

ILLOGAN PARISH COUNCIL

Minutes of the Full Council Meeting held at the Penwartha Hall on Wednesday 19th April 2017 at 7.00pm.

PRESENT: Councillors Pavey (Chairman), Mrs Ferrett (Vice Chairman), Crabtree, Ekinsmyth, Ford, Goldring, Mrs Roberts, Szoka, and Uren.

IN ATTENDANCE: Ms S Willsher, Clerk; Mrs J Curtis, Administration Assistant; Mr M Moyle, Cornwall Councillor; and Mrs A Prout, Chairman of Illogan Parish Neighbourhood Development Plan Steering Group.

The Chairman explained the safety procedures.

FC17/04/1 CHAIRMAN'S WELCOME AND APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Mrs Thompson and Williams.

Cllrs Ms Cadby, Holmes and Miss Pollock were absent.

FC17/04/2 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

No members declared any disclosable pecuniary interests or non-registered interests.

FC17/04/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications for dispensations.

FC17/04/4 PUBLIC PARTICIPATION ON ITEMS ON THE AGENDA (MAXIMUM OF 15 MINS – EVERY SPEAKER A LIMIT OF 3 MINS UNDER COUNCIL STANDING ORDERS)

No members of the Public wished to participate in this meeting.

FC17/04/5 CHAIRMAN'S ANNOUNCEMENTS

The Chairman thanked Cllrs Szoka and Uren for the work and support they had given the Council; he noted that Cllr Szoka had served for many years. Neither would be standing at the next election. He also thanked Cllr Moyle for attending Illogan Parish Council meetings and for his support during this time. He wished him well in his semi-retirement.

FC17/04/6 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 15th MARCH 2017 AND THE CHAIRMAN TO SIGN THEM

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

FC17/02/6.2 RESOLVED to receive and approve the Minutes of the Full

Council meeting held on 15th March 2017 and the Chairman to sign them.

On a vote being taken the matter was approved unanimously.

FC17/04/7

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

FC17/03/11.2 – No response had been received to date regarding the funding agreement for Illogan Park – The Clerk had chased Cornwall Council today.

Cllr Ekinsmyth confirmed that he had chased Cornwall Council but he would chase again and seek to get a positive outcome.

FC17/03/12.2 – the SLA with iCT4 had been signed and returned. We had not received the copy signed by iCT4 – the Clerk chased them today.

FC17/03/13.2 – The Clerk had not received a response from Cornwall Council to the request for Phil Mason to attend one of our meetings to provide clarification of the situation with regards to the housing policy for Illogan.

FC17/03/19 – item 14 – the application had been submitted to the Tesco Bags of Help Community Grant Scheme.

FC17/03/19.2 – The Clerk attended the VAT training in Saltash – the training was very useful and informative.

FC17/03/20 – The Clerk had written to the Rugby Club again regarding payment of the invoice for their fees for the use of the facilities at Illogan Park. Payment had still not been received.

The Clerk reported that she had been in contact with the Rugby Club and they had confirmed that they would pay their fees by the end of the week.

Cllr Uren raised concerns of fly tipping in Manningham Woods.

FC17/04/8

TO NOTE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS HELD SINCE THE LAST FULL COUNCIL MEETING:

- i. Staffing Committee – 8th March 2017**
- ii. Planning and Environmental Services Committee – 15th March 2017**
- iii. Community Liaison Committee – 3rd April 2017**
- iv. Planning and Environmental Services Committee – 5th April 2017**

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

FC17/01/8.2

RESOLVED

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

- i. Staffing Committee – 8th March 2017**

- ii. **Planning and Environmental Services Committee – 15th March 2017**
- iii. **Community Liaison Committee – 3rd April 2017**
- iv. **Planning and Environmental Service Committee – 5th April 2017**

On a vote being taken the matter was approved unanimously.

FC17/04/9 TO RECEIVE REPORTS ON THE PAYMENTS, RECEIPTS AND BANK RECONCILIATIONS FOR THE MONTH OF MARCH 2017

It was proposed by Cllr Crabtree seconded by Cllr Uren and

FC17/01/9.2 RESOLVED to receive the reports on payments, receipts and bank reconciliations for the month of March 2017.

On a vote being taken the matter was approved unanimously.

FC17/04/10 TO AUTHORISE PAYMENT OF ACCOUNTS FOR THE MONTH OF APRIL 2017

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

FC17/01/10.2 RESOLVED to authorise payment of accounts for the month of April 2017 in the sum of £5,529.50

On a vote being taken on the matter there were 8 votes FOR and 1 vote AGAINST.

