

## ILLOGAN PARISH COUNCIL

Minutes of the Annual Council Meeting held at The Old School Centre, Nance Lane, Illogan on Wednesday 18<sup>th</sup> May 2022 at 7.00pm.

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

**IN ATTENDANCE:** Ms. S Willsher, Clerk; Cllr Desmonde, Cornwall Council; and 1 member of the public (until point mentioned)

The Chairman explained the safety procedures.

**FC22/05/1 TO ELECT A CHAIRMAN OF THE COUNCIL FOR THE MUNICIPAL YEAR 2022/2023 AND THE ELECTED CHAIRMAN TO SIGN THE DECLARATION OF ACCEPTANCE OF OFFICE**

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

**FC22/05/1.2 RESOLVED that Cllr Pavey is elected Chairman of Illogan Parish Council for the municipal year 2022/2023 and that the Declaration of Acceptance of Office is signed.**

On a vote being taken on the matter there were 12 votes FOR and 0 votes AGAINST.

**FC22/05/2 TO APPOINT A VICE CHAIRMAN FOR THE MUNICIPAL YEAR 2022/2023**

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

**FC22/05/2.2 RESOLVED BY WRITTEN BALLOT that Cllr Crabtree is appointed Vice Chairman of Illogan Parish Council for the municipal year 2022/2023.**

On a vote being taken the matter was approved by a majority vote.

It was proposed by Cllr Mrs. Thompson, seconded by Cllr Ekinsmyth to appoint Cllr Ford as Vice Chairman of the Council for the municipal year 2022/2023, this proposal fell by written ballot receiving the least votes.

**FC22/05/3 SAFETY PROCEDURES**

The Chairman explained the safety procedures.

**FC22/05/4 CHAIRMAN'S WELCOME AND APOLOGIES FOR ABSENCE**

No apologies were received; all members were present.

**FC22/05/5 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.

**FC22/05/6 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS**

There were no applications from members for dispensations.

**FC22/05/7 PUBLIC PARTICIPATION ON ITEMS ON THE AGENDA (MAXIMUM OF 15 MINS – EVERY SPEAKER A LIMIT OF 3 MINS UNDER COUNCIL STANDING ORDERS)**

Cllr Desmonde congratulated Cllr Pavey on being elected Chairman and he looked forward to working with him. He asked for members views on Cornwall Councils Levelling Up proposals and whether there was a preference for a mayoral style council or not. He gave his full support to the reinstatement of the management committee for Tehidy Park, he felt it would help improve the quality of management and consultation on the Park.

A member of the public apologised for attending at the incorrect time. They reported that Illogan Handbell Ringers were meeting again. There was a concert being held on the 1<sup>st</sup> June 2022, hopefully outside of St Illogan Parish Church, or inside if its inclement weather.

1 member of the public left the meeting at 7.13pm.

**FC22/05/8 TO RECEIVE REPORTS FROM THE 2021/2022 CHAIRMAN AND VICE CHAIRMAN**

Cllr Crabtree reported that it did not seem like three years since the Council had the confidence in him to elect him Chairman of this Parish Council. Despite the mixed conditions the Council had been through during that time with 10 months of normal meetings, 14 months of sitting at home looking at each other on screens or the other end of phonelines and finally 12 months of almost normal meetings. Almost normal meetings as some meetings we had to wear masks and not sit too close to each other.

The last year had seen what may be the biggest changes the Parish Council had gone through during its existence with the closure of the office in Tolvaddon, moving into Trevenson House and this summer moving into its own building.

Illogan Park had also undergone the biggest transformation since the start of the devolution process. The changing rooms no longer looked like a cowshed, the toilets would be a great relief to children and adults alike and once the perimeter path was completed it would be truly accessible to all.

The other thing that came to mind was that the Clerk started his term without any children and ended it with two boys.

Finally I would like to thank members of the Committees and Chairman for all the work that they had done, and he especially thanked the Vice Chairman for his support.

Cllr Pavey said that it was nearly a year ago that the Council had started holding its meetings in The Old School Centre. The venue had been a success and was a good pro-tem measure.

**FC22/05/9 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON THE 20<sup>TH</sup> APRIL 2022 AND THE CHAIRMAN TO SIGN THEM**

Cllr Desmonde left the meeting at 7.17pm.

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

**FC22/05/9.2 RESOLVED to receive and approve the Minutes of the Full Council meeting held on the 20<sup>th</sup> April 2022 and the Chairman to sign them.**

On a vote being taken the matter was approved unanimously.

**FC22/05/10 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY**

The Clerk reported that:

FC22/04/12.2 – the grant to Citizens Advice Bureau was included in the May payment run. The other information would be an agenda item for a future meeting.

