

ILLOGAN PARISH COUNCIL

Minutes of the Full Council Meeting held at The Old School Centre, Nance Lane, Illogan
Wednesday 17th November 2021 at 7.00pm.

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

IN ATTENDANCE: Ms S Willsher, Clerk and Mrs A Edwards, Administration Assistant and 2 members of the public

The Chairman explained the safety procedures.

CHAIRMAN'S WELCOME AND APOLOGIES FOR ABSENCE

Apologies were received from Cllr Ms Cadby. There were no members absent.

FC21/11/1 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.

FC21/11/2 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no requests from members for dispensations.

FC21/11/3 PUBLIC PARTICIPATION ON ITEMS ON THE AGENDA (MAXIMUM OF 15 MINS – EVERY SPEAKER A LIMIT OF 3 MINS UNDER COUNCIL STANDING ORDERS)

There was no public participation.

FC21/11/4 CHAIRMAN'S ANNOUNCEMENTS

Agenda item 28 will be discussed immediately after agenda item 21.
Agenda item 29 will be included in agenda item 12.

The chairman thanked councillors for their attendance at Remembrance Service parades at Carn Brea, Portreath and Illogan.

The Christmas trees for Illogan, Park Bottom and Tolvaddon are being delivered and erected at each site on November 23rd. The dates of the Christmas Light Switch – On event at each site were announced and councillors asked to let the administration assistant know if they were able to help in any way.

FC21/11/5 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 20th October 2021 AND THE CHAIRMAN TO SIGN THEM

Two corrections were noted. Page 1167 Minute FC21/10/9 There has been **on** previous application, replace with 'a'. Page 1170 of our intention to cease the contract **as per** with them. Delete 'as per'.

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

FC21/11/5.2 RESOLVED to receive and approve the Minutes of the Full Council meeting held on 20th October 2021, subject to the noted amendments and the Chairman to sign them.

On a vote being taken there were 11 Voted FOR and 0 AGAINST.

FC21/11/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

Minute FC21/10/19.2ii, the chairman confirmed that the tenders were administrated by Faithful and Gould.

FC21/11/7 TO RECEIVE THE DELEGATED DECISIONS REGISTER SINCE THE LAST MEETINGS, RATIFY ALL DECISIONS MADE AND AGREE ANY FUTURE ACTIONS

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

FC21/10/7.2 RESOLVED to receive the Delegated Decisions register since the last meetings and ratify all decisions made

FC21/11/8 TO RECEIVE REPORTS ON THE PAYMENTS, RECEIPTS AND BANK RECONCILIATIONS FOR THE MONTH OF OCTOBER 2021

It was proposed by Cllr Pavey, seconded by Cllr Thompson

FC16/01/8.2 RESOLVED to receive the reports on payments, receipts, and bank reconciliations for the month of October 2021.

On a vote being taken the matter was approved unanimously.

FC21/11/9 TO AUTHORISE PAYMENT OF ACCOUNTS FOR THE MONTH OF NOVEMBER) (UP TO DATE LIST TO BE TABLED AT THE MEETING)

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

FC21/11/9.2 RESOLVED to authorise payment of accounts for the month of November 2021 in the sum of £5732.77.

On a vote being taken on the matter there were 11 votes FOR and 1 vote AGAINST.

FC21/11/10 **TO REVIEW THE PARISH OFFICE PROJECT AND PARISH OFFICE ACCOMMODATION, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

GPJ Consulting have been appointed as project managers. Planning permission has been submitted and a decision expected on 01.12.2021. The closing date for submission of tenders for the construction of the parish office building is on 03.12.2021. The successful contractor will then be able to provide a timescale for construction.

GPJ Consulting have been progressing works as far as possible and have instructed Western Power Distribution to provide electrical services.

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

FC21/11/10.2 **RESOLVED to request of the landlords of Trevenson House that Illogan Parish Council continue to rent their current office space until the new parish office accommodation becomes available.**

On a vote being taken the matter was approved unanimously.

FC21/11/11 **TO CONSIDER MANAGEMENT, MAINTENANCE AND FUTURE DEVELOPMENTS IN ILLOGAN PARK AND OTHER PARISH FACILITIES, AGREE ANY APPROPRIATE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

GPJ Consulting have been appointed to take over the remainder of the project management work previously undertaken by Faithful + Gould. The quoted works not carried out by Faithful + Gould equate to £5,500. GPJ Consulting have provided a costing of £6080.00 for this element to project manage and oversee the perimeter pathway and car park work.

