

ILLOGAN PARISH COUNCIL

Minutes of the Full Council Meeting held at the Penwartha Hall on Wednesday 20th April 2016 at 7.00pm.

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

IN ATTENDANCE: Ms S Willsher, Clerk

The Chairman explained the safety procedures.

FC16/04/1 CHAIRMAN'S WELCOME AND APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Miss Pollock and Williams

There were no members absent.

FC16/04/2 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.

FC16/04/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no requests for dispensations.

FC16/04/4 PUBLIC PARTICIPATION ON ITEMS ON THE AGENDA (MAXIMUM OF 15 MINS – EVERY SPEAKER A LIMIT OF 3 MINS UNDER COUNCIL STANDING ORDERS)

There were no members of the public present.

FC16/04/5 CHAIRMAN'S ANNOUNCEMENTS

The Chairman announced that he had attended the Cornwall Council engagement event regarding the potential new homes at Tolvaddon. He suggested to Cornwall Council that a consultation event could be held more locally in the Parish Council Office. There may also be a pre-application presentation made during a Parish Council meeting.

FC16/04/6 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 16TH MARCH 2016 AND THE CHAIRMAN TO SIGN THEM

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

FC16/04/6.2 RESOLVED to receive and approve the Minutes of the Full Council meeting held on 16th March 2016 and the Chairman to sign them with the following amendments:

- **Page 352 – FC16/03/1 – Apologies were received from Cllrs Holmes and Miss Pollock.**
- **Page 357 – FC16/03/19 – that the typo is corrected.**

On a vote being taken the matter was approved unanimously.

FC16/04/7**MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY**

Page 353 – FC16/03/9 – Further letters had been sent to the Football and Rugby Clubs regarding the terms and conditions, contact details for key holders and an invoice for fees was included – signed agreements had been received from the New Inn Titans and Illogan Football Club.

Page 353 – FC16/03/9 – a response had been received from Cornwall Council stating that Cory Park should be being litter picking Illogan Park under their contract.

Page 357 – FC16/03/19.2– No response had been received to the letter sent to Waller and Hart Solicitors regarding the proposed allotments site at Park Bottom.

Page 358 – FC16/02/20.2 – no information had been received from members regarding the Community Right to Bid application for Paynters Lane End Methodist Church Hall and therefore the application had not been processed to date.

Page 360- FC16/02/20.3 - no response had been received from Cornwall Council to the letter sent requesting a refund for the fees paid by the Clubs for the use of the facilities at Illogan Park once this Council had taken over the freehold.

All other actions have been completed.

FC16/04/8**TO NOTE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS HELD SINCE THE LAST FULL COUNCIL MEETING:**

- i. Staffing Committee 9th March 2016**
- ii. Community Liaison Committee 14th March 2016**
- iii. Planning and Environmental Services Committee 16th March 2016**
- iv. Neighbourhood Development Plan Working Group 23rd March 2016**
- v. Planning and Environmental Services Committee 6th April 2016**
- vi. Staffing Committee 11th April 2016**

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

FC16/04/8.2**RESOLVED**

to note the Minutes of the following Committee meetings held since the last Full Council meeting:

- i. Staffing Committee 9th March 2016**
- ii. Community Liaison Committee 14th March 2016**
- iii. Planning and Environmental Services Committee 16th March 2016**
- iv. Neighbourhood Development Plan Working Group 23rd March 2016**
- v. Planning and Environmental Services Committee 6th April 2016**

vi. Staffing Committee 11th April 2016

On a vote being taken the matter was approved unanimously.

FC16/04/9

TO RECEIVE REPORTS ON THE PAYMENTS, RECEIPTS AND BANK RECONCILIATIONS FOR THE MONTH OF MARCH 2016

The Clerk asked members to keep their reports and to bring them to the next Full Council meeting as they related to the End of Year and Audit paperwork.

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

FC16/04/9.2

RESOLVED to receive the reports on payments, receipts and bank reconciliations for the month of March 2016.

On a vote being taken the matter was approved unanimously.

FC16/04/10

TO AUTHORISE PAYMENT OF ACCOUNTS FOR THE MONTH OF APRIL 2016 (UP TO DATE LIST TO BE TABLED AT THE MEETING)

Members asked the Clerk to take regular water meter readings and to check the water meter at Mary's Well.

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

FC16/04/10.2

RESOLVED to ratify the two payments made to South West Water and to authorise payment of accounts for the month of April 2016 in the sum of £6,899.17.

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

FC16/04/11

TO ADOPT THE AMENDED STANDING ORDERS AND AGREE ANY FUTURE ACTIONS

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

FC16/04/11.2

RESOLVED that the amended Standing Orders are adopted.

On a vote being taken the matter was approved unanimously.

FC16/04/12

TO CONFIRM WHICH MEMBERS WILL BE HELPING AT ILLOGAN PARISH FAIR, RECEIVE A REPORT ON WHETHER ALL MEMBERS ATTENDING THE FAIR HAVE COUNCIL T-SHIRTS, IF NECESSARY AGREE TO GET ADDITIONAL T-SHIRTS PRINTED, AGREE QUANTITY AND APPROVE THE ASSOCIATED EXPENDITURE

It was noted that Illogan Parish Fair would be held on Saturday 9th July 2016 from 11am until 5pm. The Committee would like help to set up on the Friday evening, during the Fair and to help pack away at the end of the day.

