

ILLOGAN PARISH COUNCIL

Minutes of the Annual Council Meeting held at St Illogan Parish Church on Wednesday 19th May 2021 at 7.00pm.

PRESENT: Councillors Crabtree (Chairman), Pavey (Vice Chairman), Ms. Cadby, Ekinsmyth, Mrs. Ferrett, Ford, Holmes, Miss Pollock, Szoka and Williams.

IN ATTENDANCE: Ms. S Willsher, Clerk

The Chairman explained the safety procedures.

FC21/05/1 TO ELECT A CHAIRMAN OF THE COUNCIL FOR THE MUNICIPAL YEAR 2021/2022 AND THE ELECTED CHAIRMAN TO SIGN THE DECLARATION OF ACCEPTANCE OF OFFICE

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

FC21/05/1.2 RESOLVED that the non-statutory part of Standing Order 5e - "A member of the Council shall be eligible to serve two consecutive years of office in his own right as Chairman and then shall retire for one full term. A member retiring as Chairman shall be eligible for election to any other office" – will be suspended for a period of 1 year.

On a vote being taken on the matter there were 6 votes FOR and 4 votes AGAINST.

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

FC21/05/1.3 RESOLVED BY WRITTEN BALLOT that Cllr Crabtree is elected Chairman of Illogan Parish Council for the municipal year 2020/2021 and that the Declaration of Acceptance of Office is signed.

On a vote being taken on the matter there were 7 votes FOR and 4 votes AGAINST.

It was proposed by Cllr Mrs. Thompson, seconded by Cllr Ford to elect Cllr Ekinsmyth as Chairman of the Council for the municipal year 2021/2022, this proposal fell by a written ballot vote of 4 votes for and 7 votes against.

FC21/05/2 TO APPOINT A VICE CHAIRMAN FOR THE MUNICIPAL YEAR 2021/2022

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

FC21/05/2.2 RESOLVED that Cllr Pavey is appointed Vice Chairman of Illogan Parish Council for the municipal year 2020/2021.

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

FC21/05/3 TO RECEIVE A REPORT FROM THE CLERK THAT ALL MEMBERS HAVE SIGNED THE DECLARATION OF ACCEPTANCE OF OFFICE, RECEIVE ANY REQUESTS FOR AN EXTENSION OF TIME TO SIGN THEM AND AGREE ANY FUTURE ACTIONS

The Clerk reported that all members had signed and returned their Declaration of Acceptance of Office and that there had been no requests for an extension of time to sign them.

FC21/05/4 SAFETY PROCEDURES

The Chairman explained the safety procedures.

FC21/05/5 CHAIRMAN'S WELCOME AND APOLOGIES FOR ABSENCE

All members were present. Apologies were received from Cllr Desmonde.

FC21/05/6 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

Cllrs Crabtree and Pavey declared a non-registerable interest in the tender returns for the Multi-disciplinary architectural and project management services for the parish office as they knew and socialised with one of the contractors who had submitted a tender.

FC21/05/7 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

FC21/05/8 TO RECEIVE REPORTS FROM THE 2020/2021 CHAIRMAN AND VICE CHAIRMAN

The Chairman thanked everyone for their help during the last 12 months. It had been a strange year with no face to face meetings and no events to attend. Remembrance Day was very quiet, he laid wreaths alone and the Clerk videoed him laying the wreath at Portreath to be included in the video they produced. The Illogan Park playing fields and parish office projects were progressing. He thanked the Vice Chairman for all his support during the last year.

The Vice Chairman did not have a lot else to say, that hadn't already been said by the Chairman. He commended the Chairman on the extraordinary amount of work he had done during the last year to keep things on track. He felt that the Council owed the Chairman a debt of gratitude. He thanked the Chairman for his service and the Councillors for their support.

FC21/05/9 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.

