

ILLOGAN PARISH COUNCIL

Minutes of the Full Council Meeting held at the Penwartha Hall on Wednesday 21st September 2016 at 7pm.

PRESENT: Councillors Pavey (Chairman), Ms Cadby, Crabtree, Ekinsmyth, Ford, Holmes, Miss Pollock, Szoka, Uren and Williams

IN ATTENDANCE: Ms S Willsher, Clerk; Mrs J Curtis, Admin Assistant; and one member of the public (until point mentioned)

The Chairman explained the safety procedures.

FC16/09/1 CHAIRMAN'S WELCOME AND APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Mrs Ferrett, Mrs Loxton, Mrs Roberts and Mrs Thompson

There were no members absent.

FC16/09/2 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.

FC16/09/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications for dispensations.

FC16/09/4 TO RECEIVE A PRESENTATION FROM RICHARD WILLIAMS, CORNWALL COUNCILS HEAD OF GOVERNANCE AND INFORMATION, ON 'GOOD GOVERNANCE' AND AGREE ANY FUTURE ACTIONS

The Clerk advised that Mr Williams had been delayed and would join the meeting as soon as he could.

FC16/09/5 PUBLIC PARTICIPATION ON ITEMS ON THE AGENDA (MAXIMUM OF 15 MINS – EVERY SPEAKER A LIMIT OF 3 MINS UNDER COUNCIL STANDING ORDERS)

The member of the public appealed to the council to consider the use of community facilities which should be available to everyone including those who did not currently use them. He was also concerned that community facilities were on the decline and would like the council to take this into consideration in the future.

FC16/09/6 CHAIRMAN'S ANNOUNCEMENTS

Cllr Pavey reported that he attended the Battle of Britain service held recently.

FC16/09/7 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 20th JULY 2016 AND THE CHAIRMAN TO SIGN THEM

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

FC16/09/7.2 RESOLVED to receive and approve the Minutes of the Full Council meeting held on 20th July 2016 and the Chairman to sign them.

On a vote being taken the matter was approved unanimously.

FC16/09/8 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

Minute FC16/07/6.2 – the consideration of the completion of the footpath from Huntersfield to Tolvaddon – a letter had been received from a solicitor on behalf of the Duchy of Cornwall requesting further information. The Clerk had contacted Cornwall Council, they were looking into the matter and the Clerk was awaiting a response. Quotes for the work were also being received.

Minute FC16/07/15.2 – a letter had been sent to the Illogan Parish Neighbourhood Development Plan Steering Group offering them the use of the office facilities and staff to help them apply for grant funding and to obtain quotes and presentations for professional advisors to assist them in their endeavours – no response had been received to date.

Minute FC16/07/16.2 – the money had been transferred to the Public Sector Deposit Fund and the two Barclays accounts had been closed.

All other actions are either on the agenda or had been completed.

FC16/09/9 TO NOTE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS HELD SINCE THE LAST FULL COUNCIL MEETING:

- i. Planning and Environmental Services Committee – 6th July 2016**
- ii. Finance and Resources Committee – 13th July 2016**
- iii. Staffing Committee – 20th July 2016**
- iv. Planning and Environmental Services Committee – 20th July 2016**
- v. Illogan Park Improvements Working Group – 25th July 2016**
- vi. Planning and Environmental Services Committee - 3rd August 2016**
- vii. Planning and Environmental Services Committee - 17th August 2016**
- viii. Planning and Environmental Services Committee - 7th September 2016**
- ix. Community Liaison Committee - 12th September 2016**

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

FC16/09/9.2 RESOLVED to note the Minutes of the following Committee meetings held since the last Full Council meeting:

- i. Planning and Environmental Services Committee – 6th July 2016**
- ii. Finance and Resources Committee – 13th July 2016**
- iii. Staffing Committee – 20th July 2016**
- iv. Planning and Environmental Services Committee – 20th July 2016**
- v. Illogan Park Improvements Working Group – 25th July 2016**
- vi. Planning and Environmental Services Committee - 3rd August 2016**
- vii. Planning and Environmental Services Committee - 17th August 2016**
- viii. Planning and Environmental Services Committee - 7th September 2016**
- ix. Community Liaison Committee - 12th September 2016**

On a vote being taken the matter was approved unanimously.

FC16.09.10 TO RECEIVE REPORTS ON THE PAYMENTS, RECEIPTS AND BANK RECONCILIATIONS FOR THE MONTH OF JULY AND AUGUST 2016

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

FC16/09/10.2 RESOLVED to receive the reports on payments, receipts and bank reconciliations for the months of July and August 2016.

On a vote being taken the matter was approved unanimously.

