

ILLOGAN PARISH COUNCIL

Minutes of the Full Council Meeting held on Wednesday 18th March 2020 at 7.00pm at the Council Office, Unit 2 Wheal Agar, Tolvaddon Business Park

PRESENT: Councillors Crabtree (Chairman), Ekinsmyth, Ford, Holmes, Miss Pollock, Mrs Share, Szoka, Weatherburn.

IN ATTENDANCE: Mr M Mills, Locum Clerk; Mrs J Curtis, Administration Assistant

The Chairman explained the safety procedures.

FC20/03/1 CHAIRMAN'S WELCOME AND APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Ms Cadby, Mrs Ferrett, Mrs Lang, Pavey, Mrs Thompson and Williams

There were no members absent.

FC20/03/2 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 interests were declared.

FC20/03/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications for dispensations.

FC20/03/4 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 attended this meeting.

FC20/03/5 CHAIRMAN'S ANNOUNCEMENTS

The Chairman reported that trees had been planted in an open space in Sunnyside Parc.

He referred to the current outbreak of Coronavirus and advised that from tomorrow the Council Office would be closed to the Public although Councillors could visit if essential. How work undertaken by office staff would be done in the next few weeks and would be considered in the next few days.

Consideration would also be given to future meetings as these may have to be done remotely, via email and telephone. Delegated powers would be discussed at an Extra-Ordinary meeting to be held next Wednesday, 25th March.

FC20/03/6 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 19th FEBRUARY 2020 AND THE CHAIRMAN TO SIGN THEM

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

FC20/03/6.2 RESOLVED to receive and approve the Minutes of the Full Council meeting held on 19th February 2020 and the Chairman to sign them.

On a vote being taken the matter was approved unanimously.

FC20/03/7 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

There were no matters arising.

FC20/03/8 TO RECEIVE REPORTS ON THE PAYMENTS, RECEIPTS AND BANK RECONCILIATIONS FOR THE MONTH OF FEBRUARY 2020.

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

FC20/03/8.2 RESOLVED to receive the reports on payments, receipts and bank reconciliations for the month of February 2020.

On a vote being taken the matter was approved unanimously.

FC20/03/9 TO AUTHORISE PAYMENT OF ACCOUNTS FOR THE MONTH OF MARCH 2020 (UP TO DATE LIST TO BE TABLED AT THE MEETING)

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

FC20/03/9.2 RESOLVED to authorise payment of accounts for the month of March 2020 in the sum of £13,255.03 incl VAT

On a vote being taken on the matter there were 7 votes FOR and 1 vote AGAINST.

FC20/03/10 TO CONSIDER MANAGEMENT, MAINTENANCE AND FUTURE DEVELOPMENTS IN ILLOGAN PARK AND OTHER PARISH FACILITIES, AGREE ANY APPROPRIATE ACTIONS AND ANY ASSOCIATED EXPENDITURE

A meeting had been held with Faithful and Gould and a modular building identified; this would enable the facilities to be in place by the end of September. Faithful and Gould were waiting to receive quotes and these were expected to be in the region of £375,000. Cornwall Council had agreed that the Tree Survey was acceptable. The modular design comes complete with internal fittings and should be within budget. The proposed footpath around the Park, Tennis Court and Car Park would be added later; these were being delayed so that grant funding could be pursued.

It was noted that the Football Clubs had no current input to the changes although one club had expressed an interest in making a contribution.

FC20/03/11 LITTER PICKING EVENT ON 4TH APRIL 2020 – TO DISCUSS ARRANGEMENTS

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

FC20/03/11.2 RESOLVED to cancel the Litter Picking event due to be held on 4th April because of the ongoing Coronavirus concerns.

On a vote being taken the matter was approved unanimously.

FC20/03/12 CLIMATE CHANGE – TO DISCUSS THE NEXT STEPS TO INCLUDE APPOINTMENT OF WORKING GROUP

It was agreed that the Climate Change process would be suspended because of the current Coronavirus situation. Cllr Ekinsmyth reported that he would continue to liaise with individuals so this could be taken forward at the appropriate time.

FC20/03/13 TO CONSIDER AMENDMENTS TO FINANCIAL REGULATIONS

Cllr Ford advised that this would be noted under the Governance report.

FC20/03/14 MANAGEMENT OF TREES. TO CONSIDER ARRANGEMENTS FOR MANAGEMENT OF THE PARISH COUNCIL'S TREES

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

FC20/03/14.2 RESOLVED that there were two policies to be taken forward. The first that tree surveys would be ready to be put in place when the current survey runs out and secondly that consideration would be given to trees felled to see if the timber could be cut and sold for commercial use.

On a vote being taken the matter was approved unanimously.

FC20/03/15 TO APPROVE THE EXPENDITUE RE THE DECISION OF THE PLANNING AND ENVIRONMENTAL COMMITTEE ON 4TH MARCH TO EXTEND THE LITTER PICKING CONTRACT BY ONE YEAR

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

FC20/03/15.2 RESOLVED to extend the Litter Picking contract by one year.

On a vote being taken the matter was approved unanimously.