It was agreed that Cllrs Ekinsmyth, Mrs Ferrett and Ford would help on the Friday evening.

Cllrs Crabtree (early in the day), Ekinsmyth, Mrs Ferrett, Ford, Holmes (before 12.30), Pavey, Roberts and Uren would be available during the Fair on the Saturday.

Cllrs Pavey was available to help pack up at the end of the Fair.

There were no additional t-shirts that needed to be ordered.

FC16/04/13 TO CONSIDER A PROTOCOL FOR DEALING WITH REQUESTS FOR THE ACQUISITION OF SMALL PARCELS OF LAND ADJACENT TO RESIDENTIAL PROPERTIES AND AGREE ANY FUTURE ACTIONS

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

FC16/04/13.2 RESOLVED that requests for the acquisition of small parcels of land adjacent to residential properties would be considered as and when they arise and on their own merits.

On a vote being taken the matter was approved unanimously.

FC16/04/14 TO CONSIDER INVITING LORD MATTHEW TAYLOR TO GIVE A PRESENTATION AT THE ANNUAL PARISH MEETING AND AGREE ANY FUTURE ACTIONS

Members considered the commitments of Lord Matthew Taylor and the length of the Annual Parish meeting. Cllr Ford reported that NALC had recorded a presentation made by Lord Matthew Taylor which would be available on Facebook or on disc for viewing by the Council and members of the Neighbourhood Planning Steering Group.

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

FC16/04/14.2 RESOLVED that due to timescales Lord Matthew Taylor would not be invited to give a presentation at Annual Council meeting; the Council would consider inviting him to another meeting at a later date.

On a vote being taken the matter was approved unanimously.

FC16/04/15 TO CONSIDER ANY CORRESPONDENCE UP TO THE DATE OF THE MEETING AND AGREE RESPONSES AND ACTIONS

A list of correspondence was circulated to members.

1. CALC April newsletter
2. CALC – forwarded an email from Camborne Town Council regarding a new product from the Environment Agency providing up to date flood warning information on websites.
3. Cornwall Council – letter explaining a change to the 'Traffic Management for Events' course - As of April 2016 the Traffic Management for Community Events course run by Cormac Solutions Ltd

will be accredited by Lantra and will be considered a technical award, valid for five years. Cornwall Council will continue to subsidise 50% of the course fee and will also pay the Lantra registration cost. When your current accreditation expires, you will renew onto the new Traffic Management for Community Events Lantra course. Details of the course can be found on the Lantra website: www.lantra.co.uk/awards

I enquired as to how long the previous accreditations lasted for – the response was 'I believe they are also valid for 5 years'

4. NALC newsletter
5. Cornwall Local Plan Examination will resume at 2pm on Monday 16th May 2016
6. AONB Annual Conference Saturday 7th May 2016, 9.30am -4.30pm at the Bedruthan Steps Hotel – booking forms must be returned by Monday 25th April 2016.
7. Police and Crime Commissioners Report for March 2016
8. Cornwall Council Communities and Devolution Newsletter – articles include a message from Jeremy Rowe on the Localism Strategy; Foreword from Mark Read on the Localism Strategy; Tesco grant scheme for community green spaces; Coast South West 2016 exhibition launch event; Child abuse campaign; Cornwall AONB Annual Conference; Neighbourhood Planning Training; Neighbourhood Development Plans; Combating loneliness; Code of Conduct Training 2016; Boundary review webcast; and Safer Cornwall survey.
9. Safer Cornwall newsletter
10. Email from Tesco offering support for community activities such as litter picking, painting etc
11. Cornwall Council special bulletin on the devolution of public toilets
12. Email forwarded by Michael Chappel, Redruth Town Councillor, from a member of the public concerned about housing development in Cornwall
13. Information on Camborne Trevithick Day
14. Community Network Panel meeting and presentations
15. Letter with attachments regarding the Cornwall Local Plan Examination
16. Cornwall Countryside Access Forum Recruitment 2016
17. LCR magazine
18. Cornwall Council update on the Libraries and One Stop Shop Service

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 16th March 2016 was 70 and on the 20th April 2016 it was 70.
- Internal audits needed to be completed for February and March – It was agreed that Cllrs Crabtree and Pavey would complete an audit before the Governance Review Committee meeting next week and that Cllr Ekinsmyth and Mrs Thompson would complete as audit at a mutually convenient time.
- The Independent Internal Audit had been completed. The draft report has been received. The final report would be on the agenda along with the usual end of year information for the May meeting.
- The Councils contractor has reported that 'the den' in Manningham Wood is being used again with the improvement in the weather. There was a lot of litter in the area including burnt tea lights, used disposable bbq and the remains of a bonfire. I have reported this to the police and have asked if they could increase their patrols in this area during the summer months.
- The interviews have been held for the post of Administration Assistant, a candidate has been selected, and all candidates have been contacted. The Staffing Committee will be agreeing the final details of the post i.e. SCP, days of work, start date etc on Monday.
- Other health and safety work was ongoing.