FC21/05/10 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON THE 28TH APRIL 2021 AND THE CHAIRMAN TO SIGN THEM

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

FC21/05/10.2 RESOLVED to receive and approve the Minutes of the Full Council meeting held on the 28th April 2021 and the Chairman to sign them.

On a vote being taken the matter was approved unanimously.

FC21/05/11 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

The Clerk reported that:

Page 1099 – Minute FC21/04/14.2 – the lease for the office in Trevenson House had been signed and returned.

Page 1100 – Minute FC21/04/15.2 – the pre-application form for the Parish Council Office had been submitted on the 18th May 2021.

Page 1100 – Minute FC21/04/16.2 – the license for the permissive path from Manningham Wood to the Churchyard had completed today (19th May 2021) after more than a year of negotiations.

Page 1101 – Minute FC21/04/19.2 – the Clerk was still trying to make contact with the family regarding the naming of the bungalow development of Trevelyan Road; each enquiry she made resulted in another suggestion of an organization who may be able to help.

Page 1102 – Minute FC21/04/20.2 – the Cornwall Council Legal Agreement for 2021/22 had been signed and returned.

Page 1102 – Minute FC21/04/21.2 – an article regarding the proper use and respect for hedge rows had not been included in the Illogan Review as it had not been received by the deadline and the Review had not gone to print.

Page 1102 – Minute FC21/04/22.2 – The Clerk had sent enquiries out for quotes for parish logo signs to go on bus shelters and was awaiting the return of the quotes.

Page 1106 – Minute FC21/04/31.2 – TIAA Ltd were completing the independent internal audit today (19th May 2021). The Clerk had sent all the requested documents electronically.

FC21/05/12 TO RECEIVE THE DELEGATED DECISIONS REGISTER SINCE THE LAST MEETING, RATIFY ALL DECISIONS MADE AND AGREE ANY FUTURE ACTIONS

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

FC21/05/12.2 RESOLVED that the delegated decision register was received and all decisions were ratified.

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

FC21/05/13 TO RECEIVE REPORTS ON THE PAYMENTS, RECEIPTS AND BANK RECONCILIATIONS FOR THE MONTH OF APRIL 2021

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

FC21/05/13.2 RESOLVED to receive the reports on payments, receipts and bank reconciliations for the month of April 2021.

On a vote being taken the matter was approved unanimously.

FC21/05/14 TO AUTHORISE PAYMENT OF ACCOUNTS FOR THE MONTH OF MAY 2021

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

FC21/05/14.2 RESOLVED to authorise payment of accounts for the month of May 2021 in the sum of £10,729.51 including VAT.

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

FC21/05/15 TO RECEIVE THE AMENDED CODE OF CONDUCT AND REGISTER OF INTEREST FORM, RECENTLY ADOPTED BY CORNWALL COUNCIL AND ADVICE FROM CALC, CONSIDER ADOPTING AND AGREE ANY FUTURE ACTIONS

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

FC21/05/15.2 RESOLVED that the advice from CALC is received and that the amended Code of Conduct and Register of Interest is received and adopted.

On a vote being taken the matter was approved unanimously.

FC21/05/16 TO RECEIVE AND APPROVE THE DRAFT ANNUAL REPORT FOR 2020/2021 AND AGREE ANY FUTURE ACTIONS

It was proposed by Cllr Mrs. Thompson, seconded by Cllr Miss Pollock and

FC21/05/16.2 RESOLVED that the Annual Report for 2020/2021 is received and approved with the following amendments:

- **Page 3 – remove as it is blank.**
- **Page 6 – Clerk to double check and amend as appropriate the 2020 planning application figures.**
- **Page 8 – add a paragraph to read 'Unfortunately, the Ray Uren Award was unable to be awarded in 2020 and 2021 due to the restrictions relating to the Covid-19 Pandemic. Illogan Parish Council are monitoring and reviewing the situation and hope to be able to re-instate the award in May 2022'.**

On a vote being taken the matter was approved unanimously.

