanimously.

Cllr Holmes re-entered the meeting at 8.53pm.

FC16/02/21 TO RECEIVE REPORTS FROM THE FOLLOWING OUTSIDE BODIES:

a. Police

Cllr Mrs Roberts reported that she had attended the police liaison meeting with Cllr Mrs Loxton and the Clerk. Neighbourhood policing remained the same. There were no significant trends in crime. There had been an increase in homelessness in Camborne and Redruth. The CCTV in Camborne was up and running and being monitored from Tolvaddon Fire Station. The closure of Cardrew Health Centre was announced.

b. Representatives to Outside Organisations

There were no reports.

c. Cornwall Councillors

Cllr Ekinsmyth reported that the Cornwall Council budget had been agreed by the Council as published. There would be a 1.97% increase in the budget along with the 2% agreed by the Government for adult and social care.

The planning application for the Glebe land would be considered at the Cornwall Council planning meeting on the 7th March 2016.

There were safety concerns about the junction of Bridge Road and Church Road. He had looked at the area with the Highways Officer for the area who shared the concerns. They were looking into whether anything could be done about the car transporter selling cars in the area.

There was a car regularly parked on the corner of Bassett Road which was difficult to get around.

**FC16/02/22 TO CONSIDER ITEMS TO BE DISCUSSED AT FUTURE MEETINGS;
AGREE WHERE TO DISCUSS AND TIMESCALES**

Cllrs Holmes and Ford asked that the sale of the Methodist Hall was discussed and that the Clerk produced information on the Community Right to Bid Scheme for the next meeting.

Cllr Mrs Loxton asked that Illogan Parish Fair was discussed at the next meeting.

FC16/02/23 DATE & TIME OF NEXT MEETING

There would be an extra ordinary Full Council meeting held on Wednesday 24th February 2016, 7pm in the Council Office.

The next standard Full Council meeting would be held on Wednesday 16th March 2016, 7.00pm in Penwartha Hall.

FC16/02/24 THAT UNDER THE 1960 PUBLIC BODIES (ADMISSION 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 Mrs Roberts, seconded by Cllr Ford and

FC16/02/24.2 RESOLVED 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.

On a vote being taken the matter was approved unanimously.

FC16/02/25 TO RECEIVE COMPLETED TENDERS FOR FOOTPATH AND OPEN SPACES MAINTENANCE, RECEIVE RECOMMENDATIONS FROM THE PLANNING AND ENVIRONMENTAL SERVICES COMMITTEE, AGREE ANY FUTURE ACTIONS, APPOINT A CONTRACTOR, APPROVE THE TERM OF THE CONTRACT AND ANY ASSOCIATED EXPENDITURE

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

FC16/02/25.2 RESOLVED to recommend to the next meeting to approve the recommendation from the Planning and Environmental Services Committee that Greenstick Limited T/A: Greens Grounds and Tree are appointed for the Footpath and Open Spaces Maintenance and that they are given an initial 1 year contract with the option to extend the contract if all parties are willing to do so.

On a vote being taken on the matter there were 12 votes FOR and 0 votes AGAINST. Cllr Uren did not vote.

FC16/02/26

TO RECEIVE AN UPDATE FROM CLLR MRS LOXTON, CHAIRMAN OF THE STAFFING COMMITTEE, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

Cllr Mrs Loxton reported that the Administration Assistant had resigned. She had had a meeting with her to discuss her resignation. She had not worked her notice and at the Staffing Committee meeting held on the 8th February 2016 it had been agreed that she would not be paid for the unworked period of notice. There would be a Staffing Committee meeting on the 9th March to discuss and agree the job description, person specification, application and interview paperwork and process etc. Cllr Mrs Ferrett commended Cllr Mrs Loxton on how she had dealt with the administration assistants resignation.

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

FC16/02/26.2 RESOLVED that the report and update from Cllr Loxton on staffing is received and noted.

On a vote being taken the matter was approved unanimously.

There being no further business the meeting closed at 9.04pm.

Signed

Date

| ACCOUNTS FOR PAYMENT FEBRUARY 2016 | | | | | | | |
|------------------------------------|-----------|---|--------------------------|---------------|--------------------|---------|-----------------|
| Ref: | Cheque | Expenditure | Payee | Minute Number | Net Total (ex VAT) | Vat | Total (inc VAT) |
| 816 | 3224 | Materials for lanterns for Xmas parade | Illogan School | CL15/11/8.2 | £60.15 | | £60.15 |
| 817 | 3225 | Contractor | D Heyes | | £1,158.65 | | £1,158.65 |
| 818 | 3226 | Tidying fallen oak tree in Manningham | Kernow Tree Surgery | PM16/02/27.2 | £285.00 | £57.00 | £342.00 |
| 819 | 3227 | Concept sketch designs for Illogan Park | Lavigne Lonsdale Limited | FC15/06/7.2 | £1,800.00 | £360.00 | £2,160.00 |
| 820-821 | 3228-3229 | Salary | S Willsher | | £2,844.46 | | £2,844.46 |
| 822 | 3230 | VAT Training/advice on Scribe | B White | | £60.00 | | £60.00 |
| 823 | 3231 | Manningham Year One Works | Greens Grounds & Trees | PM15/12/16.5 | £1,526.00 | | £1,526.00 |
| 824 | 3232 | Padlocks for Manningham | Macsalvors | | £21.58 | £4.32 | £25.90 |
| 825 | 3233 | IT Support and Website hosting | Focus Technology | | £34.50 | £6.90 | £41.40 |
| 826 | 3234 | Road Closure fees | Cornwall Council | CL15/07/11.2 | £84.00 | | £84.00 |
| 827 | 3235 | Electric for Office | SSE | | £16.12 | £0.79 | £16.91 |
| 828 | 3236 | Expenses | S Willsher | | £154.60 | | £154.60 |
| 829 | 3237 | Petty Cash Top Up | S Willsher | | £77.38 | | £77.38 |
| 830 | 3238 | Licence fee for Manningham Path 30.03.16 - 29.03.17 | Savills (UK) Ltd | | £110.00 | | £110.00 |
| 831 | 3239 | Stationery and Printing | Martin Luck | | £929.90 | £3.98 | £933.88 |
| | SO | Storage Unit | Low Cost Self Storage | | £43.33 | £ 8.67 | £52.00 |
| | DD | Internet | BT | | £76.50 | £15.30 | £91.80 |
| | | | Total | | £9,282.17 | £456.96 | £9,739.13 |