

ILLOGAN PARISH COUNCIL

Minutes of the Full Council Meeting held at Virtually on Wednesday 16th September 2020 at 7.00pm.

PRESENT: Councillors Crabtree (Chairman), Pavey (Vice Chairman), Ekinsmyth, Mrs Ferrett, Ford, Mrs Lang, Szoka, Mrs Thompson, Weatherburn and Williams.

IN ATTENDANCE: Ms S Willsher, Clerk, Mrs J Curtis, Administration Assistant and 2 members of the public.

The Chairman explained the safety procedures.

FC20/09/1 CHAIRMAN'S WELCOME AND APOLOGIES FOR ABSENCE

No apologies were received from Members

Cllrs Ms Cadby, Holmes and Miss Pollock were absent.

FC20/09/2 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.

FC20/09/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications for dispensations.

FC20/09/4 PUBLIC PARTICIPATION ON ITEMS ON THE AGENDA (MAXIMUM OF 15 MINS – EVERY SPEAKER A LIMIT OF 3 MINS UNDER COUNCIL STANDING ORDERS)

Members of the public joining the meeting did not wish to speak.

FC20/09/5 CHAIRMAN'S ANNOUNCEMENTS

The Chairman reported that the situation with Covid-19 had not eased and meetings would continue to be held virtually. The Chairman and Vice Chairman continued to stay in contact with members as much as possible. At the last meeting it was agreed that meetings would be kept short, up to an hour, and only urgent matters would be discussed.

One issue that needed to be addressed was the setting of the precept and this needed to be done face to face in the office. The Chairman of the Finance Committee was considering how to enable this given the current Rule of 6 people meeting at a time, as laid out by the Government.

FC20/09/6 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 19TH AUGUST 2020 AND THE CHAIRMAN TO SIGN THEM

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

FC20/09/6.2 RESOLVED to receive and approve the Minutes of the Full Council meeting held on 19th August 2020 and the Chairman to sign them.

On a vote being taken the matter was approved unanimously.

FC20/09/7 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

Dropship FC had found an alternative pitch to play on and no longer required use of the facilities at Illogan Park. Illogan RBL 3rd Team would be using the facilities.

It was confirmed that we had been awarded a grant from Cornwall Council to the value of £10,000 and this would be paid into our account within the next few days.

FC20/09/8 TO RECEIVE THE DELEGATED DECISIONS REGISTER SINCE THE LAST MEETING, RATIFY ALL DECISIONS MADE AND AGREE ANY FUTURE ACTIONS

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

FC20/09/8.2 RESOLVED that the delegated decision register was received and all decisions were ratified.

On a vote being taken the matter was approved unanimously.

FC20/09/9 TO RECEIVE REPORTS ON THE PAYMENTS, RECEIPTS AND BANK RECONCILIATIONS FOR THE MONTH OF AUGUST 2020 AND AGREE ANY FUTURE ACTIONS

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

FC20/09/9.2 RESOLVED to receive the reports on payments, receipts and bank reconciliations for the month of August 2020.

On a vote being taken the matter was approved unanimously.

FC20/09/10 TO AUTHORISE PAYMENT OF ACCOUNTS FOR THE MONTH OF SEPTEMBER 2020 (UP TO DATE LIST TO BE TABLED AT THE MEETING)

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

FC20/09/10.2 RESOLVED to authorise payment of accounts for the month of September 2020 in the sum of £12,795.25 incl. VAT

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

FC20/09/11 TO RECEIVE THE EXTERNAL AUDITORS REPORT AND AGREE ANY FUTURE ACTIONS

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

FC20/09/11.2 RESOLVED to receive the External Auditors Report and confirm that the Internal Audit had been signed appropriately and that the paperwork was filed in the office.

On a vote being taken the matter was approved unanimously.

