

ILLOGAN PARISH COUNCIL

Minutes of the Community Liaison Committee held at The Council Office, Tolvaddon Energy Park on Monday 2nd July 2018 at 6.30 pm.

PRESENT: Cllr Williams (Chairman), Cllr Pavey (Vice Chairman), Cllr Ms Cadby, Cllr Crabtree (not a member of this Committee), Cllr Holmes, Cllr Miss Pollock, Cllr Mrs Roberts and Mr Dolling (from point mentioned)

ALSO PRESENT: Ms S Willsher, Clerk.

The Chairman explained the safety procedures.

CL18/07/1 TO ELECT A CHAIRMAN OF THE COMMUNITY LIAISON COMMITTEE FOR THE 2018/2019 MUNICIPAL YEAR

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

CL18/07/1.2 RESOLVED that Cllr Williams is elected Chairman of the Community Liaison Committee for the 2018/2019 municipal year.

On a vote being taken on the matter was unanimously approved.

CL18/07/2 TO APPOINT A VICE CHAIRMAN OF THE COMMUNITY LIAISON COMMITTEE FOR THE 2018/2019

It was proposed by Cllr Mrs Roberts, seconded by Cllr Miss Pollock and

CL18/07/2.2 RESOLVED that Cllr Pavey is appointed Vice Chairman of the Community Liaison Committee for the 2018/2019 municipal year.

On a vote being taken on the matter was unanimously approved.

CL18/07/3 RECEIVE APOLOGIES FOR ABSENCE

There were no apologies received; all members were present.

CL18/07/4 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.

CL18/07/5 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

CL18/07/6 PUBLIC PARTICIPATION (MAXIMUM OF 15 MINUTES – EVERY SPEAKER A LIMIT OF 3 MINUTES UNDER COUNCIL STANDING ORDERS)

There were no members of the public present.

CL18/07/7 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD ON 9TH APRIL 2018 AND THE CHAIRMAN TO SIGN THEM

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

CL18/07/7.2 RESOLVED that the minutes of the meeting of the Community Liaison Group Committee held on the 9th April 2018 are received and approved and signed by the Chairman.

On a vote being taken the matter was approved unanimously.

CL18/07/8 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

There were no matters arising.

CL18/07/9 TO RECEIVE AN UPDATE ON THE EVENTS BUDGET, AND AGREE ANY FUTURE ACTIONS, FOR INFORMATION ONLY

The Clerk reported that there was no expenditure to report for this fiscal year to date; there was a revenue budget of £3,000 and a capital budget of £1,000.

CL18/07/10 TO RECEIVE A REPORT FROM THE CLERK ON THE ERECTION AND DECORATION OF CHRISTMAS TREES, CONSIDER HOW TO ERECT AND DECORATE THE CHRISTMAS TREES IN TOLVADDON, ILLOGAN AND PARK BOTTOM AND AGREE ANY FUTURE ACTIONS.

Mr Dolling entered the meeting during this item at 6.39pm.

The Clerk's report was circulated. She raised concerns with the methods used to erect and decorate the trees and suggested some alternatives that would be safer for all involved.

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

CL18/07/10.2 RESOLVED that the Clerk would obtain indicative costings for the use of appropriate and suitable mechanical lifting devices such as hoists, mobile elevating work platforms (MEWPs) etc to erect and decorate the Christmas trees at Tolvaddon, Illogan and Park Bottom. That the Clerk would also contact the Cornwall Fire Rescue Service and enquire whether they would be able to assist with the erection and decoration of the trees.

On a vote being taken the matter was approved unanimously.

CL18/07/11 TO CONSIDER THE SELECTION OF CAROLS AND SONGS PLAYED AT THE CHRISTMAS LIGHTS SWITCH ON EVENTS IN LIGHT OF COMMENTS RECEIVED IN 2017, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

Members felt that as Christmas was a traditional Christian festival that Christmas carols should be sung. Some members also felt that Merritt's carols should be included to ensure that they were not forgotten. Thomas Merritt was born and lived in Illogan and he was famous for the Christmas carols he wrote. The Council had received requests to include more modern and well-known Christmas songs to encourage the public to join in and sing as they would be more familiar with the words etc.

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

- CL18/07/11.2 RESOLVED that the Clerk would liaise with Illogan School regarding the Christmas songs they sung in the school and whether they would be willing to teach the children some of the traditional carols that are sung during the Switch On events. The Clerk would also ask the Illogan Community Choir whether they would be willing to attend and lead on the singing during the events and whether they would be willing to learn any Merritt's carols.**

On a vote being taken the matter was approved unanimously.