Other necessary design works have been identified and a costing of £12,300 has been provided by GPJ Consulting to oversee the hard surfacing of the areas around the WC block, improve dirty water drainage facilities and provide grass matting access between the new office and changing rooms.

It was proposed by Cllr Holmes, seconded by Cllr Pavey

FC21/11/11.2 **RESOLVED that provided a sufficient contingency fund has been calculated into the budget costs to instruct GPJ Consulting to proceed as per their quotation.**

On a vote being taken on the matter there were 11 votes FOR and 1 vote AGAINST.

FC21/11/12 TO RECEIVE AN UPDATE ON PLANNING APPLICATION PA21/07502 LAND SOUTH WEST OF 4 THE MEADOW ILLOGAN AND APPROVE ANY ASSOCIATED EXPENDITURE.

The application appeared on the agenda of the West Sub Area planning meeting on 15th November 2021 which was attended by Cllr Crabtree and Cllr. Mrs Thompson, who spoke on behalf of Illogan Parish Council. At the request of Cornwall Council legal officer, the matter was deferred until the next meeting to allow for the presentation of legal information and Land Registry searches.

It was noted that Illogan Parish Council must work with the Cornwall Council legal and monitoring officers to avoid incurring additional costs in seeking independent advice.

Any updates or required actions before the matter is reviewed at the next full council meeting will be circulated.

FC21/11/13 TO RECEIVE CORRESPONDENCE FROM THE 14.10.2021 UNTIL THE 09.11.2021, AGREE ANY APPROPRIATE RESPONSES AND ANY FUTURE ACTIONS

These were noted.

The proposal for naming of the 4 property development on land at Wenappa, Voguebeloth was deferred to the December 2021 Full Council meeting where it will be a separate agenda item.

FC21/11/14 TO RECEIVE A 2-MINUTE UPDATE FROM COMMITTEE CHAIRMEN AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS HELD SINCE 14TH OCTOBER 2021.

i. Planning & Environmental Committee – 20.10.2021 and 03.11.2021

The chairman of the planning committee thanked Cllr. Mrs Thompson for her work regarding the reserved matters planning application at Harmony Terrace, Illogan to which the committee strongly object and for her thorough presentation against the application for Land South West Of 4 The Meadow Illogan at the West Sub Area planning meeting.

ii. Community Liaison Committee – 25.10.2021. and 08.11.2021

Arrangements are to plan for the three Christmas Lights Switch – On events in the parish. Illogan School have confirmed their participation in the lantern parade and are checking the lanterns for damage. A budget of £100 is in place for repairs to the lanterns and replacement of the light batteries.

iii. Staffing Committee Meeting – 10.11.2021

The meeting discussed administrative cover over the Christmas period

and for the first week of January until the clerks return from maternity leave. Discussions regarding a replacement for the administration assistant have begun.

iv. Finance & Resources Committee Meeting – 10.11.2021

Budgets for the financial year 2022 – 2023 have been discussed. Before a recommendation can be proposed to full council, more information is required as to the parish councils' tax base position and for additional costs for Illogan Park projects. A further meeting of this committee to set a proposed precept will take on December 8th.

Police Liaison Committee Report

Cllr Jobson attended his first meeting as the council's representative on this committee and reported that there currently appears to be three main policing priorities

- Safety in the Streets
- Spiking – both of drinks and by syringe
- County Lines Policy Enforcement

FC21/11/15 TO APPOINT TWO MEMBERS TO THE PLANNING & ENVIRONMENTAL COMMITTEES FOR THE REMAINDER OF THE 2021/2022 MUNICIPAL YEAR AND AGREE ANY FUTURE ACTIONS

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

FC21/11/15.2i RESOLVED that Cllr. Cullimore be appointed as a member of the Planning & Environmental Committee.

On a vote being taken the matter was approved unanimously.

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

FC21/11/15.2ii RESOLVED that Cllr. Williams be appointed as a member of the Planning & Environmental Committee.

On a vote being taken the matter was approved unanimously.