FC20/09/12 TO RECEIVE THE PLANNING FOR THE FUTURE – GOVERNMENT CONSULTATION PAPER ON THE CHANGES TO THE PLANNING SYSTEM (CIRCULATED BY EMAIL, PLEASE CONTACT THE OFFICE IF YOU WOULD LIKE A HARD COPY) RECEIVE THE SLIDES AND QUESTION AND ANSWER SHEETS FROM A CORNWALL COUNCIL PRESENTATION, AGREE A RESPONSE TO THE CONSULTATION AND ANY FUTURE ACTIONS.

Cllr Ford reported that NALC had produced a simplified overview of the consultation document which he would circulate to everyone tomorrow.

Cllrs Ford and Mrs Thompson reported that they had attended a virtual presentation on this consultation.

The consultation document required a response by 25th October 2020. It was noted that two further consultations would follow this one, although no dates had been set for these to date.

Members were concerned and disappointed that the proposals would remove more local democracy. It was disappointing the measures that were included that would allow Neighbourhood Development Plans to be overruled. The proposals would allow local councils to have their say although it would not have much of an impact on the planning system.

There was also concern that the government were consulting on these proposals during the Covid-19 Pandemic when councils couldn't hold face-to-face meetings due to the restrictions imposed by the government.

It was noted that if the proposals went ahead the housing target figure for houses to be built in Cornwall would rise from 52,000 houses to 80,000.

It was suggested that Cornwall Council would have to be more measured in their response to the Government despite the feeling that they should strenuously resist the proposals.

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

FC20/09/12.2 RESOLVED that a Task and Finish Group would be set up to respond to the Planning for the Future – Government Consultation Paper on the Changes to the Planning System. The Task and Finish Group would consist of Cllrs Crabtree, Ford and

Mrs Thompson. If other members had any comments they would like to make they should be emailed to the Clerk who would pass them on to the Group.

On a vote being taken the matter was approved unanimously.

FC20/09/13 TO RECEIVE THE MONTHLY INSPECTION SHEETS COMPLETED BY THE COUNCIL'S CONTRACTOR AND AGREE ANY FUTURE ACTIONS

Members discussed the inspection sheet submitted by the Council's contractor. It was felt that Health and Safety matters needed to be separated from general maintenance. It was also felt that the person completing the inspections should not be requested to quote for the remedial work highlighted in their reports.

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

FC20/09/13.2 RESOLVED that the monthly Health and Safety Inspections would be brought in house and completed by the Clerk with immediate effect.

On a vote being taken on the matter there were 8 votes FOR and 0 votes AGAINST.

FC20/09/14 TO RECEIVE THE VISUAL PLAY INSPECTION REPORT FOR THE PLAY AREA IN ILLOGAN PARK AND AGREE ANY FUTURE ACTIONS

Members discussed the Visual Play Inspection Reports submitted by the Council's contractor. It was felt that Health and Safety matters needed to be separated from general maintenance. It was also felt that the person completing the inspections should not be requested to quote for the remedial work highlighted in their reports.

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

FC20/09/14.2 RESOLVED that the Visual Play Inspections at Illogan Park would be brought in house and completed by the Clerk with immediate effect.

On a vote being taken on the matter there were 8 votes FOR and 0 votes AGAINST.

FC20/09/15 TO RECEIVE THE AMENDED AGREEMENTS FOR THE USE OF ILLOGAN PARK AND AGREE ANY FUTURE ACTIONS

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

FC20/09/15.2 RESOLVED that the amended Agreement for the Use of Illogan Park is received and approved with the following amendments:

- **Page 3 - Item 25 – second sentence - amend to read 'Glass bottles or glass in any form must not**

be taken into the changing facilities or onto the grounds

- **Page 5 - Item 46 – amend to read ‘Clubs /Hirers must not give keys to anyone else or allow anyone else to use the facilities or equipment. Should this occur, , the defaulting party will be required to pay for replacement of all the locks and keys, their supply and fitting.’**
- **Page 5 – Item 47 – amend to read ‘The Council reserves the right to terminate anu Hire Agreement by giving prior written notice of one calendar month to the Hirer(s) concerned, with pro-rata refund of hiring fees.’**

On a vote being taken the matter was approved unanimously.