In response to a question the Clerk further reported that she had attended the Community Network Panel meeting with some Cllrs. There were good presentations on Governance and Safeguarding. The Governance presentation slides had been circulated with the Governance Review agendas. The Council would need to look into and complete some work on safeguarding.

TO RECEIVE REPORTS FROM THE FOLLOWING OUTSIDE BODIES:**a. Police**

Cllr Mrs Roberts reported that she had attended the Police Liaison meeting. She raised her concerns regarding a recent incident of vandalism and the lack of response to the police to a 999 call. The inspector agreed to look into the concerns raised. Cllr Mrs Roberts received two calls from the police and did not receive a satisfactory response.

b. Representatives to Outside Organisations

There were no reports.

c. Cornwall Councillors

Cllr Ekinsmyth reported that:

- He had attended the Community Network meeting. There were presentations on 'Good Governance', 'Safeguarding' and an update on the first tranche localism fund.
- On Friday he would be attending a meeting on the Planning Policy Framework which would highlight areas of Cornwall that were suitable for developments. The Framework would be out for public consultation shortly.
- Cornwall Council had removed the limit on the number of attendees from each Council on the Neighbourhood Planning training.
- Cornwall Councils proposed development at Tolvaddon was a high profile site and represented the way that Cornwall Council intended to move forward on the housing issue.
- The planning application for the Glebe field had been deferred. Cornwall Council were still waiting for further information from various sources.

FC16/04/18

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

Planning and Environmental Services Committee – agenda item for 4th May 2016 – discussion on litter picking, litter bins and information from Cornwall Council that Cory should have been litter picking Illogan Park.

Full Council – June 2016 meeting - ask for the Safeguarding presentation made at the Community Network meeting to be given to this Council.

Full Council – May 2016 meeting – to ask CALC to raise with NALC the lack of obligation upon planning authorities to post notices of development applications to the wider public and to all immediate neighbours as the practice until very recently in West Cornwall.

FC16/04/19

DATE & TIME OF NEXT MEETING

The next meeting would be held on Wednesday 18th May 2016 in Penwartha Hall with the Annual Parish Meeting commencing at 6.30pm followed by the Annual Council Meeting at 7pm or when the Annual Parish Meeting has finished whichever is the later.

FC16/04/20

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 Thompson and

FC16/04/20.2

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.

FC16/04/21 TO RECEIVE NOMINATIONS FOR THE RAY UREN AWARD AND AGREE THE RECIPIENT FOR THE AWARD AND ANY FUTURE ACTIONS

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

FC16/04/21.2 RESOLVED that the recipient on the Ray Uren Award will be Monica Wilkes; the award would be presented at the Annual Parish Meeting on the 18th May 2016.

On a vote being taken the matter was approved unanimously.

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

FC16/04/21.3 RESOLVED that Andrew Baker would be presented with a Chairman's Award at the Annual Parish Meeting on the 18th May 2016.

On a vote being taken the matter was approved unanimously.

There being no further business the meeting closed at 8.05pm.

Signed

Date

ACCOUNTS FOR PAYMENT APRIL 2016							
Ref:	Cheque	Expenditure	Payee	Minute Number	Net Total (ex VAT)	Vat	Total (inc VAT)
TO RATIFY- Payment made under Financial Regulation 6.5a as a reminder was received stating that failure to pay could result in the water being disconnected or legal action taken (FR 6.5a. If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled meeting of the Council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of all such payments shall be submitted to the next appropriate meeting of the Full Council)							
849	3257	Water for Office	South West Water		£18.87		£18.87
850	3258	Water for Mary's Well	South West Water		£25.89		£25.89
To Pay							
851-852	3259-3260	Salaries	All employees		£2,844.46		£2,844.46
853	3261	Grass Cutting	Greens Grounds & Trees		£110.00		£110.00
854	3262	Contractor	D Heyes		£1,411.55		£1,411.55
855	3263	Expenses	S Szoka		£9.90		£9.90
856	3264	Annual Subscription	CALC		£1,144.12	£154.16	£1,298.28
857	3265	IT Support and Web Hosting	Focus Technology		£34.50	£6.90	£41.40
858	3266	Grass Cutting	Greens Grounds & Trees		£110.00		£110.00
859	3267	Grass Cutting	Greens Grounds & Trees		£110.00		£110.00
860	3268	Petty Cash Top Up	S Willsher		£70.95		£70.95
861	3269	Sign fixing kit	Contract signs		£5.00	£1.00	£6.00
862	3270	Annual Subscription	South West Councils		£362.00	£72.40	£434.40
863	3271	Stationery	Martin Luck		£45.12	£9.02	£54.14
							£0.00
	DD	Telephone	BT		£130.07	£26.01	£156.08
	SO	Storage Unit	Low Cost Self Storage		£43.33	8.67	£52.00
	DD	Photocopies	1st Office		£121.04	£24.21	£145.25
					£6,596.80	£302.37	£6,899.17