FC17/04/11 TO RECEIVE INFORMATION FROM THE CLERK ON MAKING ELECTRONIC PAYMENTS, AGREE HOW TO SET UP ELECTRONIC PAYMENTS FOR THE HMRC AND AGREE ANY FUTURE ACTIONS

The Clerk had sought advice from CLAC. CALC felt that the biggest risk with online banking was that figures could be transposed and the incorrect amount was paid. The risks of hacking already existed as the Clerk could bet bank statements online; the Council had anti-virus installed on all computers. CALC also felt that a bigger risk to the Council was the inclusion of the Clerk's signature to authorise cheques as no cheques could be authorised if the Clerk was absent from work. Barclays could set up online banking with dual authorization.

In response to a question the Clerk suggested that an option was that the Council could set up dual authorization online banking and that the Standing Orders and Financial Regulations were amended accordingly and that they restricted the use of electronic payments to the HMRC and that all other payments continued to be made by cheque.

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

FC17/04/11.2 RESOLVED that dual authorisation electronic banking is set up. That the signatories would be the Chairman and one other member of the Finance and

Resources Committee. That the Standing Orders and Financial Regulations are amended to include dual authorisation electronic banking and they will restrict the use of electronic banking to payments to the HMRC, all other payments will continue to be made by cheque.

On a vote being taken the matter was approved unanimously.

FC17/04/12 TO DISCUSS THE RAY UREN AWARD AND AGREE ANY FUTURE ACTIONS

As the Public had not been given an opportunity to nominate anyone for this award yet it was agreed that it would be advertised in the Illogan Review with the intention of making the award at the Full Council meeting in July.

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

FC17/04/12.2 RESOLVED that nomination of the Ray Uren award would be advertised in the next edition of the Review, on Facebook and on the Council website with the intention that this will be presented at the Full Council meeting in July. A suitable deadline would be included in the article.

On a vote being taken the matter was approved unanimously.

FC17/04/13 TO RECEIVE AN UPDATE ON ILLOGAN PARK AND AGREE ANY FUTURE ACTIONS

It was reported that the situation at Illogan Park had settled and there appeared to be less dogs running freely in the Park.

A Public Consultation was required in relation to the play area and the planned new equipment. This would be advertised in the next edition of the Review. The date would be decided at the next Planning meeting in time for the printing of the Review.

It was reported that the New Inn Titans have been using the football pitch at Illogan Park for the last 2 years and had not lost a match at this pitch during this time. It was agreed that we email them to convey our congratulations on their achievement.

FC17/04/14 TO CONSIDER ANY CORRESPONDENCE UP TO THE DATE OF THE MEETING AND AGREE RESPONSES AND ACTIONS

1. The Clerk magazine
2. LCR magazine
3. CALC weekly news roundup 24.03.17 – items included Purdah; Housing white paper; Star councils 2017; Safeguarding training; Request for assistance; Updated legal topic notes

4. Email from The Old School Centre requesting help with their Books and Bits Sale on the 27th May 2017
 5. iCT4 email containing the website analytics
 6. CALC weekly news roundup 31.03.17 – items included Legal topic notes; Safeguarding training; Rural 'Idyll' masks poor rural health; A future for trees
- Cllr Goldring requested further information and the Clerk agreed to email this to him.**

Cllr Ford questioned if funding was available which could be sought for Manningham Wood under the 'future for trees' scheme.

7. Launceston Town Council - bespoke training session for local government focused on social media, websites, search engine optimisation and community engagement – 6th June 2017, 10am-4pm in Launceston Town Hall
8. CALC weekly news roundup 07.04.17 – items included CALC membership 2017/18; Social media training; Governance and Accountability for smaller authorities in England; South West Regional Conference; Elections information; NALC employment briefing; Smaller authorities audit appointments finalises procurement process
9. Cornwall Council – Special bulletin - Cornwall needs a Lottery winner
It was explained that Cornwall Council were encouraging Council's to apply for Lottery Funding. Unfortunately this could not apply to Illogan Park as it is classed within the Football application.
10. Email from the Illogan Parish Fair group requesting confirmation that parish councillors would be on hand to help out on the day and also setting up on Friday? Previously the councillors have assisted with the show however, if they would like a stall this year please advise?
It was agreed that Councillors would help out at the Parish Fair as requested but a stall would not be required.
11. Police and Crime Commissioner monthly report – Commissioner's new scheme to reduce reoffending
12. Correspondence on the proposed new contract template
13. Cornwall Council – Communities and Devolution Newsletter – items included Council strategy and business plan; Cornwall planning partnership update; Code of Conduct training 2017; Council tax bills; Town parking review update; City, town and parish council elections; Cornwall Council draft customer promise; Closed churchyard maintenance; Devolution deal update; Rural services network; Shared ownership scheme
14. Cornwall Housing Limited requesting that we add their website link to this Council's website to make it easier for their tenants and clients to make contact with us.

It was agreed that the website link for Cornwall Housing Limited would be added to the Council's website.

15. Communities and devolution bulletin – appointment of members to Cornwall Countryside Access Forum

Cllr Ford asked that this information was forwarded to him.