FC20/09/16 TO AGREE THE FEES FOR THE CLUBS TO USE THE FACILITIES AT ILLOGAN PARK FOR THE 2020/2021 SEASON AND AGREE ANY FUTURE ACTIONS

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

FC20/09/16.2 RESOLVED that all clubs using the facilities at Illogan Park will be charged. £475.00 for the 2020/2021 season.

On a vote being taken on the matter there were 9 votes FOR and 0 votes AGAINST.

FC20/09/17 TO RECEIVE THE CORNWALL COUNCIL CLIMATE EMERGENCY DEVELOPMENT PLAN DOCUMENTS PRE-SUBMISSION REPORT – CONSULTATION, AGREE A RESPONSE AND ANY FUTURE ACTIONS

Cllr Ekinsmyth reported that the Community Network Panel had set up a Climate Change Development Group who were formulating a response to this consultation. He was collating copies of local responses to the consultation. He suggested that Illogan Council form a small group in order to form a response which was due by 25th September and that he was willing to hold the meeting in his garden to enable a face to face meeting.

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

FC20/09/17.2 RESOLVED that Cllrs Ekinsmyth, Mrs Thompson and Williams would form a small group to respond to the consultation from the Cornwall Council Climate Emergence Development Plan Document. A meeting would be held in Cllr Ekinsmyth’s garden in order to enable a face to face meeting.

On a vote being taken the matter was approved unanimously.

FC20/09/18

TO CONSIDER MANAGEMENT, MAINTENANCE AND FUTURE DEVELOPMENTS AT ILLOGAN PARK AND OTHER PARISH FACILITIES, AGREE ANY APPROPRIATE ACTIONS AND ANY ASSOCIATED EXPENDITURE

The Clerk had circulated a copy of an email from Faithful and Gould containing the updated design brief as per the Full Council meeting held in August 2020. The design brief included some queries which needed to be clarified by the Council.

Member considered the design brief and:

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

FC20/09/18.2

RESOLVED

that the Clerk would sign and return the Design Brief to Faithful and Gould with the following responses to the questions posed by Faithful & Gould:

1. *If the accessible WC is on the RADAR key scheme, then one of the WC's needs to be of suitable size to house the baby changing facility. Is this agreeable?* – **Yes**
2. *Are IPC determined to have a traditionally constructed building or should we consider a modular option that could be relocated in the future? (note there are some complications 'setting' the position of the WC's now if the intention is to include it in the later building)* – **Modular is the preferred option.**
3. *Should we include to upgrade the water supply pipe at this stage?* – **Yes**
4. *Should we include to upgrade the electric supply to 3phase at this stage?* – **Yes**
5. *Should we include for the drainage remedial works (following survey) and drainage installation works at this stage?* – **Yes**
6. *We presume that the top surface to this should be tarmacadam, as elsewhere?* **Yes**
7. *Should we include for a lighting scheme for the car park area?* **No**
8. *Should we include for a 'grasscrete' vehicle access route across to the Changing Facility area for emergency vehicles and future construction traffic?* **Yes**

On a vote being taken on the matter there were 9 votes FOR and 0 votes AGAINST

Cllr Ekinsmyth reported that:

The purpose of this report was to give an overview of the work in the Parish and at Cornwall Council in this very difficult time.

1. **In the Illogan Division** - since the beginning of lockdown he had continued to respond to requests for information, help with contact information and resolving personal issues reported to him.
 - Planning Applications** had continued, and issues resolved. He would be taking one to West Planning at its next meeting PA20/04241- Land adjacent to Chyryn, Harris Mill. This would be decided on 21st September.
 - Climate Emergency** - in process of gathering names for the Action Group as resolved in our meeting in February. Joint activity with other councils in Camborne Pool Illogan Redruth Community Network Area taking place.
 - Highways and Road Safety** - Several residents had reported difficulties with inconsiderate parking and excess speeding in recent weeks. All logged with Highways Manager and he would be meeting him shortly to reinforce.
 - Green Spaces** – he was receiving comments and suggestions regarding these.

