

## ILLOGAN PARISH COUNCIL

Minutes of the Full Council Meeting held at the Penwartha Hall on Wednesday 22<sup>nd</sup> January 2020 at 7.00pm.

**PRESENT:** Councillors Crabtree (Chairman), Pavey (Vice Chairman), Ekinsmyth, Mrs Ferrett (until point mentioned), Ford, Holmes, Mrs Lang, Miss Pollock, Mrs Thompson, Mrs Share and Szoka,

**IN ATTENDANCE:** Mr M Mills, Locum Clerk; Mrs J Curtis, Administration Assistant and one member of the public

The Chairman explained the safety procedures.

### **FC20/01/1 CHAIRMAN'S WELCOME AND APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Ms Cadby, Weatherburn and Williams.

There were no members absent.

### **FC20/01/2 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 pecuniary interests were declared.

### **FC20/01/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS**

There were no applications for dispensations.

### **FC20/01/4 PUBLIC PARTICIPATION ON ITEMS ON THE AGENDA (MAXIMUM OF 15 MINS – EVERY SPEAKER A LIMIT OF 3 MINS UNDER COUNCIL STANDING ORDERS)**

A member of the public reported that she wished to offer her support for item 15, the discussion on climate change.

### **FC20/01/5 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman advised that there were a number of items on the agenda which were likely to instigate lengthy discussion; he asked Councillors to take their turn and to be as concise as possible.

### **FC20/01/6 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 11<sup>th</sup> DECEMBER 2019 AND THE EXTRAORDINARY MEETING HELD ON 8<sup>th</sup> JANUARY 2020 AND THE CHAIRMAN TO SIGN THEM**

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

**FC20/01/6.2 RESOLVED to receive and approve the Minutes of the Full**

**Council meeting held on 11<sup>th</sup> December 2019 and the Extraordinary meeting held on 8<sup>th</sup> January 2020 and the Chairman to sign them.**

On a vote being taken the matter was approved unanimously.

**FC20/01/7                    MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY**

It was reported that the Rugby Club had paid their overdue fees the day after the last Full Council Meeting.

FC19/12/14.2            Cllr Ekinsmyth reported that he had received a response from Coastline Housing advising that there was little they could do about the state of the verges on Coronation Estate. They do not manage the verges and only manage a few of the properties. However, they acknowledge that something needed to be done and were supportive of taking this forward. However, it was not clear how to take this forward.

FC19/12/5                Cllr Crabtree advised that this minute should read that members of the Community Liaison Committee attended the school assembly and not named Councillors.

FC19/12/19c            Cllr Ekinsmyth reported that he had reminded Cornwall Council to finish cutting down the trees in Lamanva Close but had no response from them.

**FC20/01/8                    TO RECEIVE REPORTS ON THE PAYMENTS, RECEIPTS AND BANK RECONCILIATIONS FOR THE MONTH OF DECEMBER 2019**

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

**FC20/01/8.2                RESOLVED                    to receive the reports on payments, receipts and bank reconciliations for the month of December 2019.**

On a vote being taken the matter was approved unanimously.

**FC20/01/9                    TO AUTHORISE PAYMENT OF ACCOUNTS FOR THE MONTH OF JANUARY 2020 (UP TO DATE LIST TO BE TABLED AT THE MEETING)**

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

**FC20/01/9.2                RESOLVED                    to authorise payment of accounts for the month of January 2020 in the sum of £7,073.06 (excl VAT).**

On a vote being taken on the matter there were 10 votes FOR and 1 vote AGAINST.

**FC20/01/10                 TO CONSIDER MANAGEMENT, MAINTENANCE AND FUTURE DEVELOPMENTS IN ILLOGAN PARK AND OTHER PARISH FACILITIES, AGREE ANY APPROPRIATE ACTIONS AND ANY**

## **ASSOCIATED EXPENDITURE INCLUDING EXPENDITURE ON PLANNING APPLICATION(S) AND VAT ADVICE**

It was noted that a leak had been found in the changing rooms before Christmas but this had been repaired before the teams were due to play.

