

## ILLOGAN PARISH COUNCIL

Minutes of the Full Council Meeting held via Microsoft Teams on Wednesday 28<sup>th</sup> April 2021 at 7.00pm.

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

**IN ATTENDANCE:** Ms S Willsher, Clerk; Mrs J Curtis, Administration Assistant, Jackie Carpenter, Friendship Cohousing Community (until point mentioned)

The Chairman explained the safety procedures.

### **FC21/04/1 CHAIRMAN'S WELCOME AND APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Szoka

Cllrs Ms Cadby, Holmes and Miss Pollock were absent.

### **FC21/04/2 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**

Cllr Crabtree declared an interest in the report on the options for temporary Parish Council Office as his son-in-law and business partner owned Trevenson House which was one of the options included in the report.

### **FC21/04/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS**

There were no applications from members for dispensations.

Cllr Mrs Lang joined the meeting at 7.05pm

### **FC21/04/4 TO RECEIVE A PRESENTATION FROM THE FRIENDSHIP COHOUSING COMMUNITY ON MANINGHAM HOUSE**

Ms Carpenter reported Maningham House was set up as cohousing. A number of people had sold their own properties and together they had bought Maningham House. Their ethos is based on Quaker principles and although they were not a religious group although they were keen on the spiritual aspects of life. They would like to become part of the wider community. They were also practical and were keen to be as sustainable as possible.

They wished to integrate with the community and would be holding an Open Day on Saturday 29<sup>th</sup> April where people would be invited to walk around the garden. Further events such a retreats and conferences would be held in due course depending on the Covid-19 roadmap etc.

It was noted that as the owners of Maningham Woods, which was leased to the Council. They were keen to become involved in looking after the Woods.

In response to a question Ms Carpenter advised that she could be contacted at any time for further information or alternatively, please check their website where a publication could be found which holds significant information although it was currently out of date. Their website address is [www.friendshipcohousing.org.uk](http://www.friendshipcohousing.org.uk)

Cllr Crabtree thanked Ms Carpenter for attending the meeting.

Ms Carpenter left the meeting at 7.15pm

**FC21/04/5 PUBLIC PARTICIPATION ON ITEMS ON THE AGENDA (MAXIMUM OF 15 MINS – EVERY SPEAKER A LIMIT OF 3 MINS UNDER COUNCIL STANDING ORDERS)**

There were no members of the public present.

**FC21/04/6 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman reported that this meeting was the last to be held virtually and meetings would return to normal from 7<sup>th</sup> May 2021.

He thanked Cllrs Mrs Lang and Weatherburn for their involvement with the Council and advised that they would not be returning after the elections next month.

The dates of the Christmas Switch On events had been set for the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> December 2021 and the Bands had been provisionally booked in anticipation that these could be held this year.

The contractor was in the process of painting the bus shelters, this was a timely exercise but comments from the public had been positive so far.

**FC21/04/7 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 17<sup>TH</sup> MARCH 2021 AND THE CHAIRMAN TO SIGN THEM**

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

**FC21/04/7.2 RESOLVED to receive and approve the Minutes of the Full Council meeting held on 17<sup>th</sup> March 2021 and the Chairman to sign them.**

On a vote being taken the matter was approved unanimously.

Cllr Ekinsmyth joined the meeting at 7.15pm

**FC21/04/8 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY**

There were no matters arising from the last minutes.

**FC21/04/9 TO RECEIVE DELEGATED DECISIONS REGISTER SINCE THE LAST MEETING, RATIFY ALL DECISIONS MADE AND AGREE ANY FUTURE ACTIONS.**

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

**FC21/04/9.2 RESOLVED that the delegated decision register was received and all decisions were ratified.**

On a vote being taken the matter was approved unanimously.

**FC21/04/10 TO RECEIVE REPORTS ON THE PAYMENTS, RECEIPTS AND BANK RECONCILIATIONS FOR THE MONTH OF MARCH 2021, AND AGREE ANY FUTURE ACTIONS**

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

**FC21/04/10.2 RESOLVED to receive the reports on payments, receipts. and bank reconciliations for the month of March 2021. It was noted that there was an uncashed cheque that was over 6 months old and that the payment would be reversed out of the accounts.**

On a vote being taken the matter was approved unanimously.