FC16/09/11 TO RATIFY THE PAYMENT OF ACCOUNTS FOR THE MONTH OF AUGUST 2016

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

FC16/09/11.2 RESOLVED to ratify payment of accounts for the month of August 2016

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

FC16/09/12 TO RECEIVE RECOMMENDATION FROM THE FINANCE AND RESOURCES COMMITTEE REGARDING THE INSURANCE RENEWAL, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

FC16/09/12.2 RESOLVED to accept the insurance renewal and 3 year long term agreements from Came and Company.

On a vote being taken the matter was approved unanimously.

FC16/09/13 TO AUTHORISE PAYMENT OF ACCOUNTS FOR THE MONTH OF SEPTEMBER 2016

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

FC16/09/13.2 RESOLVED to authorise payment of accounts for the month of September 2016 in the sum of £12,033.64 inc VAT.

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

FC16/09/14 TO RECEIVE THE EXTERNAL AUDITORS REPORT FOR THE FINANCIAL YEAR ENDING 31ST MARCH 2016 AND AGREE ANY FUTURE ACTIONS

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

FC16/09/14.2 RESOLVED that Illogan Parish Council accepts the Auditors Report and there is no further action taken.

On a vote being taken the matter was approved unanimously.

FC16/09/15 TO RECEIVE A REPORT ON THE MEETING WITH THE OWNER OF THE PROPOSED ALLOTMENT LAND AT PARK BOTTOM, CONSIDER ALTERNATIVE USES FOR THE LAND AND AGREE ANY FUTURE ACTIONS

Cllr Crabtree reported that he had met with Cllr Pavey and the owners of the land and discussed options of the use of the land. It was questionable if the land was suitable for use as allotments; other options for consideration were using the land as a 'green space' or as extra parking as there are parking issues in the area.

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

FC16/09/15.2 RESOLVED that Cllrs Pavey, Crabtree , Mrs Ferrett and The Clerk would meet with the owners to discuss the options further and report back at the next Full council meeting.

On a vote being taken the matter was approved unanimously.

Mr Richard Williams joined the meeting at 7.28pm.

FC16/09/16 TO RECEIVE A PRESENTATION FROM RICHARD WILLIAMS, CORNWALL COUNCILS HEAD OF GOVERNANCE AND INFORMATION, ON 'GOOD GOVERNANCE' AND AGREE ANY FUTURE ACTIONS

Mr Williams circulated copies of a slideshow presentation he had given at a Community Network meeting entitled 'Good Governance for Town and Parish Councils' and referred to a booklet entitled 'Primed for Success'. He explained 'Good Governance' and the main characteristics and principles

of the process. Members asked questions relating to the relationship between Parish and Town Councils and Cornwall Council; language used in Council documents and Cornwall Councils reputation outside of Cornwall vs inside of Cornwall. Cllr Pavey thanked Mr Williams for attending the meeting.

Mr William's left the meeting at 8.13pm

FC16/09/17 TO CONSIDER WHETHER THIS COUNCIL WOULD BE INTERESTED IN PURCHASING THE GLEBE LAND AND HOW THEY COULD RAISE THE FUNDS TO DO SO, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

Cllr Holmes reported that it was the public's expectation that Illogan Parish Council would purchase The Glebe Land if it became available to purchase. He suggested that a resolution in principle should be agreed to enable the Council to take this forward quickly should the situation arise.

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

FC16/09/17.2 RESOLVED that in principle Illogan Parish Council are interested in acquiring the Glebe Field subject to further detailed information and costings.

On a vote being taken the matter was approved unanimously.

FC16/09/18 TO REVIEW THE ARRANGEMENTS FOR LEGIONELLA TESTING AT THE ILLOGAN PARK CHANGING FACILITIES, AGREE ANY FUTURE ACTIONS AND APPROVE ANY ASSOCIATED EXPENDITURE

It was proposed by Cllr Uren, seconded by Cllr Ms Cadby and

FC16/09/18.2 RESOLVED that the Legionella Testing at Illogan Park Changing Rooms had been reviewed and that quotes would be sought for ongoing testing.

On a vote being taken the matter was approved unanimously.

FC16/09/19 TO RECEIVE CORRESPONDANCE FROM CORNWALL COUNCIL ON WASTE MANAGEMENT IN ILLOGAN PARK AND AGREE ANY FUTURE ACTIONS AND APPROVE ANY ASSOCIATED EXPENDITURE

The Clerk reported that after further discussion with Cornwall Council it transpired that the contract they had with 'Biffa' would continue until 2020/21 and the bins at Illogan Park would continue to be emptied free of charge until the end of the contract.

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

FC16/09/19.2 RESOLVED that Illogan Parish Council would accept the arrangement currently in place with Cornwall Council for waste management in Illogan Park.

On a vote being taken the matter was approved unanimously.