FC20/03/16 ROAD NAME FOR THE AFFORDABLE HOUSING SCHEME AT CHURCH ROAD ILLOGAN – SUGGESTIONS FOR NAMES (SHOULD BE BASED ON LOCAL HISTORICAL HERITAGE, NATUREAL OR LANDSCAPE FEATURES OF THE LOCAL AREA)

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

FC20/03/16.2 RESOLVED that our suggestion for the name of the affordable housing scheme at Church Road, Illogan was Park an Lan.

On a vote being taken on the matter there were 7 votes FOR and 1 AGAINST

FC20/03/17 UPDATE FROM THE SPEED SIGNS TASK AND FINISH GROUP

There was nothing to report due to the current Coronavirus situation.

FC20/03/18 UPDATE FROM THE MANNINGHAM WOODS TASK AND FINISH GROUP

There was nothing to report due to the current Coronavirus situation.

FC20/03/19 TO RECEIVE AND CONSIDER THE NALC CONSULTATION RESPONSE "STRENGTHENING POLICE POWERS TO TACKLE UNAUTHORISED ENCAMPMENTS"

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

FC20/03/19.2 RESOLVED that Illogan Parish Council receive and endorse the NALC consultation response "Strengthening Police Powers to Tackle Unauthorised Encampments".

- **that Illogan Parish Council make representations to Cornwall Council asking that they request Central Government funding sufficiently and specifically to deal with challenges in this respect arising in Cornwall utilizing the various channels identified in the responses as already being available. Funding should be sufficient for adequate number of sites.**
- **that Illogan Parish Council make similar representations on its own behalf to the constituency MP.**
- **that Illogan Parish Council request the County Association formally both to support the response and make similar representations to Cornwall Council and to the Members of Parliament to Cornwall.**
- **that Illogan Parish Council request NALC to include an item in the next edition of Local Council Review drawing attention to the issue and the NALC response.**

On a vote being taken the matter was approved unanimously.

FC20/03/20

TO RECEIVE CORRESPONDENCE UP TO THE DATE OF THE MEETING FOR INFORMATION ONLY (up to date list to be tabled at the meeting)

1. Non domestic rates demand from Cornwall Council for the Parish Office for nil balance (full small business rate relief of £3493)
2. E mail from Cornwall Council re creation of "meadowbanks" on verges and unused areas of land. Churchtown Road Illogan is one of 4 sites to have been chosen
3. NALC Consultation on dormant assets (closes 27th March)
4. ROSPA confirmation of inspection for play area in April.
5. E mail from the manager of Illogan football club third team re use of pitch.

Illogan Football Club had expressed an interest to use the facilities for their 3rd team. It was also understood that the RBL Ladies Team were interested in using the Park.

6. E mail Cornwall Council confirming the adoption of Housing Supplementary Planning Document March 2020
7. E mail Cornwall Association of Local Councils re toilet tax survey (ends 1st May).
8. Cornwall Council Neighbourhood Planning e-bulletin for February 2020 (available from Parish Office on request)

FC20/03/21

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

- The coronavirus has obviously overshadowed everything in recent days. Guidance is now coming through on how local councils should operate in these difficult times. Cornwall Association of Local Councils issued useful guidance today which confirms that the government is considering the following actions
 - Councils will be able to use their discretion on deadlines for Freedom of Information requests
 - The deadline for local government financial audits will be extended to 30.9.2020
 - It will consider bringing forward legislation to remove the requirement for an annual council meeting with members present in person and also to allow virtual committee meetings to take place (for a temporary period).
- Complaints received from residents at Penwarne Close Tolvaddon. A tree came down in high winds on what appeared to be land owned by Cornwall Council. This was reported (via Parish Office) and the tree was removed quickly. However, residents have been told that brushwood and other debris will simply be left on the land to decay. This is likely to take several years.
- Complaint received from member of the public regarding the condition of Will's Row (off Clifton Road). This is said to be waterlogged and dangerous.
- The Chairman and the Clerk met a representative of Cornwall Council at Sunnyside Parc to record planting of trees on what seems to be a little used open space.
- Key safe now installed at the office.

- Confirmation received from Barclays on 18th March that the mandate change has been completed (application originally submitted on 9th January). Online banking facilities have been requested.

FC20/03/22

TO RECEIVE A 2-MINUTE UPDATE FROM COMMITTEE CHAIRMAN AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS HELD SINCE THE LAST FULL COUNCIL MEETING AND TO CONSIDER ADOPTING ANY RESOLUTIONS.

i. GOVERNANCE REVIEW COMMITTEE – 26TH FEBRUARY 2020 AND 11TH MARCH 2020

Cllr Ford reported that the minutes of 26th February had formally been approved on 11th March. A revised template was awaited from NALC and further information regarding coronavirus was expected.

ii. PLANNING AND ENVIRONMENTAL SERVICES COMMITTEE – 19TH FEBRUARY 2020 AND 4TH MARCH 2020

These minutes were not formally approved as there was no motion to receive them

FC20/03/23

TO RECEIVE REPORTS FROM THE FOLLOWING OUTSIDE BODIES:

a. Police

No report had been received.

b. Representatives to Outside Organisations

Cllr Share reported that future meeting for the Mining Trails group had been cancelled indefinitely.

c. Cornwall Councillors

Cllr Ekinsmyth reported that Cornwall Council were currently still operating although the Coronavirus was beginning to have an impact. He suggested that Steve Turner should be nominated for the Civic Award although it was not known when this would be taken forward.