**FC21/04/11 TO AUTHORISE PAYMENT OF ACCOUNTS FOR THE MONTH OF APRIL 2021 (UP TO DATE LIST TO BE TABLED AT THE MEETING)**

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

**FC21/04/11.2 RESOLVED to authorise payment of accounts for the month of April 2021 in the sum of £11,504.63 including VAT.**

On a vote being taken the matter was approved unanimously.

**FC21/04/12 TO RECEIVE THE GRANT APPLICATION FROM REDRUTH ROTARY CLUB, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**FC21/04/12.2 RESOLVED to grant £100 to Redruth Rotary Club towards the cost of supplying Illogan School Key Stage 2 pupils with the publication 'Watch Out!'**

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

**FC21/04/13 TO SET ESTIMATED DATES FOR COMPLETING THE BUILDING OF THE NEW OFFICES AND FINISHING THE REFURBISHMENTS TO THE CHANGING FACILITIES AND AGREE HOW TO MONITOR PROGRESSION TO ENSURE WE REMAIN WITHIN OUR ESTIMATED TIMEFRAMES**

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

**FC21/04/13.2 RESOLVED to set a target date to move into the new office premises by the end of 2021. To set a target date to complete the refurbishment the changing facilities at Illogan Park by the end of August 2021.**

On a vote being taken the matter was approved unanimously.

Cllr Crabtree left the meeting at 7.25pm

**FC21/04/14 TO RECEIVE A REPORT FROM CLLRS CRABTREE, PAVEY AND MRS THOMPSON AND THE CLERK ON OPTIONS FOR A COUNCIL OFFICE ONCE THE LEASE EXPIRES FOR THE CURRENT OFFICE, AGREE ANY FUTURE ACITONS AND ANY ASSOCIATED EXPENDITURE**

Cllr Mrs Thompson entered the meeting at 7.28pm.

Cllr Pavey explained that the working group had had long discussions about the options available for temporary office accommodation. He confirmed that Cllr Crabtree had not been involved in any of the discussions about Trevenson House.

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

**FC21/04/14.2 RESOLVED that a fully serviced Office would be rented at Trevenson House on a monthly rolling basis at the price quoted from the 1<sup>st</sup> July 2021 until the permanent Office has been completed.**

On a vote being taken the matter was approved unanimously.

Cllr Crabtree re-joined the meeting at 7.32pm

**FC21/04/15 TO RECEIVE A RECOMMENDATION FROM CLLRS CRABTREE, PAVEY AND MRS THOMPSON THAT AN APPLICATION FOR PRE-APPLICATION ADVICE IS SUBMITTED TO CORNWALL COUNCIL FOR A PARISH OFFICE AT ILLOGAN PARK ADJACENT TO THE PROPOSED PARKING AREA, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

It was proposed by Cllr Mrs Lang, seconded by Cllr Ford and

**FC21/04/15.2 RESOLVED to receive and accept the recommendation from Cllrs Crabtree, Pavey and Mrs Thompson to seek pre-application advice for a Parish Office to be built at Illogan Park adjacent to the proposed parking area.**

On a vote being taken the matter was approved unanimously.

**FC21/04/16 TO RECEIVE CORRESPONDENCE REGARDING THE LICENCE FOR THE PATH FROM MANNINGHAM WOOD TO THE CHURCHYARD INCLUDING THE LICENCE, AGREE A RESPONSE, WHETHER TO SIGN THE LICENCE AND ANY FUTURE ACTIONS**

The Clerk reported that there had been ongoing negotiations regarding the new license for the path from Manningham Wood to the Churchyard with the Diocese and Coastline Housing. The main areas that had been negotiated were the inclusion of Coastline Housing in the License and their role and responsibilities; the misuse and nuisance clause; and the notice period to terminate the license.

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

**FC21/04/16.2 RESOLVED to receive the report from the Clerk on the License for the path from Manningham Wood to the Churchyard between this Council, the Diocese and Coastline Housing and that the License is signed.**

On a vote being taken the matter was approved unanimously.

Cllr Mrs Thompson left the meeting at 7.42pm

**FC21/04/17 TO RECEIVE THE AMENDED CODE OF CONDUCT AND REGISTER OF INTEREST FORM RECENTLY ADOPTED BY CORNWALL COUNCIL, CONSIDER ADOPTING AND AGREE ANY FUTURE ACTIONS**

The Clerk reported that CALC had advised that the Code of Conduct and Register of Interest Forms issued by Cornwall Council were not adopted until they had received responses to their queries about the changes and the differences between Cornwall Council and Parish/Town Councils.