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

1. Cornwall AONB Management Plan 2016-2021
2. Miracle Wood Outdoor CIC – 'they were a social enterprise company set up to run Forest School activities for local children. They been approached by a parishioner of Illogan who would like them to run some activities in Manningham Woods for local children and families. They would like to know if this might be a possibility? They run similar clubs in St Keverne, Cadgwith and Perran-ar-worthal which had been very successful- **it was agreed that this requires further information and would be deferred to the next Planning and Environmental Services Committee meeting for discussion**
3. LCR magazine
4. Clerk and Councils Direct magazine
5. The Clerk magazine
6. A request for the Council to consider refurbishing the historic cast iron finger post at Bridge – **it was noted that the fingerpost was located in the Parish of Portreath. The Clerk would respond to the enquirer.**
7. Various NALC Newsletters and DIS Extra
8. Cornwall Council Learning & Development newsletter
9. CRCC are offering free energy advice sessions
10. Police and Crime Commissioners monthly reports for July and August 2016
11. Information on changes to how Scribe 2000 Ltd is run and updated contact details etc
12. Cornwall Council press release on the new scheme to allow some blue badge holders to park for free in Cornwall Council car parks
13. Notes of the Mayors meeting
14. Communities and Devolution newsletters
15. Email regarding Illogan Feast Day – 'The annual Illogan Feast Day had been held on a Sunday afternoon in October at the Parish Church for many years. Unfortunately, this year, they were unable to hold the event, mainly due to the non-availability of the Band that led the march from The Platt and provided music in the church. They were seriously considering whether the event should continue in the future, particularly as support for it over the past few years had been dwindling. They would, therefore, welcome any comments from you and/or Parish Council members – **it was agreed that a letter**

would be sent to express regret that the annual Feast Day would not be held this year but ideas could be considered for next year.

16. Cornwall Council consultation on free distribution of printed matter
17. Cornwall Council information and help to combat illegal money lending
18. Cornwall Council special bulletin – final report on the Governance Review External Group
19. Cornwall Community Flood Forum Annual Conference, Thursday 6th October 2016, 9.30am – 4pm in Truro Town Hall
20. Cornwall Council Hackney Carriage and Private Hire Driver Policy Review – deadline for comments 16th December 2016
21. CALC weekly news updates
22. CALC open meeting invitation - The agenda is yet to be confirmed but it is likely that the main speaker will discuss the Boundary Review and what it may mean for Towns and Parishes in Cornwall. This is certainly going to be a fascinating opportunity to hear about a key issue in the local government sector. The meeting will be held on Thursday 6th October 2016, 7pm – 9pm at New County Hall

FC16/09/21

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

- Water meter reading on the 20th June 2016 was 70 and on the 21st September 2016 it was 71.
- Internal audit needs to be completed for July and August – appoint 2 Cllrs to complete the April and May audits – **Cllr Ford offered to undertake an internal audit and the Clerk would contact other Councillors outside of the meeting.**
- The goal mouths at Illogan Park had been repaired. They were being used quite heavily in between games and the goal mouths were beginning to show wear. It was agreed with Cllrs Mrs Ferrett and Crabtree that the goal mouths would be fenced to preserve them and that quotes would be sought for removable goal posts for the main pitch and separate goal posts to be erected elsewhere in the Park for use by the public. The quotes would be considered by the Planning and Environmental Services Committee at their meeting on the 5th October 2016.
- Other health and safety work was ongoing.

FC16/09/22

TO RECEIVE REPORTS FROM THE FOLLOWING OUTSIDE BODIES:

a. Police

No report had been received from the Police.

b. Representatives to Outside Organisations

Cllr Williams reported that he had attended a meeting of the Village Hall Committee. Discussion included the current lack of activities for young people in the community; further consideration was on-going and options were being sought to address this issue.

c. Cornwall Councillors

Cllr Ekinsmyth reported that he had assisted the police with the setting up of a community speed watch team. Anyone caught speeding would receive a letter and the police would take it further if individuals repeated this offence.

Illogan School were joining with six other schools to become the Crofty Trust Academy.

The Boundary reviews were continuing.

**FC16/09/23 TO CONSIDER ITEMS TO BE DISCUSSED AT FUTURE MEETINGS;
AGREE WHERE TO DISCUSS AND TIMESCALES**

Cllr Holmes raised the possibility of joining with Carn Brea Parish Council on a twinning project.

Cllr Szoka raised concerns that traffic schemes were being implemented without public consultation. He suggested that the Council considered sending a letter to Cornwall Council to request the involvement of the public before traffic schemes were agreed.

FC16/09/24 DATE & TIME OF NEXT MEETING

The next meeting would be held on Wednesday 19th October 2016, 7.00pm in Penwartha Hall.