2. **Cornwall Council** - over the last several months all available resources had been focussed on dealing with the Covid 19 emergency situation. All staff were working from home and all meetings were virtual. So far Cornwall had been more fortunate than other parts of the country in that the incidence rate had been low, but since the relaxation of lockdown and welcome return of visitors for our businesses the risks were increasing, and a resurgence of the virus was still likely. Nevertheless, Cornwall Council had been recognised for doing an excellent job in getting support to those who needed it.

Budget - this had been hit hard by the support measures and coming on top of previous years austerity cuts the current picture was not good. Budget proposals were about to be published for Cabinet to consider before submission to Full Council at the end of the month. Headlines appear to be that despite promises the Government has only come forward so far with around a half of the expenditure made by the council and this had created a substantial budgetary gap that would need to be filled to maintain the balanced budget they were required to do. Measures suggested would include voluntary redundancies with the expectation of losing 200 Full Time Equivalent posts. The aim would be to do this without badly affecting frontline services. Reserves were being depleted to assist this process but £35m was the bottom line to be retained.

All these calculations were made against a background of great many unknowns. Great work had been done by Charlotte Caldwell and her team at the Camborne Pool Illogan Redruth Network area coordinating information and assisting and informing Members and Parish and Town Councils regularly. It was to be regretted that more Parish Councillors

did not attend meetings. Cornwall Councillors had a weekly virtual meeting throughout the emergency and these were ongoing.

All meetings of Cornwall Council were live streamed so that members of the public could view the council in action and get involved if they so wished. This had produced more interest and larger attendances than in normal face-to-face meetings. There was no plan to resume normal meetings until November at the earliest.

FC20/09/20

TO RECEIVE CORRESPONDENCE FROM 12TH AUGUST 2020 UNTIL 8TH SEPTEMBER 2020, AGREE ANY APPROPRIATE RESPONSES AND ANY FUTURE ACTIONS

- 1.** Email from Coastline Housing offering to attend a meeting to explain the recent changes to the scheme on Land at Church Road and inviting the Council to visit the site.
- 2.** Email from a member of the public asking if there were any plans to maintain the hedges along the road from Pool to Trevenson Moor as overgrowth was beginning to impact drivers view of vehicles approaching the traffic calming from under the bridge.
- 3.** Email correspondence from a member of the public giving thanks for the way in which the open space at Valley Gardens was being used.
- 4.** South West Councils guidance on the relaxing on Covid 19 rules and return to work. Associate Newsletter including the Rooney Rule update by Darren Newman.
- 5.** Email correspondence on behalf of Crantock, Cubert and St Newlyn East Parish Councils highlighting their belief that incorrect processes had, and were, taking place in the local Section 106 deeds. Some parishes had made appropriate complaints to Cornwall Council which had been re-buffed.
- 6.** CALC FAQ re Council Meetings, Local Council Audit and AGAR, Cornwall Council funding for local councils, Small Business Rate Relief for local councils and Training
- 7.** Email correspondence to advise that the fencing separating the Millennium Woodland and the garden of Number 8 Alexandra Road was showing signs of rot. Concern was expressed that if we should have a severe winter that avoidable damage may occur.
- 8.** Cornwall Council consultation on the Marine European Sites Supplementary Planning Document (SPD,)
- 9.** NALC Chief Executive Bulletins
- 10.** Information on lunchtime webinars by South West Councils
- 11.** Cormac grass cutting facts and figures
- 12.** Cornwall AONB newsletter