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

**FC21/04/17.2 RESOLVED to defer consideration of the amended Code of Conduct and Register of Interest Form recently adopted by Cornwall Council.**

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

**FC21/04/18 TO RECEIVE A REQUEST FOR A FOREST SCHOOL TO POST ACTIVITIES IN MANNINGHAM WOOD, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

Concerns were raised that if it was agreed that activities could be posted around the woods that this might encourage others to do the same which would spoil the natural environment. It was also noted that the Parish Council lease the Woods and the owners would have to be consulted before any agreement could be reached.

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

- FC21/04/18.2 RESOLVED** that the request from the Forest School to post activities in Manningham Wood was declined, members felt that they should not be encouraging posters and other items to be stuck onto trees.

On a vote being taken the matter was approved unanimously.

Cllr Mrs Thompson re-joined the meeting at 7.46pm

- FC21/04/19 TO RECEIVE A RESPONSE REGARDING THE STREET NAMING APPLICATION FOR PLANNING APPLICATION PA20/00479 – LAND AT TREVELYAN ROAD, ILLOGAN, AGREE A RESPONSE AND ANY FUTURE ACTIONS**

The developers had advised that it was very difficult to have people's names in a street name as Cornwall Council did not usually accept these unless under specific circumstances. If we wished to proceed with this naming application, we would need to get permission from the family concerned. They suggested that Cornwall Council required 3 possible names for them to choose and approve although members questioned if this was correct based on the experience of other local councils.

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

- FC21/04/19.2 RESOLVED** to seek permission from the family to use the name in the street naming of the development for planning application PA20/00479 – Land at Trevelyan Road, Illogan currently known as 'The Heath'.

On a vote being taken the matter was approved unanimously.

- FC21/04/20 TO RECEIVE THE CORNWALL COUNCIL 2021/22 AGREEMENT FOR THE PROVISION OF LEGAL SERVICES AGREE WHETHER TO SIGN IT AND ANY FUTURE ACTIONS**

The Clerk reported that the agreement covered the DPO.

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

- FC21/04/20.2 RESOLVED** to accept the Cornwall Council 2021/22 agreement for the provision of legal services and to sign it.

On a vote being taken the matter was approved unanimously.

**FC21/04/21 TO DISCUSS WHAT WE CAN DO TO REMIND RESIDENTS NOT TO CUT VERGES THEY DO NOT OWN AND ASKING NEIGHBOURS TO CLEAR THE ROADS AND AGREE ANY FUTURE ACTIONS**

Concerns had been raised by members that some residents were cutting verges not being cut by Cornwall Council. In some instances these had been severely cut back to the detriment of the natural wildlife in the area. There had been cases where this had led to fly-tipping. It was acknowledged that some verges had been cut back by residents because they were being used as a footpath, particularly roads that were busy with traffic and dangerous to walk along. Cornwall Council's policy was currently to only cut hedges/verges where needed to enable traffic good visibility of the road.

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

**FC21/04/21.2 RESOLVED to include an article in the next edition of the Parish Review educating readers on the proper use and respect of hedges and verges and how they should be maintained and by whom. It was agreed that Cllr Mrs Lang would draft the article.**

On a vote being taken the matter was approved unanimously.

**FC21/04/22 TO CONSIDER WHETHER TO PUT COUNCIL LOGOS ON THE BUS SHELTERS AND AGREE ANY FUTURE ACTIONS**

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

**FC21/04/22.2 RESOLVED to seek quotes to add the Illogan Parish Council logo to our bus shelters.**

On a vote being taken the matter was approved unanimously.

**FC21/04/23 TO RECEIVE A REPORT FORM CLLR FORD REGARDING THE PLANNING APPLICATION FOR LAND ADJ TO CHYRYN, HARRIS MILL, ILLOGAN AND AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPEDITURE**

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

**FC21/04/23.2 RESOLVED to accept the report regarding the planning application for Land Adj to Chyryn, Harris Mill, Illogan as follows:**

- 1. That this Council notes this outcome with very great disappointment and instructs the Clerk to seek advice as to potential grounds and means to challenge and potentially reverse this unwelcome decision of the Secretary of State and identify any resource implications, such as fees and officer time.**

**2. In consequence, that this Council confirms the crucial importance of a review of the Parish Neighbourhood Plan within the next twelve months and that the process of gathering together with a group to achieve this should start forthwith with the deadline of completion within twelve months.**

**3. This council affirms its fears that the effect of the proposals in the recent White Paper for a recasting of Planning process and policy will cut away the grounds for challenging and defeating future similar proposals elsewhere in the Civil Parish Administrative area.**

On a vote being taken the matter was approved unanimously.

