

## ILLOGAN PARISH COUNCIL

Minutes of the Full Council Meeting held at The Old School Centre, Nance Lane, Illogan on Wednesday 20<sup>th</sup> October at 7.00pm.

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

**IN ATTENDANCE:** Ms S Willsher, Clerk, Mrs A Edwards, Administration Assistant

The Chairman explained the safety procedures.

### **FC21/10/1 CHAIRMAN'S WELCOME AND APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Mrs Ferrett

### **FC21/10/2 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.

### **FC21/10/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS**

There were no requests from members for dispensations.

### **FC21/10/4 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.

### **FC21/10/5 CHAIRMAN'S ANNOUNCEMENTS**

Item 21 on the agenda has been brought forward to become item 12a.

Official notification of the closure of Illogan Post Office has been received and that currently there is an ongoing consultation period regarding a new location for a Post Office in the village. In the meantime, the chairman has requested a mobile facility be provided, a reply has not been received at this time.

Five councillors attended the geothermal plant at United Downs and found the visit very informative. For each drill hole made £20, 000 is donated to a community fund. It is hoped that the Tolvaddon Visitor Centre will become a much-needed local community centre for the area.

Councillors attended a CIPR meeting titled Making Space For Nature with the intention being to provide natural wildlife habitats in letting fallen trees remain and to allow brambles and nettles to grow to encourage insects and pollinators in areas such as Manningham Wood.

Councillors were reminded that the Code of Conduct must be completed by 31<sup>st</sup> October and on completion of the on-line training they are to email the clerk to advise.

**FC21/10/6 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 15<sup>th</sup> SEPTEMBER 2021 AND THE CHAIRMAN TO SIGN THEM**

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

**FC21/10/6.2 RESOLVED to receive and approve the Minutes of the Full Council meeting held on 15<sup>th</sup> September 2021 and the Chairman to sign them.**

On a vote being taken the matter there were 11 votes FOR and 0 AGAINST

**FC21/10/7 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY**

The chairman was asked to update on minute FC21/09/11.3. It was likely that a public consultation would be entered into.

**FC21/10/8 TO RECEIVE THE DELEGATED DECISIONS REGISTER SINCE THE LAST MEETINGS, RATIFY ALL DECISIONS MADE AND AGREE ANY FUTURE ACTIONS**

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

**FC21/10/8.2 RESOLVED to receive the Delegated Decisions register since the last meetings and ratify all decisions made.**

On a vote being taken the matter was approved unanimously.

**FC21/10/9 TO RECEIVE A 2-MINUTE UPDATE FROM COMMITTEE CHAIRMEN AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS HELD SINCE APRIL 2021.**

- i. Planning and Environmental Services Committee – 23<sup>rd</sup> June, 7<sup>th</sup> July, 21<sup>st</sup> July, 18<sup>th</sup> August, 1<sup>st</sup> September and 6<sup>th</sup> October**

The Vice Chairman reported that since April 1<sup>st</sup>, 62 applications have been received of which 38 are awaiting a decision, 20 have been approved, 3 have not been approved and 1 has been withdrawn.

There has been a previous application which went to appeal with the planning inspector and was overturned.

**ii. Governance Review Committee – 6<sup>th</sup> July and 18<sup>th</sup> July**

During both meetings risks assessments were reviewed and updated necessary

**iii. Community Liaison Committee – 5<sup>th</sup> July, and 8<sup>th</sup> September**

The focus of the meetings has been arrangements for the three Christmas Lights Switch On events held in the parish. In the New Year the focus will be on an event to celebrate the Queen's Platinum Jubilee.

**iv. Finance and Resources Committee – 13<sup>th</sup> October**

Meetings have been held to review current budgets against actual spend and plan for next year's budgets. In the New Year a review of the internal audit process will take place.

**v. Projects Committee – 27<sup>th</sup> July and 6<sup>th</sup> October**

The committee has been overseeing ongoing projects planned for Illogan Park to include the installation of a new modular toilet block and a parish council office building with car parking area. The refurbishment of the changing rooms has been completed.

**vi. Staffing Committee – 27<sup>th</sup> May, 2<sup>nd</sup> June, 9<sup>th</sup> June, 30<sup>th</sup> June, 7<sup>th</sup> July and 28<sup>th</sup> July**

The meetings have been related to agreeing conditions of the clerk's maternity leave and employing a locum administration assistant during this period

**FC21/10/9.2** It was proposed by Cllr Ford, seconded by Cllr Pollock and

**RESOLVED to note the Minutes of the above Committees**

On a vote being taken the matter was approved unanimously.

