

ILLOGAN PARISH COUNCIL

The public is reminded that these are DRAFT minutes, which means that they are not approved at the time of publication and may be subject to amendment before final approval at the next Parish Council meeting. The agreed minutes will be uploaded once they have been agreed by the Council at the appropriate meeting.

Minutes of the Community Liaison Committee held at The Council Office, Tolvaddon Energy Park on Monday 5th July 2021 at 7.00 pm.

PRESENT: Cllr Crabtree, Cllr Cullimore, Cllr Pavey and Mr Dolling.

ALSO PRESENT: Ms S Willsher, Clerk.

The Chairman explained the safety procedures.

CL21/07/1 TO ELECT A CHAIRMAN OF THE COMMUNITY LIAISON COMMITTEE FOR THE MUNICIPAL YEAR 2021/2022

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

CL21/07/1.2 RESOLVED that Cllr Pavey is elected Chairman of the Community Liaison Committee for the municipal year 2021/2022.

On a vote being taken the matter was approved unanimously.

CL21/07/2 TO APPOINT A VICE CHAIRMAN OF THE COMMUNITY LIAISON COMMITTEE FOR THE MUNICIPAL YEAR 2021/2022

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

CL21/07/2.2 RESOLVED that Cllr Crabtree is appointed Vice Chairman of the Community Liaison Committee for the municipal year 2021/2022.

On a vote being taken the matter was approved unanimously.

CL21/07/3 TO RECEIVE APOLOGIES FOR ABSENCE

There were no apologies received. Cllr Jobson was absent.

CL21/07/4 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.

CL21/07/5 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

CL21/07/6 PUBLIC PARTICIPATION (MAXIMUM OF 15 MINUTES – EVERY SPEAKER A LIMIT OF 3 MINUTES UNDER COUNCIL STANDING ORDERS)

There were no members of the public present.

CL21/07/7 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD ON THE 3RD FEBRUARY 2021 AND THE CHAIRMAN TO SIGN THEM

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

CL21/07/7.2 RESOLVED that the minutes of the meeting of the Community Liaison Group Committee held on the 3rd February 2021 are received and approved and signed by the Chairman.

On a vote being taken the matter was approved unanimously.

CL21/07/8 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

There were no matters arising.

CL21/07/9 TO RECEIVE AN UPDATE ON THE EVENTS BUDGET, AND AGREE ANY FUTURE ACTIONS (TO BE TABLED AT THE MEETING)

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

CL21/07/9.2 RESOLVED that the events budget is received.

On a vote being taken the matter was approved unanimously.

CL21/07/10 TO RECEIVE AND APPROVE THE ROAD CLOSURE APPLICATION, EVENT MANAGEMENT PLAN, TRAFFIC MANAGEMENT PLAN FOR THE ILLOGAN CHRISTMAS LIGHTS SWITCH ON EVENT, APPOINT AN EVENT ORGANISER, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

CL21/07/10.2 RESOLVED to receive and approve the road closure application, event management plan, traffic management plans for the Illogan Christmas Lights Event; that the Clerk is appointed event organiser; and that the Clerk submits the paperwork to Cornwall Council prior to going on maternity leave.

On a vote being taken the matter was approved unanimously.

CL21/07/11 TO RECEIVE AND APPROVE THE ROAD CLOSURE APPLICATION, EVENT MANAGEMENT PLAN, TRAFFIC MANAGEMENT PLAN FOR THE PARK BOTTOM CHRISTMAS LIGHTS SWITCH ON EVENT, APPOINT AN EVENT ORGANISER, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

CL21/07/11.2 RESOLVED to receive and approve the road closure application, event management plan, traffic management plans for the Park Bottom Christmas Lights Event; that the Clerk would enquire what DJM Gardening and Groundwork Solutions would charge to be the event organiser and to man the road closure; and that the Clerk submits the paperwork to Cornwall Council prior to going on maternity leave.

On a vote being taken the matter was approved unanimously.