FC21/05/17 TO AGREE THE CALENDAR OF MEETINGS FOR 2021/2022, THE DATES, TIMES, AND PLACES FOR THE YEAR AHEAD AND AGREE ANY FUTURE ACTIONS

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

FC21/05/17.2 RESOLVED that the calendar of meetings for 2021/2022 are agreed pro tem. That the June Full Council meeting will be held on either the 16th or 23rd depending on which date a suitable venue can be secured.

On a vote being taken the matter was approved unanimously.

FC21/05/18 TO REVIEW THE SCHEME OF DELEGATION AND AGREE ANY FUTURE ACTIONS

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

FC21/05/18.2 RESOLVED that the Scheme of Delegation has been reviewed and no amendments are made.

On a vote being taken the matter was approved unanimously.

FC21/05/19 TO APPOINT STANDING COMMITTEES FOR THE 2021/2022 MUNICIPAL YEAR AND AGREE ANY FUTURE ACTIONS

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

FC21/05/19.2 RESOLVED that the appointment of Standing Committees for the 2021/2022 municipal year will be considered at the June meeting except for Planning and Environmental Services; Finance and Resources; and Staffing.

On a vote being taken the matter was approved unanimously.

FC21/05/20 TO AGREE THE TERMS OF REFERENCE FOR EACH COMMITTEE FOR THE 2021/2022 MUNICIPAL YEAR AND AGREE ANY FUTURE ACTIONS

It was proposed by Cllr Mrs. Thompson, seconded by Cllr Szoka and

FC21/05/20.2 RESOLVED that for the time being the Terms of Reference for the Planning and Environmental Services; Finance and Resources; and Staffing will remain the unchanged and that all Terms of References for Committees will be considered at the June Full Council meeting.

On a vote being taken the matter was approved unanimously.

FC21/05/21 TO AGREE THE NUMBER OF MEMBERS ON EACH COMMITTEE FOR THE 2021/2022 MUNICIPAL YEAR AND AGREE ANY FUTURE ACTIONS

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

FC21/05/21.2 RESOLVED that the following Committees have the following number of members temporarily, the number of members on each Committee will be reviewed when the three vacancies on the Council have been filled:

- **Planning and Environmental Services Committee – 7 members**
- **Finance and Resources Committee – 5 members**
- **Staffing Committee – 5 members**

On a vote being taken the matter was approved unanimously.

FC21/05/22 TO APPOINT MEMBERS TO STANDING COMMITTEES FOR THE 2021/2022 MUNICIPAL YEAR AND AGREE ANY FUTURE ACTIONS

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

FC21/05/22.2 RESOLVED that the following members are appointed to the following Committees temporarily, the members on each Committee will be reviewed when the three vacancies on the Council have been filled:

- **Planning and Environmental Services Committee – Cllrs Crabtree, Ekinsmyth, Mrs. Ferrett, Ford, Holmes, Pavey and Mrs. Thompson**
- **Finance and Resources Committee – Cllrs Crabtree, Ekinsmyth, Ford, Pavey and Thompson**
- **Staffing Committee – Cllrs Ekinsmyth, Mrs. Ferrett, Ford, Pavey and Miss Pollock**

On a vote being taken the matter was approved unanimously.

FC21/05/23 TO ELECT THE CHAIRMAN OF THE FINANCE AND RESOURCES COMMITTEE FOR THE 2021/2022 MUNICIPAL YEAR

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

FC21/05/23.2 RESOLVED that Cllr Pavey is elected Chairman of the Finance and Resources Committee for the municipal year 2021/2022.

On a vote being taken the matter was approved unanimously.

FC21/05/24 TO CONFIRM THE BANK MANDATE AND APPOINT SIGNATORIES FOR THE 2021/2022 MUNICIPAL YEAR AND AGREE ANY FUTURE ACTIONS

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

FC21/05/24.2 RESOLVED that the current bank mandate is confirmed to be the same as the 2020/2021 municipal year with the same bank signatories and that the Council will continue to make payments electronically until the Financial Regulations are reviewed at the June Full Council meeting.