16. Communities and devolution bulletin – Town parking review update

17. Safer Cornwall newsletter

18. Your Gateway to Redruth newsletter

19. Agenda for the Cornwall Countryside Access Forum, Tuesday 25th April 2017 at 2pm.

20. Agenda for the Mineral Tramways meeting on Thursday 20th April, 2pm at The Croust Hut, King Edward Mine

21. Came and Company newsletter

This newsletter referred to the Council's Insurance for which we were currently tied in for another 2 years. It was agreed that this would be circulated to all Councillors.

FC17/04/15

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

The Clerk advised that she had nothing further to report.

FC17/04/16

TO RECEIVE AN UPDATE ON THE GLEBE FIELD AND AGREE ANY FUTURE ACTIONS

Cllr Ekinsmyth reported that he had a response from Richard Best with possible dates for the meeting. However, the dates he had suggested were around the election period and therefore not suitable as new Committees would not be in place. The meeting had to be with the new Council in place to enable it to go forward. Richard had intimated that the meeting would be going ahead on one of the dates as it was not possible to change it. However, it was agreed that he should be asked to arrange a date after the elections when the new committees were in place.

It was suggested that Richard Best should be liaising with the Clerk and Cllr Ekinsmyth agreed to pass this to him.

FC17/04/17

TO RECEIVE REPORTS FROM THE FOLLOWING OUTSIDE BODIES:

a. Police

Cllr Ford reported that he attended the meeting on 10th April. The meeting was very informative and a number of issues were raised.

There would be further re-arrangement of staff and 2 PCSO's who were training to become Police Constables would not be replaced in their PCSO roles.

It was noted that the trends in crime needed to be considered carefully because of the low base rate. Even a small increase could suggest a huge rise when this was not necessarily the case.

There had been a big increase in historic crimes as people were becoming more confident to report.

It was reported that a local resident had been released from prison and the community in the area were advised to ensure they lock their outhouses and sheds.

The police were keen to promote a partnership with the public and an example of this was the Speed Watch teams.

Speeding in Illogan and the surrounding area was a big problem and cars do slow down when they see people in high vis jackets and speed guns. Cllr Ekinsmyth and Mrs Thompson had been formally trained to monitor speeding. The police would like to increase the number of people able to assist with this work.

b. Representatives to Outside Organisations

There were no representatives of outside organisations.

c. Illogan Parish Neighbourhood Development Plan Steering Group

The Chairman provided a report as follows:

Since reporting to the council last month the group had their first AGM, reflecting on the progress the group made in the first 12 months.

The working group had been busy and had distributed a business survey to all parish businesses and though the closing date had not expired, at least 10% had responded. Once the surveys were all returned the results would be examined and should be available to report back on next month.

During the last month they worked a great deal on the plan regarding landowners, and had been in constant communication with the Land Registry, in an attempt to ascertain who owns land adjacent to settlement boundaries. They met with neighbourhood planning officers and discussed boundary options in response to public feedback from events held in March.

Parcels of No Build Zones had now been established from the public consultation and cover agricultural land and recreational and heritage land. The public consultation supports fully that the Neighbourhood Plan was taking the right approach to building new homes and managing development.

The group completed a funding request to support the Neighbourhood Plan and were waiting to hear from the Treasurer at next week's meeting if the funding was successful.

There were two scheduled public events in the diary, they would have a presence at the Old School Centre, books and bits sale on 27th May 2017 and would also have a stall at the Parish Fair on 8th July 2017.

In line with the recently proposed CPIR Open Spaces Strategy the working group had started work on this theme and would over the next month aim to carry out open space assessments to include as evidence in the Draft Plan.

The team was currently working on a policy comparison task in preparation for drafting the Neighbourhood Plan Policy's and work had begun formalising the Consultation Statement for the Plan.

d. Cornwall Councillors

Cllr Moyle reported success with a speeding issue in Tehidy. He raised concerns that non-material amendments for planning applications were being raised immediately prior to the election or public holidays giving little time for a response.

Cllr Moyle thanked the Council for their support and offered 'good luck' to those standing for Council election.

Cllr Ekinsmyth thanked Cllr Moyle for his assistance during his time as a Councillor. He reported that there were few meetings now prior to the election on 4th May.

Concerns had been raised about the licensing of a local kebab shop. The Parish Council were not currently notified of licensing applications and could only request a review once problems were identified.

The majority of local children had been allocated places at Illogan Primary School. It is now full and those not allocated a place had been allocated a place at Treloweth School.

FC17/04/18

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

Cllr Ford raised concerns that there were roads in Illogan which were not named and others that were numbered inappropriately. Signs were needed to ensure that emergency services were able to find properties quickly. The Post Office were responsible for the numbering of properties and Cornwall Council were responsible for the naming of roads. It was agreed that this would be taken forward once the new Council was in place.

FC17/04/19

DATE & TIME OF NEXT MEETING

The next meeting would be held on Wednesday 17th May 2017, 7.00pm in Penwartha Hall.

There being no further business the meeting closed at 8.09pm

Signed

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Date

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