**FC16/09/25 THAT UNDER THE 1960 PUBLIC BODIES (ADMISSION TO
MEETINGS) ACT THAT THE PRESS AND THE PUBLIC ARE EXCLUDED
DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE
DISCUSSED**

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

**FC16/09/19.2 RESOLVED that under the 1960 Public Bodies (Admission to
Meetings) Act that the Press and the Public are
excluded due to the confidential nature of the
Business to be discussed**

On a vote being taken the matter was approved unanimously.

The member of the public left the meeting at 8.50pm

FC16/09/26 TO AGREE THE FEE STRUCTURE FOR USE OF THE SPORTS PITCHES AND CHANGING FACILITIES AT ILLOGAN PARK FOR THE YEAR BEGINNING 1ST SEPTEMBER 2016 UNTIL THE 1ST AUGUST 2017 AND AGREE ANY FUTURE ACTIONS

It was agreed that this would be deferred for discussion at the next meeting of the Illogan Park Working Group.

FC16/09/27 TO RECEIVE QUOTES FOR QUANTITY SURVEYORS TO SURVEY THE PLANS FOR ILLOGAN PARK AND PROVIDE AN ESTIMATE OF THE PROJECT COSTS, APPOINT A CONTRACTOR AND AGREE ANY FUTURE ACTIONS AND ANY ASSOICATED EXPENDITURE

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

FC16/09/27.2 RESOLVED that W M G Weller & Son Ltd. would be given the contract as per the quote, to survey the plans for Illogan Park and provide an estimate of the project costs.

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

FC16/09/28 TO RECEIVE A REPORT FROM THE CLERK ON HARRIS MILL HALL, RECEIVE QUOTES FOR SOLICITORS TO ADVISE THE COUNCIL, APPOINT A CONTRACTOR, AGREE ANY FUTURE ACTIONS AND ANY ASSOICATED EXPENDITURE

It was proposed by Cllr Crabtree, seconded by Cllr Ekinsmyth

FC16/09/28.2 RESOLVED that Stephens Scown Solicitors are appointed to provide legal advice regarding the current status and future options for the Harris Mill Village Hall.

On a vote being taken the matter was approved unanimously.

There being no further business the meeting closed at 9.02pm.

Signed

Date

ACCOUNTS FOR PAYMENT SEPTEMBER 2016								
Ref:	Cheque	Expenditure	Payee	Minute Number	Net Total (ex VAT)	Vat	Total (inc VAT)	Legislation
932	3332	Contractor	D Heyes		£2,358.03		£2,358.03	LGA 1972 s.111(1)
933 - 935	3333 - 3335	Salaries	All Employees		£3,396.45		£3,396.45	LGA 1972 s.112 and Income Tax Act 2007, s.38 and National Insurance Contributions Act 2015
936	3336	Chairman's Allowance	Cllr L Pavey		£125.00		£125.00	LGA 1972 s.15(5)
937	3337	Lease of Manningham Wood	Mr and Mrs Manico		£1.00		£1.00	LGA 1972 s.111(1)
938	3338	Lease of Manningham Wood	Mr and Mrs Rule		£1.00		£1.00	LGA 1972 s.111(1)
939	3339	IT Support and Web Hosting	Focus Technology		£34.50	£6.90	£41.40	LGA 1972 s.111(1)
940	3340	Rent and Service Charge for Office	Vine Property Management		£1,686.38	£337.28	£2,023.66	LGA 1972 s.111(1)
941	3341	Tidying The Platt	DJM Gardening and Groundworks Solutions	PM16/05/27.2	£137.00		£137.00	LGA 1972 s.111(1)
942	3342	Stationery	Complete Office Solutions		£9.95	£1.99	£11.94	LGA 1972 s.111(1)
943	3343	Petty Cash Top Up	S Willsher		£90.63		£90.63	LGA 1972 s.111(1)
944	3344	Contractor	Greens Grounds and Trees		£515.00		£515.00	LGA 1972 s.111(1)
945	3345	Insurance Premium	Came & Company		£2,044.29		£2,044.29	LGA 1972 s.140(1)
946	3346	External Audit	Grant Thornton		£650.00	£130.00	£780.00	LGA 1972 s.111(1)
947	DD	Photocopies	1st Office		£77.62	£15.52	£93.14	
948	DD	Water for Office	South West Water		£24.54		£24.54	
949	DD	Water for Mary's Well	South West Water		£18.08		£18.08	
950	DD	Electric for Office	Southern Electric		£286.98		£286.98	
951	SO	Storage Unit	Low Cost Self Storage		£43.33	£8.67	£52.00	LGA 1972 s.111(1)
					£11,499.78	£500.36	£12,000.14	