On a vote being taken the matter was approved unanimously.

FC21/05/25 TO CONSIDER THE PAYMENT OF ANY SUBSCRIPTIONS FALLING TO BE PAID ANNUALLY

Cllr Ford declared a non-registerable interest

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

FC21/05/25.2 RESOLVED that annual subscriptions for Cornwall Association of Local Councils (CALC), Society of Local Council Clerks (SLCC), South West Councils, Direct Information Services (DIS) and LCR Magazine are approved.

On a vote being taken the matter was approved unanimously.

FC21/05/26 TO REVIEW REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK AND AGREE ANY FUTURE ACTIONS

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

FC21/05/26.2 RESOLVED that Cllr Mrs. Thompson would represent the Council on the CPIR & Mining Villages Community Network Panel, and that representations on all other outside bodies would be deferred until the June Full Council meeting.

On a vote being taken the matter was approved unanimously.

FC21/05/27 TO CONSIDER MANAGEMENT, MAINTENANCE AND FUTURE DEVELOPMENTS IN ILLOGAN PARK AND OTHER PARISH FACILITIES, AGREE ANY APPROPRIATE ACTIONS AND ANY ASSOCIATED EXPENDITURE

The football goal posts in Illogan Park were due to be changed for aluminum ones at the end of the season at no additional cost to the Council.

FC21/05/28 TO RECEIVE CORRESPONDENCE FROM THE 21ST APRIL 2021 UNTIL THE 11TH MAY 2021, AGREE ANY APPROPRIATE RESPONSES AND ANY FUTURE ACTIONS

1. Various Coronavirus information and updates
2. NALC bulletins
3. South West Councils newsletter
4. Email from Cllr Desmonde to Cornwall Council Planning Enforcement re Land North of Roscroghan Mill - Illegal Residential Use
5. Various correspondence between Cllr Ekinsmyth, members of the public and Cornwall Council about the trees in Lamanva Close
6. Cornwall Council – information on pop up campsites
7. Cornwall Council Code of Conduct Training via Teams – 10am – 12 on the 21st and 25th May

FC21/05/29 TO RECEIVE REPORTS FROM CORNWALL COUNCILLORS

Cllr Crabtree reported that he was elected ten days ago. In those ten days, he had received lots of training. Cornwall Council had implemented a completely new computer system for Councillors since the elections. He had been receiving and dealing with correspondence regarding the trees at Lamanva Close. He had agreed to take the planning application for Hillcrest Farm to Cornwall Council Planning Committee. Most of the issues raised were in Portreath Parish Council's area. A walk/drive around his Cornwall Council Ward with the Chief Executive had been scheduled for the beginning of August. There was additional funding available to deal with speeding traffic; there was a desire by some for the implementation of 20 mph speed limits.

FC21/05/30 TO CONSIDER ITEMS TO BE DISCUSSED AT FUTURE MEETINGS; AGREE WHERE TO DISCUSS AND TIMESCALES

There were no items raised.

FC21/05/31 DATE & TIME OF NEXT MEETING

The next meeting would be held on Wednesday 16th June 2021, 7.00pm in a venue to be confirmed.

FC21/05/32 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

FC21/05/32.2 RESOLVED 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.

On a vote being taken the matter was approved unanimously.