**FC21/04/24 TO CONSIDER MANAGEMENT, MAINTENANCE AND FUTURE DEVELOPMENTS IN ILLOGAN PARK AND OTHER PARISH FACILITIES, AGREE ANY APPROPRIATE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

There was nothing further to add.

**FC21/04/25 TO RECEIVE CORRESPONDENCE FROM THE 10<sup>th</sup> MARCH UNTIL 20<sup>th</sup> APRIL, AGREE ANY APPROPRIATE RESPONSES AND ANY FUTURE ACTIONS**

A list of correspondence was circulated to members.

1. Various Coronavirus information and updates
2. NALC bulletins
3. Cornwall Council Pop Up Sites North Cliffs Car Park Tehidy Country Park - Food Truck selling hot and cold drinks, cakes, pastries, and an ever-changing array of hot snacks/lunch style dishes.
4. Cornwall Council - Community Governance Review changes – planning application consultations
5. Cornwall Council - Community Governance Review changes – planning application consultations
6. CALC – Information on calculations for Precept and Council Tax increases 2021/22
7. South West Councils Newsletter
8. Cornwall Council - European Sites Mitigation Supplementary Planning Document (SPD)- four-week consultation period between Friday 26th March and 5pm Friday 23rd April 2021.



9. Email and phone call from 2 members of the public asking who owned the track/footpath which runs from Devonshire House to Dalgoover House as it had recently been blocked by tree branches etc. It was understood that the Ramblers Association were gathering evidence with a view to submitting an application for a 'Right of Way' on this track.
10. Email highlighting the increased usage of the Mining Trails website - from March – April 2016 to 2019, the first three years the average number of visitors was 4,500 a year. Then for 2019 – 2020 visits shot up to 10,000 and for 2020-2021 this went up to 24,000.
11. Email from a member of the public highlighting the difficulties of crossing the road from the end of the footpath at Penwartha onto Paynters Lane
12. Email from Cllr Desmonde responding to an applicant email re planning application PA21/00593 for Fothergill

**FC21/04/26**

**TO RECEIVE REPORTS FROM THE CORNWALL COUNCILLORS**

Cllr Ekinsmyth reported that:

As everyone was well aware we were now in the final few weeks of the Council's term of office and this had meant that there had been a reduction in the Scrutiny and ongoing development committees, but the statutory business went on. As he was a member of West Planning, Miscellaneous Licensing, Audit and Constitution and Government he was being kept busy. There was also the final Full Council meeting which tidied up matters that needed it but left a number of matters to be dealt with by the newly elected council.

Locally case work continued as normal and had been dealing with planning and enforcement issues, complaints about parking, speeding and dog fouling. To balance this he had received appreciative comments both personal and for the two Councils he served.

He also attended the CPIR full meeting and its Climate Emergency Group where the response to the DPD Consultation was finalised and we reported on progress to date in our own parish areas. Overall progress was uneven across the patch with some areas forging ahead and others struggling to get volunteers to create policies and action plans (including us!).

His final point reflected his concern over the inconsistency of planning inspector decisions and the growing trend to downplay Neighbourhood Plans and local knowledge. Chyryn in our own patch was a case in point. To mitigate these effects and defend our Neighbourhood Plan by reviewing and revising it, must be a matter of urgency in the next Illogan Parish Council.

He wished to thank all his fellow members of Illogan Parish Council who had supported his endeavours and in particular the Clerk and Administration Assistant who had done their best to aid my effectiveness and keep me on the straight and narrow.

**FC21/04/27 TO CONSIDER ITEMS TO BE DISCUSSED AT FUTURE MEETINGS, AGREE WHERE TO DISCUSS AND TIMESCALES**

An agenda item would be added to address reports of mud on the road at Mary's Well from agricultural vehicles and reports of melting tar on the road in the locality.