FC21/11/16 TO RECEIVE REPORTS FROM THE CORNWALL COUNCILLORS

- Cornwall Councillor Crabtree reported that the Post Office officials are working towards the reopening of the post office facility in the village.
- That he has been elected as chair of the Cornwall World Mining Heritage Board
- The overgrown roadside hedges at Spar Lane and Clifton Road, Park Bottom have been cut back and the available road width widened as a result
- Four parishioners have expressed an interest in joining the Speedwatch programme.

- All properties at Park An Lann (formerly Glebe Field) are now occupied by a mixture of primary and secondary housing needs
- The planning dispute at 11 Kennedy Close, Park Bottom has now reached Stage 6 of the enforcement process.

FC21/11/17 TO CONSIDER ITEMS TO BE DISCUSSED AT FUTURE MEETINGS; AGREE WHERE TO DISCUSS AND TIMESCALES

Cllr. Ford asked that an item to reintroduce street badging and placing of replica poppies on lampposts be discussed in the New Year.

FC21/11/18 DATE & TIME OF NEXT MEETING:

Wednesday 15th December 2021, 7pm in The Old School Centre, Nance Lane, Illogan.

FC21/11/19 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 Pavey, seconded by Cllr Ford and

FC21/11/19.2 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.

Cllr. Mrs Ferrett and the two members of the public left the meeting at this point.

FC21/11/20 TO RECEIVE QUOTES TO UNDERTAKE IDENTIFIED HIGH PRIORITY MANAGEMENT WORKS AND LOW PRIORITY TREE SAFETY WORKS IN MANNINGHAM WOODS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

FC21/11/20.2 RESOLVED that the quote from CGS contractors is accepted to undertake the work subject to subject to their confirmation that any necessary traffic management requirements are put in place by the company and that the relevant risk assessments and method statements are provided.

On a vote being taken the matter was approved unanimously.

The two members of the public were readmitted to the meeting.

FC21/11/21

TO RECEIVE APPLICATIONS FOR THE VACANT POSITION OF COUNCILLOR FOR THE ILLOGAN WARD AND INTERVIEW THE CANDIDATES AND CONSIDER ANY FUTURE ACTIONS

One of the members of the public present gave a summary about herself and her reasons for wanting to become a parish councillor. She answered questions from councillors.

The candidate and one other member of the public left the meeting while councillors discussed the application.

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

FC21/11/21.2

RESOLVED that Ms Susan Kemp is co-opted to represent the Illogan Ward of Illogan Parish Council and she sign the Declaration of Acceptance of Office witnessed by the Clerk.

On a vote being taken the matter was approved unanimously.

The candidate and one member of the public rejoined the meeting.

There being no further business the meeting closed at 8.26pm.

Signed

Date

Ref:	Payment Type	Description	Supplier	Net Total (ex VAT)	Vat	Total (inc VAT)
2126	BACS	Office Stationery Items	Complete Business Solutions Group	£79.94	£15.98	£95.92
2127	DD	Payment Plan Charges	Barclays	£13.95	£0.00	£13.95
2128	BACS	Illogan Park Security Patrols	Kestrel Guards	£448.00	£89.60	£537.60
2129	BACS	Office Rental- November	Trevenson House	£416.66	£83.33	£499.99
2130	BACS	Illogan Park - Grass Cutting	Greens Grounds & Trees	£240.00	£48.00	£288.00
2131	BACS	HMRC	TAX & NI	-£91.91	£0.00	-£91.91
2132	BACS	Clerk's Salary	S Willsher	£1,702.54	£0.00	£1,702.54
2133	BACS	Admin Asst Salary	A Edwards	£625.30	£0.00	£625.30
2134	BACS	Microsoft 365 licences and support package	NCI Technologies	£169.90	£33.98	£203.88
2135	SO	Storage Container Rental 12.11.2021 - 11.12.2021	Low Cost Self - Storage	£43.33	£8.67	£52.00
2136	BACS	Contracted Works	DJM Gardening and Groundworks Solutions	£1,363.46	£0.00	£1,363.46
2137	BACS	Room Rental - October	The Old School Centre	£52.50	£0.00	£52.50
2138	BACS	Christmas Lights PAT Testing	Holman Electrical Ltd	£39.43	£7.89	£47.32
2139	BACS	Supply + deliver 3 x Christmas trees	Cedarcroft Nurseries	£254.17	£50.83	£305.00
2140	BACS	Legionella Testing	Churchill Environmental Services	£31.02	£6.20	£37.22
			TOTALS	£5,388.29	£344.48	£5,732.77