The Coronavirus was causing a surreal situation and was affecting normal working at the Council with some decisions being made by officers. He noted that recompense was being made available to people renting properties.

FC20/03/24

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

Cllr Crabtree advised that future meetings would be affected and suggested that only 5 Councillors should attend the next meeting so that it was quorate. It was likely that further changes would be made in the next few days and weeks.

The Staffing committee would be meeting to consider the Clerk's return from Maternity Leave; he thanked the Locum Clerk for the work he had done on behalf of the Council.

FC20/03/25 DATE & TIME OF NEXT MEETING

The next meeting would be held on Wednesday 15th April 2020, 7.00pm in Penwartha Hall although it was noted that this was likely to change.

FC20/03/26 TO RESOLVE THAT UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960, THE PUBLIC AND REPRESENTATIVES OF THE PRESS AND BROADCAST MEDIA BE EXCLUDED FROM THE MEETING DURING THE CONSIDERATION OF THE FOLLOWING ITEMS OF BUSINESS AS PUBLICITY WOULD BE PREJUDICIAL TO THE PUBLIC INTEREST BECAUSE OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED.

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

FC20/03/26.2 RESOLVED that under the public bodies (admission to meetings) act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

On a vote being taken the matter was approved unanimously.

FC20/03/27 APPROVAL OF QUOTATIONS FOR THE SUPPLY AND INSTALLATION OF NEW BOUNDARY SIGNS

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

FC20/03/27.2 RESOLVED to accept the quotation to supply the reflective version of the Boundary Signs from Contract Signs with the removal of the 'W' from PLUW to spell PLU.

On a vote being taken the matter was approved unanimously.

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

FC20/03/27.3 RESOLVED to accept the quotation from SR Construction to install the Boundary Signs at the locations identified on the North Coast

On a vote being taken the matter was approved unanimously.

FC20/03/28 APPROVAL OF QUOTATIONS FOR TREE SURVEYS

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

FC20/03/28.2 RESOLVED to accept the quotation for Tree Surveys from Objective Tree Consultancy

On a vote being taken the matter was approved unanimously.

There being no further business the meeting closed at 8.55pm

Signed

Date

ACCOUNTS FOR PAYMENT MARCH 2020								
Ref.	Cheque	Description	Supplier	Minute Number	Net Total (ex VAT)	Vat	Total (inc VAT)	Legislation
1754	3976	IT Support and Office 365 Licences	NCI Technologies		£148.10	£29.76	£177.72	LGA 1972 s.111(1)
1755	3977	Legionella Testing	Churchill Service Solutions		£28.50	£5.70	£34.20	LGA 1972 s.111(1)
1756	3978	Install Key Safe	RG Kellow		£72.00	£14.40	£86.40	LGA 1972 s.111(1)
1757	3979	Salaries			£4,454.47		£4,454.47	LGA 1972 s.112 and Income Tax Act 2007, s.38
1760	3982	Litter Picking & General Maintenance	DJM		£1,237.99		£1,237.99	LGA 1972 s.111(1)
1761	3983	Webhosting	KernowTek		£10.00		£10.00	LGA 1972 s.111(1)
1762	3984	Annual Software Licence	Scribe		£487.00	£97.40	£584.40	LGA 1972 s.111(1)
1763	3985	Printing Illogan Review	St Austell Prining Company		£771.00		£771.00	LGA 1972 s.111(1)
1764	3986	Installation of Christmas Tree metal sleeve	Tyrone Martin		£112.50		£112.50	LGA 1972 s.111(1)
1765	3987	Office Rent 31.12.19 - 30.03.20 & 31.03.20 - 29.06.20	RR Bristol Ltd		£3,437.50	£678.50	£4,125.00	LGA 1972 s.111(1)
1766	3988	Office Service Charges 25.12.19 - 24.03.20 & 25.03.20 - 23.06.20	RR Bristol Ltd S/C - 915019		£524.75	£104.95	£629.70	LGA 1972 s.111(1)
1767	DD	Electricity for Office	SSE		£206.24	£10.31	£216.55	
1768	DD	Photocopier Lease Rental	Siemens		£363.64	£72.72	£436.36	LGA 1972 s.111(1)
1769	DD	Clerk's Pension	NEST		£197.17		£197.17	LGA 1972 s.111(1)
1770	SO	Storage Unit	Low Cost Self Storage		£43.33	£8.67	£52.00	LGA 1972 s.111(1)
1771	DD	Postage & Consumables	Barclaycard		£72.10		£72.10	LGA 1972 s.111(1)
1772	Transfer	Tax & NIC	HMRC		£57.47		£57.47	Income Tax Act 2007, s 38 and National Insurance Contributions Act 2015
			TOTAL		£12,223.76	£1,022.41	£13,255.03	