**FC21/10/10 TO RECEIVE REPORTS ON THE PAYMENTS, RECEIPTS AND BANK RECONCILIATIONS FOR THE MONTH OF AUGUST AND SEPTEMBER 2021**

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

**FC21/10/10.2 RESOLVED to receive the reports on payments, receipts and bank reconciliations for the month of August and September 2021.**

On a vote being taken the matter was approved unanimously.

**FC21/10/11 TO AUTHORISE PAYMENT OF ACCOUNTS FOR THE MONTH OF OCTOBER 2021**

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

**FC21/10/11.2**                                 **RESOLVED**                                 **to authorize payment of accounts for the month of October 2021 in the sum of £48, 057.06**

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

**FC21/10/11a.**                                 **TO RECEIVE THE EXTERNAL AUDIT REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2021 AND AGREE ANY ACTIONS.**

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

**FC21/10/11a.2**                                 **RESOLVED**                                 **to receive the external audit report for the year ended 31<sup>st</sup> March 2021 and agree to any recommendations.**

On a vote being taken the matter was approved unanimously.

**FC21/10/12**                                 **TO CONSIDER MANAGEMENT, MAINTENANCE (TO INCLUDE GRASS CUTTING WITHIN THE CHILDREN'S PLAY AREA) AND FUTURE DEVELOPMENTS IN ILLOGAN PARK AND OTHER PARISH FACILITIES, AGREE ANY APPROPRIATE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

Damage to the safety matting around the picnic bench in the play area has been reported. It has also been witnessed that the grass cutting contractor is accessing the play through a section of fencing where the bracket has been cut.

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

**FC21/10/12.2**                                 **RESOLVED**                                 **that the grass cutting contractor should be contacted to find out if the damage has been reported to him by his team and if so to ask him to repair the damage and to ask that as the fencing will be permanently fixed to use the service gate at the changing room end of the play area where the vegetation has recently been cut back to allow easier access.**

On a vote being taken the matter was approved unanimously

The refurbished changing rooms are now fully open. Cllr. Pavey is to source additional keys from the contractor for the football changing rooms and referee's room.

**FC21/10/13**                                 **TO RECEIVE CORRESPONDENCE FROM 9<sup>TH</sup> SEPTEMBER 2021 UNTIL 13<sup>TH</sup> OCTOBER 2021, AGREE ANY APPROPRIATE RESPONSES AND ANY FUTURE ACTIONS**

**Item 2.** A letter has been received by email to inform that as of 23<sup>rd</sup> August 2021, the Post Office situated in the Spar Shop at Paynters Lane,

Illogan is officially closed. A consultation period has been entered into and alternatives have been suggested by the Parish Council.

**Item 6.** Email received from Cornwall Council detailing Springboard Illogan event *12 hours free support to help individuals explore and develop ideas for small business or community projects, using a combination of small group sessions and 1:1 mentoring.* Cllrs Ekinsmyth and Ford have attended meetings regarding this initiative and have reported that money is available for community groups.

**Item 7.** Councillor Crabtree would be representing Illogan Parish Council at the Portreath Remembrance Parade on 7<sup>th</sup> November 2021

**FC21/10/14 TO RECEIVE REPORTS FROM THE CORNWALL COUNCILLORS**

Cornwall Councillor Crabtree reported that the 'Twenty is Plenty' Campaign is receiving support from the police sector inspector.

Councillors Crabtree and Jobson will be attending a police liaison meeting on 28<sup>th</sup> October 2021.

The Speedwatch speed monitoring programme is restarting. On-line training is required to be completed before monitoring can be commenced. Councils will be expected to purchase their own equipment at a cost of approximately £350.

Cases of Coronavirus are being closely monitored within the parish with many reported cases being in the 18 and underage group.

Kate Kennally (Cornwall Council Chief Executive) will be carrying out an Illogan and Portreath ward visit accompanied by Councilor Crabtree on Monday 25<sup>th</sup> October 2021.

The 'Don't Rubbish Illogan' fly tipping campaign has proved successful thus far bringing about a reduction in the number of fly tipping cases that have been reported.

**FC21/10/15 TO CONSIDER ITEMS TO BE DISCUSSED AT FUTURE MEETINGS; AGREE WHERE TO DISCUSS AND TIMESCALES**

No items were noted for consideration

**FC21/10/16 DATE & TIME OF NEXT MEETING**

The next meeting would be held on Wednesday 17<sup>th</sup> November 2021 at 7.00pm in The Old School Centre, Nance Lane, Illogan.