FC21/05/33 TO RECEIVE TENDERS FOR THE REFURBISHMENT OF THE CHANGING FACILITIES AT ILLOGAN PARK, APPOINT A CONTRACTOR, AGGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

FC21/05/33.2 RESOLVED that the tenders for the refurbishment of the changing facilities at Illogan Park are received and that Pyrocheck are appointed to complete the works as per their tender submission subject to:

- **The implementation of a retention of 25% of the phased fees or that each phased payment only covers works completed.**
- **Option 1 for the doors being installed. Option 1 is 3 x bespoke timber door sets with 1.2mm galvanized steel sheet fixed with anti-vandal clutch head screws, suitably decorated with primer undercoat and gloss finish to RAL7045 TELEGRAY 1, and etching primer undercoat and same colour finish to steel sheet.**
- **A vertical cedar fence being erected around the shipping containers instead of them being clad.**
- **Confirmation that the asbestos removal covered all the asbestos including in the changing facilities.**
- **That Marley Modern Block end and Marley Modern Ridge tiles are put on the roof.**
- **That the works commence as soon as possible with a view to completing the refurbishment by the end of August 2021.**
- **The Council notes that there is the potential for addition costs included in the tender if the Council chooses to opt into them.**
- **The Council request the cost to remove and replace the kitchen tiles.**

- **The Council requests the costs to paint the walls, lay durable sheet vinyl floor to the shower area and use a hard-wearing paint on the remaining floor area of the referees changing room.**
- **The Council requests the cost to install low energy lighting and motion sensors.**

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

FC21/05/34 TO RECEIVE TENDERS FOR THE MULTI-DISCIPLINARY ARCHITECTURAL AND PROJECT MANAGEMENT SERVICES FOR THE PARISH OFFICE, APPOINT A CONTRACTOR, AGREE ANY FUTURE ACTOINS AND ANY ASSOCIATED EXPENDITURE

Cllrs Crabtree and Pavey left the meeting

It was proposed by Cllr Mrs. Thompson, seconded by Cllr Mrs. Ferrett and

FC21/05/34.2 RESOLVED that Cllr Ford is appointed to Chair this item in the absence of the Chairman and Vice Chairman.

On a vote being taken the matter was approved unanimously.

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

FC21/05/34.3 RESOLVED that tenders for the Multi-Disciplinary Architectural and Project Management Services for the Parish Office are received and that GPJ Consulting Engineers are appointed to complete the work based upon their tender for a pre-fabricated building, that GPJ Consulting Engineers would be advised that they must only take instruction from the Council Office and Officers and not socially whilst out and about or directly from any Councillors

On a vote being taken the matter was approved unanimously.

There being no further business the meeting closed at 8.32pm.

Signed

Date

ACCOUNTS FOR PAYMENT MAY 2021					
Description	Supplier	Minute Number	Net Total (ex VAT)	Vat	Total (inc VAT)
Redruth Rotary Grant	Redruth Rotary Club	FC21/04/12.2	£100.00		£100.00
Annual Inspection for play equipment at Illogan Park	Rospa Play Safety		£77.00	£15.40	£92.40
Tree survey in Illogan Park	Wildwood Trees		£545.00		£545.00
IT Support and O365 Licences	Nci Technologies		£160.90	£32.18	£193.08
Security Patrols in Illogan Park	Kestrel Guards		£464.00	£92.80	£556.80
Legal Fees for Manningham Permissive Path Licence	Cornwall Council		£219.86	£43.97	£263.83
Contractor	DJM Gardening and Groundwork Solutions		£3,300.56		£3,300.56
Investigating low water pressure at Marys Well	Holman		£85.50	£17.10	£102.60
Website membership	Mining Villages Regeneration Group		£100.00		£100.00
Grass cutting and operational inspection	Greens (Cornwall) Ltd		£330.00	£66.00	£396.00
Salaries	All Employees		£3,842.32		£3,842.32
Maintenance to play equipment in Illogan Park	Southwest Playground Safety Inspections		£927.00	£185.40	£1,112.40
Legionella Testing	Churchill Environmental Services		£31.02	£6.20	£37.22
Expenses	J Curtis		£21.60		£21.60
Bank Charges	Barclays		£13.70		£13.70
Storage Unit	Low Cost Self Storage		£43.33	£8.67	£52.00
	TOTAL		£10,261.79	£467.72	£10,729.51