CL21/07/12 TO REVIEW THE CHRISTMAS RISK ASSESSMENTS AND AGREE ANY FUTURE ACTIONS

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

CL21/07/12.2 RESOLVED that the Christmas Risk Assessment has been reviewed and there are no changes to be made.

On a vote being taken the matter was approved unanimously.

CL21/07/13 TO CONSIDER THE ARRANGEMENTS FOR THE 2021 TOLVADDON CHRISTMAS LIGHTS SWITCH ON EVENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

CL21/07/13.2 RESOLVED that the Clerk would update the action plan for the Tolvaddon Christmas Lights Switch On Event and include as much information as she could prior to going on maternity leave. The risk assessment had been completed and date and time of the event had been agreed as Thursday 2nd December 2021 at 6.30pm. The band had been booked. The Clerk would confirm whether the Salvation Army had been booked. It was agreed that a PA system would not be required. The Clerk would speak to the owner of Adelaide Stores about the use of the gazebo.

On a vote being taken the matter was approved unanimously.

CL21/07/14 TO CONSIDER THE ARRANGEMENTS FOR THE 2021 ILLOGAN CHRISTMAS LIGHTS SWITCH ON EVENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

CL21/07/14.2 RESOLVED that the Clerk would update the action plan for the Illogan Christmas Lights Switch On Event and include as much information as she could prior to going on maternity leave. The risk assessment had been completed and date and time of the event had been agreed as Friday 3rd December 2021 at 6.30pm. The Clerk would contact the rector of St Illogan Parish Church to confirm whether the church can be used in case of inclement weather. The Clerk would obtain quotes for marshals prior to going on maternity leave. The Clerk would write to Illogan School about the event and the Christmas card competition. The entertainment had been booked. Contact would need to be made with the Spar and McColls re donating mince pies nearer the event. The Clerk would obtain costings from GK Electronics for hire of the PA system. The Clerk would confirm the rector was available to do the blessing at the event. The Clerk would write to the Community Choir and invite them to sing a couple of carols on their own, if they want to, and to lead into the carols sung by all attendees. The tree would be located at the front of the Robartes Arms and The Platt would also be decorated with baubles etc.

On a vote being taken the matter was approved unanimously.

CL21/07/15 TO CONSIDER THE ARRANGEMENTS FOR THE 2021 PARK BOTTOM CHRISTMAS LIGHTS SWITCH ON EVENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

CL21/07/15.2 RESOLVED that the Clerk would update the action plan for the Park Bottom Christmas Lights Switch On Event and include as much information as she could prior to going on maternity leave. The risk assessment had been completed and date and time of the event had been agreed as Saturday 4th December 2021 at 6.30pm. The event would be held inside the New Inn if there was inclement weather. A PA system was not needed as the New Inns system could be used. The entertainment had been booked.

On a vote being taken the matter was approved unanimously.

CL21/07/16 TO AGREE HOW THE CHRISTMAS TREES WILL BE ERECTED AND DECORATED AND AGREE ANY FUTURE ACTIONS

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

CL21/07/16.2 RESOLVED that the Christmas trees would be erected using 2 operatives from Greens Grounds and Trees and the MEWP with volunteers from the Council assisting in applying decorations.

On a vote being taken the matter was approved unanimously.

CL21/07/17 TO CONSIDER ORGANISING A CHRISTMAS EVENT FOR THE ELDERLY AND AGREE ANY FUTURE ACTIONS (CL19/11/16)

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

CL21/07/17.2 RESOLVED that the organisation of a Christmas event for the elderly would be deferred until 2022 due to staffing restrictions within the Council and the ongoing uncertainties with the Covid-19 Pandemic.

On a vote being taken the matter was approved unanimously.

CL21/07/18 TO CONSIDER ITEMS TO BE DISCUSSED AT FUTURE MEETINGS

There were no items raised.

CL21/07/19 DATE AND TIME OF NEXT MEETING

The next meeting would be held on Monday 6th September 2021, 7pm in a venue to be confirmed.

There being no further business the meeting closed at 7.52pm.

Signed

Date