**FC21/10/17 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 Holmes, seconded by Cllr Thompson and

**FC21/10/17.2**

**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

**FC21/10/18**

**TO CO-OPT A COUNCILLOR TO REPRESENT THE ILLOGAN WARD AND CO-OPTED COUNCILLORS TO SIGN THE DECLARATION OF ACCEPTANCE OF OFFICE, TO BE WITNESSED BY THE CLERK**

No applications were received.

**FC21/10/19**

**TO DISCUSS THE INSTALLATION OF THE MODULAR TOILET BLOCK AT ILLOGAN PARK, AGREE AN APPROPRIATE RESPONSE, ANY FUTURE ACTIONS AND, ANY ASSOCIATED EXPENDITURE**

A discussion took place regarding the timescales and coordination of works for the installation of the new modular toilet block and for the building of the new parish council office building and associated car parking works.

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

**FC21/10/19.2i**

**RESOLVED**

**to write to Faithful & Gould to thank them for their work thus far and to inform them of our intention to cease the contract with them as per their advice in paragraph 4 of their letter. GPJ Consulting have been asked to make contact for a handover. Once the handover has been completed, we would appreciate a full and final invoice to be sent.**

On a vote being taken, there were 11 voted FOR and 0 AGAINST

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

**FC21/10/19.2ii**

**RESOLVED**

**to accept the quotation from L & R Groundworks to complete the Illogan Park Groundworks and to ask GPJ Consulting to draw up a contract for the work and to oversee the work.**

**FC21/10/19.2iii** It was proposed by Cllr Pavey, seconded by Cllr Ford and

**RESOLVED**

**to ask GPJ Consulting to prepare a cost to take over the remainder of the contract to oversee the completion of the modular toilet block and parish**

**office and associated car park  
development.**

On a vote being taken, there were 11 voted FOR and 0 AGAINST

There being no further business the meeting closed at 8.13pm.

Signed .....

Date .....

<b>ACCOUNTS FOR PAYMENT OCTOBER 2021</b>						
<b>Ref:</b>	<b>Payment Type</b>	<b>Description</b>	<b>Supplier</b>	<b>Net Total (ex VAT)</b>	<b>Vat</b>	<b>Total (inc VAT)</b>
<b>To Be Ratified</b>						
2108	DD	Final Bill - Unit 2	BT	£24.65	£4.93	£29.58
2120	BACS	Additional Insurance Premium to cover increase in changing room valuation	Zurich Insurnce	£206.80	£0.00	£206.80
2105	BACS	Manningham Bat Survey	Plan for Ecology	£794.40	£158.88	£953.28
2106	BACS	Legionella Testing	Churchill Environmental Services	£62.04	£12.40	£74.44
2107	BACS	Bin emptying	T.M.Services	£250.00	£0.00	£250.00
2109	BACS	Illogan Park Security Patrols	Kestrel Guards Security Services	£448.00	£89.60	£537.60
2110	DD	Mixed Payment Plan Charges	Barclays	£14.65	£0.00	£14.65
2111	DD	Marys Well Water Charges	Source For Business	£26.66	£0.00	£26.66
2112	BACS	M Jobson Email Account & Microsoft 365 licences and support package.	Nci Technologies	£177.16	£35.43	£212.59
2113	BACS	Illogan Park - Grass Cutting	Greens Grounds & Trees	£707.12	£141.42	£848.54
2114	BACS	Photocopier Copying Charge and Support Package	1st Office	£437.74	£87.55	£525.29
2115	BACS	Contracted Works	DJM Gardening and Groundwork Solutions	£2,032.98	£0.00	£2,032.98
2116	SO	Storage Container Rental 12.10.2021 - 11.1.2021	Low-Cost Self Storage	£43.33	£8.67	£52.00
2117	Cheque	Manningham Wood Lease	Mr & Mrs Rule	£1.00	£0.00	£1.00
2118	BACS	Annual Audit Fee	PFK Littlejohn LLP	£600.00	£120.00	£720.00
2119	BACS	Office Rental - October 2021	Trevenson House	£416.66	£83.33	£499.99
2121	BACS	Salary	S Willsher	£2,111.28	£0.00	£2,111.28
2122	BACS	Salary	A Edwards	£625.30	£0.00	£625.30
2123	BACS	Tax & NIC for Clerk	HMRC	-£435.74	£0.00	-£435.74
2124	BACS	Illogan Park Changing Room Refurb	Pyrocheck	£22,759.01	£4,551.81	£27,310.82
2125	BACS	Parish Office Consultancy Fees to date	GPJ Consulting	£9,550.00	£1,910.00	£11,460.00
			<b>TOTALS</b>	<b>£40,853.04</b>	<b>£7,204.02</b>	<b>£48,057.06</b>