CL18/07/12 TO REVIEW THE AMPLIFICATION SYSTEMS USED AT THE TOLVADDON, ILLOGAN AND PARK BOTTOM CHRISTMAS LIGHTS SWITCH ON EVENTS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

- CL18/07/12.2 RESOLVED that the Clerk would ask the landlord of the New Inn whether in principal they would be willing to lend the Council their main amplification system for use at all of the Christmas Lights Switch On Events. Cllr Pavey would contact the person who usually operated the amplification system for the New Inn and ask whether they would be willing to attend the Switch On Events to set up and monitor the system. The Clerk would also obtain quotes for PA systems.**

On a vote being taken the matter was approved unanimously.

CL18/07/13 TO CONSIDER THE ARRANGEMENTS FOR THE 2018 ILLOGAN CHRISTMAS LIGHTS SWITCH ON EVENTS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

CL18/07/13.2 RESOLVED to recommend to Full Council that a Councillor and reserve from each ward is appointed to complete the introductions for each Switch On Event.

On a vote being taken the matter was approved unanimously.

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

CL18/07/13.3 RESOLVED that the Clerk would complete the following actions for the Illogan Christmas Lights Switch On Event and report to the next meeting of the Community Liaison Committee:

- **Write to Illogan School regarding the Christmas parade and the Christmas Card Competition;**
- **Submit the road closure paperwork to Cornwall Council;**
- **Write to First Bus regarding the road closures for the events;**
- **Contact the rector and ask if they are available to attend and give a blessing; and**
- **Contact McColl's and Robartes Arms to explain what happens during the Switch On event, to invite them to be involved and to ask whether they would be willing to provide power for the amplification system and to donate mince pies and mulled wine.**

On a vote being taken the matter was approved unanimously.

Cllr Crabtree reported that he was not prepared to act as Father Christmas for all 3 Switch On Events unless the Council had no other options. He would like to be Father Christmas for the Illogan and Park Bottom Events. It was agreed that the provision of Father Christmas would be considered as an agenda item for the next meeting.

CL18/07/14 TO CONSIDER THE ARRANGEMENTS FOR THE 2018 PARK BOTTOM CHRISTMAS LIGHTS SWITCH ON, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

CL18/07/14.2 RESOLVED that the Clerk would complete the following actions for the Park Bottom Christmas Lights Switch On Event and report to the next meeting of the Community Liaison Committee:

- **Submit the road closure paperwork to Cornwall Council;**
- **Write to First Bus regarding the road closures for the events;**
- **Contact the rector and ask if they are available to attend and give a blessing; and**
- **Contact the New Inn and Park Bottom Stores to explain what happens during the Switch On event, to invite them to be involved and to ask whether they would be willing to provide power for the amplification system and to donate pasties, mince pies and mulled wine.**

On a vote being taken the matter was approved unanimously.

CL18/07/15 TO CONSIDER THE ARRANGEMENTS FOR THE 2018 TOLVADDON CHRISTMAS LIGHTS SWITCH ON, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

- CL18/07/15.2 RESOLVED** that the Clerk would complete the following actions for the Tolvaddon Christmas Lights Switch On Event and report to the next meeting of the Community Liaison Committee:
- **Contact the rector and ask if they are available to attend and give a blessing; and**
 - **Contact Adelaide Stores to ask whether they would be willing to provide power for the amplification system and to donate mince pies and mulled wine for the Switch On event.**

On a vote being taken the matter was approved unanimously.

CL18/07/16 TO REVIEW THE CHRISTMAS EVENTS RISK ASSESSMENT AND MAKE RECOMMENDATIONS TO THE GOVERNANCE REVIEW COMMITTEE

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

- CL18/07/16.2 RESOLVED** to recommend to the Governance Review Committee that there are no changes made to the majority of the Christmas Events Risk Assessment other than the potential changes that will need to be made when this Committee agrees how the trees will be erected and decorated.

On a vote being taken the matter was approved unanimously.

CL18/07/17 TO CONSIDER HOLDING A COMMUNITY EVENT IN 2018 IN ILLOGAN PARK, CONSIDER OPTIONS AND AGREE ANY FUTURE ACTIONS

It was agreed that the Planning and Environmental Services Committee would consider a child focused fun day type event in the Park whilst they are completing the complete review of the Park at the meeting on the 4th July 2018.

CL18/07/18 TO CONSIDER ITEMS TO BE DISCUSSED AT FUTURE MEETINGS

The Clerk reported that she had had contact from the Illogan Cubs who did not participate in the lantern parade as they found it difficult to ensure that children were collected by an appropriate adult as the parade had no meeting area at the end. It was agreed that the Clerk would contact Illogan School to ask their views on the end of the lantern parade. The lantern parade and the possible inclusion of a secure area for it to end would be an agenda item for the next meeting.

CL18/07/19 DATE AND TIME OF NEXT MEETING

The next meeting would be held on Monday 3rd September 2018 at 6.30 pm in the Council Office.

There being no further business the meeting closed at 7.13pm.

Signed

Date