**FC21/04/28 DATE & TIME OF NEXT MEETING:**

Annual Parish Meeting Wednesday 19<sup>th</sup> May 2021, 6pm  
Annual Council Meeting Wednesday 19<sup>th</sup> May 2021, 7pm

The current expectation is that these meetings will be held face to face. However, this was under review and a decision was awaited.

**FC21/04/29 THAT UNDER THE 1960 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT THE PRESS AND PUBLIC ARE EXCLUDED DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED**

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

**FC21/04/29.2 RESOLVED that under the 1960 Public Bodies (Admission to Meeting) Act the press and public are excluded due to the confidential nature of the business to be discussed.**

On a vote being taken the matter was approved unanimously.

**FC21/04/30 TO RECEIVE TENDERS FOR HEDGE CUTTING IN ILLOGAN PARK, APPOINT A CONTRACTOR, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**FC21/04/30.2 RESOLVED that the contract for hedge cutting in Illogan Park was awarded to Greens Grounds and Trees as per their tender.**

On a vote being taken the matter was approved unanimously.

**FC21/04/31 TO RECEIVE A QUOTE FOR AN INDEPENDENT INTERNAL AUDIT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**FC21/04/31.2 RESOLVED to receive and approve the quote for an Independent Internal Audit by TIAA for the financial year ending 31<sup>st</sup> March 2020 and that tender documents would be advertised in January 2022 for an independent internal auditor for the year ending 31<sup>st</sup> March 2022.**

On a vote being taken the matter was approved unanimously.

**FC21/04/32 TO RECEIVE AND APPROVE DRAFT TENDER DOCUMENTS FOR A MULTI-DISCIPLINARY ARCHITECT TO WORK DIRECTLY FOR THE PARISH COUNCIL ON THE PLANS FOR A COUNCIL OFFICE AT ILLOGAN PARK AND AGREE ANY FUTURE ACTIONS**

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

**FC21/04/32.2 RESOLVED to receive and approve the draft tender document for a Multi-Disciplinary Architect to work directly for the Parish Council on the plans for a Council Office at Illogan Park.**

On a vote being taken the matter was approved unanimously.

**FC21/04/33 TO RECEIVE AND APPROVE THE TENDER DOCUMENTS FOR THE REFURBISHMENTS TO THE CHANGING FACILITIES AT ILLOGAN PARK AND AGREE ANY FUTURE ACTIONS**

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

**FC21/04/33.2 RESOLVED to receive and approve the tender documents for the refurbishment to the changing facilities at Illogan Park.**

On a vote being taken the matter was approved unanimously.

There being no further business the meeting closed at 8.48pm

Signed .....

Date .....

<b>ACCOUNTS FOR PAYMENT APRIL 2021</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>
Salaries	All employees		£3,842.32		£3,842.32
Legal Fees for Office Lease	Nalders Solicitors		£560.00	£123.00	£683.00
Security Patrols in Illogan Park	Kestrel Guards		£472.00	£94.40	£566.40
IT Support and O365 Licences	Nci Technologies		£163.90	£32.78	£196.68
Contractor	DJM Gardening and Groundwork Solutions		£1,346.02		£1,346.02
Annual Subscription	South West Councils		£445.00	£89.00	£534.00
Annual Membership	CALC		£1,556.48	£245.50	£1,801.98
6 Monthly bin emptying	T M Services		£250.00		£250.00
Legal Fees for Manningham Permissive Path Licence	Cornwall Council		£19.98	£4.00	£23.98
Stationery	Complete Business Solutions		£154.52	£30.90	£185.42
Legionella Sampling and Legionella Testing	Churchill Environmental Services		£151.63	£30.32	£181.95
Grass Cutting	Greens Grounds and Trees		£360.00	£72.00	£432.00
Expenses 01.01.21 - 27.04.21	S Willsher		£106.20		£106.20
Locum Clerk vacancy advert	SLCC		£300.00	£60.00	£360.00
Phone and Internet	BT		£153.61	£30.72	£184.33
Photocopies	1st Office		£390.15	£78.03	£468.18
Water - Office	SWW		£28.53		£28.53
Water - Marys Well	SWW		£20.99		£20.99
Electricity for Office	SSE		£218.15	£10.90	£229.05
Bank Charges	Barclays		£11.60		£11.60
Storage Unit	Low Cost Self Storage		£43.33	£8.67	£52.00
	<b>TOTAL</b>		<b>£10,594.41</b>	<b>£910.22</b>	<b>£11,504.63</b>