Cllr Lang confirmed that she had reviewed the contract with Faithful and Gould and raised a number of concerns which she felt needed further clarification. Firstly, why was there a £33,000 increase so close to the start of the project without any clear reasoning. Secondly, in the organisations tender submission they allowed for additional design costs but failed to mention the new items which they had raised. Thirdly, the wording of the document suggested that they expected the people installing facilities to provide the designs as part of the solution – why has this changed and is this now the remit of Faithful & Gould? Also, in Stage 4 of the meeting the completion of building regulations information pack and submissions should have included newly added elements, why was this not included when highlighted as a further need?

Cllr Lang suggested that a statement of works is requested which should include roles and responsibilities, exclusions and out of scope elements. More importantly this should embue a change request procedure so all needs for change were formally documented and managed. We should specify a draw down specification to include information on the details which F&G need to provide in order to receive payment. In the case of the latest invoice, works produced and evidence time used. Cllr Lang advised that F&G consider if the element should be charged at the rates specified or if this was something we could insist providers do in the tender process so we could understand what savings could be made. F&G had provided different design elements but the costings on these need to be clearer and more descriptive.

Cllr Crabtree pointed out that it was planned that the facilities would be available for home fixtures in October 2020. Planning permission had yet to be sought. He added that a productive meeting was held with Charlotte Caldwell and funding was explored. It was noted that the grant process takes time and it was unlikely that grants would be secured if the work was undertaken immediately; therefore, it was preferred to undertake the work in phases so applications for grants could be processed and secured. It was agreed that a grant would be sought from Cornwall Council.

Council members considered if clarification should be sought from F&G or whether it would be preferred to withdraw from the process and accept the costs this would incur. It was thought that there would be a 28 day notice period to withdraw.

It was noted that an invoice had been received from F&G and details of the work carried out had been requested. F&G should be aware that we preferred the work to be undertaken in phases. A breakdown of costs was needed for grant applications; these could not be made retrospectively.

Council members agreed that the changing rooms need to be available for use in October. Authority needed to be given to enable the planning application to be submitted; this was estimated to cost £1,386 but

discount may be available. It was unclear if we would be eligible for VAT recovery; this issue would be deferred until further information had been received.

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

**FC20/01/10.2 RESOLVED that authority would be given to proceed with the planning application for the planned work at Illogan Park**

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

**FC20/01/11 TO APPOINT AN INTERNAL AUDITOR FOR THE CURRENT FINANCIAL YEAR. TIAA LTD HAVE INDICATED THAT THEY WOULD BE WILLING TO ACT FOR A DAILY FEE OF £370 (TOTAL COST £1110)**

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

**FC20/01/11.2 RESOLVED to receive and appoint TIAA LTD to undertake the Audit for the Current Financial Year.**

On a vote being taken there were 10 votes FOR

**FC20/01/12 DEFIBRILLATORS – TO NOTE THE CURRENT POSITION WITH THE ORDER WITH DUCHY DEFIBRILLATORS AND TO CONSIDER ANY APPROPRIATE STEPS**

It was reported that the defibrillators had not been installed as WiFi was not available at the chosen locations. Duchy Defibrillators were currently seeking a mobile connection and a SIM card was required. There were concerns that this was taking too much time to set up.

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

**FC20/01/12.2 RESOLVED that Duchy Defibrillators would be asked to install the defibrillators by 14<sup>th</sup> February or consideration would be given to the contract with them being withdrawn. If the contract was completed it would be reviewed in 12 months.**

On a vote being taken the matter was approved unanimously.

**FC20/01/13 TO NOTE THE POSITION WITH REGARD TO THE CONTRACTS FOR LITTER PICKING AND GENERAL MAINTENANCE, OPEN SPACES, ILLOGAN PARK AND DELIVERY OF THE PARISH REVIEW AND TO CONSIDER INVITING TENDERS**

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

**FC20/01/13.2 RESOLVED that the contracts for Litter Picking and General**

**Maintenance, Open Spaces, Illogan Park and delivery of the Parish Review would be deferred to the next Planning and Environmental Services meeting on 5<sup>th</sup> February**

On a vote being taken the matter was approved unanimously.