- 13.** South West Councils - 2020 pay agreements
- 14.** Colonel Bolitho OBE – Covid nominations for letters of thanks
- 15.** Email from a member of the public requesting yellow lines at Paynters Lane End Estate to prevent vehicles blocking driveways
- 16.** Children’s Hospice South West – Memories by Moonlight event on the 26th September
- 17.** Cornwall Council positive planning conferences via Microsoft Teams
- 18.** Cornwall Council pedestrian crossing presentation from the CPIR Community Network meeting held on the 4th August 2020
- 19.** CPIR Community Network Meeting Tuesday 6th October 2020, 5.45-7pm in Microsoft Teams
- 20.** CALC – website accessibility regulations – link to recent webinar recording
- 21.** CALC – pay award 2020/21 and hourly rates
- 22.** Royal Cornwall Hospitals annual public meeting 17th September 2020, 4.30pm on Microsoft Teams
- 23.** Great Western Railway emergency measures agreement
- 24.** Park Bottom Playing Field – installation of new equipment has been completed
- 25.** Email from a member of the public expressing disappointment that Cornwall Council have approved the planning application for amendments to the Land at Church Road (The Glebe), the noise and behaviour of the workers on the site at Church Road; flytipping on an armchair and microwave; concern that the land behind the old post office will receive an application for planning; disappointment that this Council isn’t going to take on the phone box at Manningham; and concern about people living in caravans in a field at Ventonraze
- 26.** Scribe newsletter
- 27.** Cornish Buildings at Risk project and form for background knowledge on local buildings
- 28.** Various updates and newsletter re Covid-19
- 29.** Truro City Council – online Wilding conference 18th September 2020 at 10am

The Correspondence from 12th August 2020 until 8th September 2020 was received and noted.

FC20/09/21 TO CONSIDER IMPORTANT ITEMS TO BE DISCUSSED AT FUTURE MEETINGS; AGREE WHERE TO DISCUSS AND TIMESCALES.

It was suggested that Coastline were invited to the next Full Council meeting to discuss the development at the Glebe. However, Cllr Ekinsmyth reported that he would be undertaking a site visit on 5th October and would report back instead.

FC20/09/22 DATE & TIME OF NEXT MEETING

The next meeting would be held virtually on Wednesday 21st October 2020, 7.00pm

There being no further business the meeting closed at 8.27pm

Signed

Date

| ACCOUNTS FOR PAYMENT SEPTEMBER 2020 | | | | | |
|--|---------------------------------------|----------------------|---------------------------|----------------|------------------------|
| Description | Supplier | Minute Number | Net Total (ex VAT) | Vat | Total (inc VAT) |
| Salaries | All Employees | | £4,484.94 | | £4,484.94 |
| Webhosting | KernowTek | | £10.00 | | £10.00 |
| Security patrols at Illogan Park | Kestral Guards | | £448.00 | £89.60 | £537.60 |
| Service Charge 29.09.20 - 24.12.20 | RR Bristol Ltd | | £252.00 | £50.40 | £302.40 |
| Rent 30.09.20 - 30.12.20 | RR Bristol Ltd | | £1,718.75 | £343.75 | £2,062.50 |
| Signage for Illogan Park re-opening | Contract Sign Systems | | £54.00 | £10.80 | £64.80 |
| Litter Pickings and General Maintenance | DJM Gardening & Groundworks Solutions | | £1,326.70 | | £1,326.70 |
| PKF Littlejohn LLP | External Audit | | £600.00 | £120.00 | £720.00 |
| Stationery | Complete Business Solutions | | £87.18 | £17.44 | £104.62 |
| Insurance premium | Zurich | | £1,642.37 | | £1,642.37 |
| Grass cutting | Greens Grounds and Trees | | £240.00 | £48.00 | £288.00 |
| Basket swing repair | South West Play | | £426.00 | £85.20 | £511.20 |
| Lease of Manningham Wood | Mr and Mrs Rule | | £1.00 | | £1.00 |
| Lease of Manningham Wood | Mr and Mrs Manico | | £1.00 | | £1.00 |
| Initial disbursement and ID confirmation | Nalders | | £55.00 | | £55.00 |
| Storage Unit | Low Cost Self Storage | | £43.33 | £8.67 | £52.00 |
| Photocopier Lease | Siemens | | £363.64 | £72.72 | £436.36 |
| Bank Charges | Barclays | | £11.95 | | £11.95 |
| Electricity for Office | SSE | | £174.10 | £8.70 | £182.80 |
| | | | | | £0.00 |
| | | | | | |
| | | | | | |
| | TOTAL | | £11,939.96 | £855.28 | £12,795.24 |