**FC20/01/14**

**TO CONSIDER WHETHER OR NOT TO DECLARE A CLIMATE EMERGENCY. IF APPROVED TO CONSIDER ESTABLISHING A WORKING PARTY AND CONSIDER WORKING WITH OTHER LOCAL COUNCILS. COUNCILLORS MAY WISH TO NOTE THAT THERE IS A WORKSHOP OF THE CLIMATE ACTION WORKING GROUP (CPIR) ON 22<sup>ND</sup> FEBRUARY 2020 REGARDING PUTTING IN PLACE A CLIMATE ACTION PLAN AND PREPARATION OF AN ENVIRONMENTAL POLICY**

Cllr Mrs Ferrett left the meeting at 8.02pm

It had been noted that Cornwall Council had declared a Climate Emergency and were planning to plant one million trees with the involvement of local communities. Cllr Ekinsmyth suggested that a public meeting is held to ensure we work together with other groups. It is clear that there are facts which support the global warming theory and we need to be proactive to address the situation.

There was discussion around whether we declare a climate emergency and it was considered imperative that we support this issue. Cllr Miss Pollock asked that a TPO was put on all trees.

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

that a Climate Emergency would not be declared but a working party would be established and this council would work with other local councils.

On a vote being taken there were 3 votes FOR and 7 AGAINST

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

**FC20/01/14.2**

**RESOLVED**

**that a Climate Emergency would be declared and a working party would be established; and this council would work with other local councils.**

On a vote being taken there were 7 votes FOR

A member of the public left the meeting at 8.29pm

**FC20/01/15**

**TO RECEIVE CORRESPONDENCE UP TO THE DATE OF THE MEETING FOR INFORMATION ONLY**

1. E mail 15/1/20 Goon Acres (herewith) (Allotments)  
**It was noted that we would be unable to advertise this venture as it was a commercial business**

2. E mail 17/1/20 Roxana Suciu | Environmental Growth Officer (herewith)
3. E Mail 18/12/19 Cornwall Association of Local Councils re AGM on 30th January – attendees requested  
**Cllrs Ford and Mrs Thompson would be attending**
4. E mail 16/1/20 GWR re track and bridge renewals
5. E mail 21/1/20 GWR re new timetable
6. CAB newsletter
7. E mail 12/12/2019 from resident re Road from Bassetts Road to Redruth past Trickey Dickies suggesting creation of passing places
8. E mail 15/1/20 re dog mess on pitches
9. E mail 9/1/20 Cornwall Council re Western Power Distribution confirming that WPD have agreed to waive costs for work at the play area
10. Notice 13/1/20 Cornwall Council (and plan) re common land Nance Woods and Illogan Woods (herewith)
11. Email re Cornwall Community Flood Forum training workshops 20/1/20. Dates are 17th March Hayle, 21st March St Austell and 26th March Calstock

Cllr Pavey reported that he had found that there were plans for Illogan Woods but we had not been consulted, despite 25% of the woods being situated within Illogan. It was agreed that a letter would be sent to Cornwall Council to ask why we had not been notified. A full report will be required and this issue would be an agenda item for the Planning meeting in February.

**FC20/01/16**

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

- The Locum Clerk has completed initial Scribe (accounts) training (included in Scribe package).
- On 19th December it was discovered that the Christmas tree lights at Illogan were not working. New lights were purchased and these were immediately put in place.
- On 7th January there were problems with the office heating system. As a result it was necessary to instruct R G Kellow to repair it.
- A problem was found with the boiler in the changing rooms at Illogan Park. Ellis Electrical Engineering (who originally installed the boiler) inspected and resolved the issue.
- Internal audit completed by Cllrs Ford and Mrs Lang on 17th January.
- The direct debit for NEST (pension) is inactive. Accordingly, a new direct debit will be required.
- Mandate change form lodged with Barclays on 13th January (10 working days required for changes). Further Barclaycard has been requested.
- A member of the public has reported vegetation encroaching on the highway at Alexandra Road near to Manningham Woods entrance which is said to be causing a safety issue.

**FC20/01/17**

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

**i. Planning and Environmental Services Committee – 4<sup>th</sup> and 11<sup>th</sup> December and 8<sup>th</sup> January 2020**

Cllr Mrs Thompson reported that the usual planning applications were ongoing. There had been a proposal relating to Valley Gardens which will be referred to Full Council.

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

**FC20/01/17.2 RESOLVED to note the Minutes of the following Committee meetings held since the last Full Council meeting:**

**i. Planning and Environmental Services Committee meeting – 4<sup>th</sup> and 11<sup>th</sup> December 2019 and 8<sup>th</sup> January 2020**

On a vote being taken the matter was approved unanimously.

**FC20/01/18 TO RECEIVE REPORTS FROM THE FOLLOWING OUTSIDE BODIES:**

**a. Police**

No reports had been received.

**b. Representatives to Outside Organisations**

No reports had been received.

**c. Cornwall Councillors**

Cllr Ekinsmyth reported that he attended a Full Council meeting at County Hall yesterday which was very positive. The financial situation continues to be of concern and substantial savings are still required. There is currently a £7.5 million overspend much of which is due to Adult Social Care. Although there is an action plan in place to address this situation there is no guarantee this will be fulfilled. Other departments, which have also overspent, have put action plans in place. The Climate Change group and IT resources have both also created budget pressure. Cllr Ekinsmyth noted that the Public Sector loan board have increased borrowing significantly, this is available on a fixed rate and it is now possible to have it over 50 years at no extra cost.

The reserves at Cornwall Council continue to reduce but work on the Chiverton to Carland Cross highway has already been budgeted. Substantial amounts of money had been allocated to the Council for multi user trails. Looking forward, the number of Councillors will reduce from 123 members to 87 in the future.

**FC20/01/19 TO CONSIDER ITEMS TO BE DISCUSSED AT FUTURE MEETINGS; AGREE WHERE TO DISCUSS AND TIMESCALES**

To discuss at the next Full Council meeting on 19<sup>th</sup> February the document suggesting that the number of Illogan Parish Councillors should reduce from 14 to 12.

Agenda item for the next Planning meeting on 5<sup>th</sup> February the white lines in Park Bottom.

**FC20/01/20      DATE & TIME OF NEXT MEETING**

The next meeting would be held on Wednesday 19<sup>th</sup> February 2020, 7.00pm in Penwartha Hall.

There being no further business the meeting closed at 8.50pm

Signed .....

Date .....



<b>ACCOUNTS FOR PAYMENT JANUARY 2020</b>						
<b>Description</b>	<b>Supplier</b>	<b>Minute Number</b>	<b>Net Total (ex VAT)</b>	<b>Vat</b>	<b>Total (inc VAT)</b>	<b>Legislation</b>
IT Support	NCI Technologies		£148.10	£29.62	£177.72	LGA 1972 s.111(1)
Repair under floor heating in Office	RG Kellow		£77.70	£15.54	£93.24	LGA 1972 s.111(1)
Repair to leak in park changing rooms	Ellis Engineering		£45.00	£9.00	£54.00	LGA 1972 s.111(1)
Stationery	Complete Business Solutions		£19.99	£4.00	£23.99	LGA 1972 s.111(1)
Litter Picking and General Maintenance	DJM Gardening & Groundworks Soltuions		£1,260.99		£1,260.99	LGA 1972 s.111(1)
Supply 6 keys for Clerk	A. Richards		£28.00		£28.00	LGA 1972 s.111(1)
Monthly Legionella Support	Churchill Environmental Services		£57.00	£11.40	£68.40	LGA 1972 s.111(1)
Photocopying	Ist Office		£350.99	£70.20	£421.19	LGA 1972 s.111(1)
Webhosting	Kernowtek		£10.00		£10.00	LGA 1972 s.111(1)
Salaries	All Employees		£4,184.75		£4,184.75	LGA 1972 s.112 and Income Tax Act 2007, s.38
Removal and disposal of Christmas Trees	Greens Grounds & Trees	CL19/11/28.2	£350.00	£70.00	£420.00	LGA 1972 s.111(1)
Storage Unit	Low Cost Self Storage		£43.33	£8.67	£52.00	LGA 1972 s.111(1)
Account fee, cheque and electronic payment fees	Barclays		£21.75		£21.75	LGA 1972 s.111(1)
Clerk's Pension	NEST		£394.33		£394.33	LGA 1972 s.111(1)
Water - Marys Well	South West Water		£21.84		£21.84	LGA 1972 s.111(1)
Water - Office	South West Water		£59.29		£59.29	LGA 1972 s.111(1)
	<b>TOTAL</b>		<b>£9,769.56</b>	<b>£218.43</b>	<b>£9,987.99</b>	