FC22/04/13.2 – a meeting had been organized for the 9<sup>th</sup> June 2022 with the Illogan Parish Neighbourhood Development Plan Review Group and Cllrs Crabtree, Ekinsmyth and Mrs. Thompson.

FC22/04/23 – the Clerk had emailed Coastline regarding the landscaping at Park an Lann and materials being left onsite. The responses received were included in the correspondence list.

FC22/04/27.2 – the Seasonal Agreement for the Use of the Facilities at Illogan Park had been issued to the Clubs. The New Inn Titans had signed and returned their agreement.

FC22/04/28.2 – the invoices had been issued to the Clubs for the fees for the Use of the Facilities at Illogan Park.

FC22/04/29.2 – the trees work in Illogan Park had been completed.

FC22/04/30.2 – the seats, plaque and picnic benches had been ordered.

FC22/04/31.2 – the works to tree 0133 in Manningham Wood had been completed.

**FC22/05/11 TO RECEIVE THE 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 Cullimore and

**FC22/05/10.2 RESOLVED to receive the delegated decision register since the last meeting and to ratify all decisions made.**

On a vote being taken the matter was approved unanimously.

**FC22/05/12 TO RECEIVE REPORTS ON THE PAYMENTS, RECEIPTS AND BANK RECONCILIATIONS FOR THE MONTH OF APRIL 2022 AND AGREE ANY FUTURE ACTIONS**

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

**FC22/05/12.2 RESOLVED to receive the reports on payments, receipts and bank reconciliations for the month of April 2022.**

On a vote being taken the matter was approved unanimously.

**FC22/05/13 TO AUTHORISE PAYMENT OF ACCOUNTS FOR THE MONTH OF MAY 2022 AND AGREE ANY FUTURE ACTIONS**

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

**FC22/05/13.2 RESOLVED to authorise payment of accounts for the month of May 2022 in the sum of £34,691.88 inc VAT.**

On a vote being taken on the matter there were 13 votes FOR and 1 vote AGAINST.

**FC22/05/14 TO AGREE THE RESPONSE TO THE STREET NAMING CONSULTATION AND AGREE ANY FUTURE ACTIONS**

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

**FC22/05/14.2 RESOLVED that the following response would be sent to the Street Naming Consultation:**

**“Illogan Parish Council would have liked to have made a full response to the Street Naming Consultation. However, due to the lack of advertising and circulation of the consultation, the lack of notice has prevented the Council being able to make a response due to the deadline date and the Councils meeting cycle.**

**The Council feel that the responsibility for deciding street names should be with local Town and Parish Councils and not District, County or Unitary Councils.**

**Signage should be bi-lingual where appropriate.**

**There needs to be a standardised process for every area of the country; at present there are differing processes and delegations depending on which area you are in.**

**Surnames should be allowed to be used in street names.**

**Existing street names should not be changed as it will destroy our history."**

On a vote being taken the matter was approved unanimously.

**FC22/05/15 TO RECEIVE AND APPROVE THE DRAFT ANNUAL REPORT FOR 2021/2022 AND AGREE ANY FUTURE ACTIONS**

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

**FC22/05/15.2 RESOLVED to receive and approve the draft Annual Report for 2021/2022.**

On a vote being taken the matter was approved unanimously.

**FC22/05/16 TO RECEIVE A RECOMMENDATION FROM THE GOVERNANCE REVIEW COMMITTEE THAT DUE TO GDPR, THAT ONLY COUNCIL EMAIL ADDRESSES ARE USED BY COUNCILLORS FOR COUNCIL BUSINESS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**FC22/05/16.2 RESOLVED to approve the recommendation from the Governance Review Committee that only Council email addresses are used by Councillors for Council business subject to instruction on use from NCi Technologies and confirmation that they will not be able to access Councillors personal devices if they use a Council email address.**

On a vote being taken on the matter there were 13 votes FOR and 0 votes AGAINST.

**FC22/05/17 TO APPOINT STANDING COMMITTEES AND AGREE THE NUMBER OF MEMBERS ON EACH COMMITTEE FOR THE 2022/2023 MUNICIPAL YEAR**

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

**FC22/05/17.2 RESOLVED to appoint the following Standing Committees and number of members on each Committee for the 2022/2023 municipal year:**

<b>Committee Name</b>	<b>Number of Members</b>
<b>Community Events Committee</b>	<b>Maximum of 7</b>
<b>Finance and Resources Committee</b>	<b>Maximum of 7</b>
<b>Governance Review Committee</b>	<b>Maximum of 7</b>
<b>Planning and Environmental Services Committee</b>	<b>Minimum of 7 maximum of 9</b>
<b>Projects Committee</b>	<b>Minimum of 4 maximum of 6</b>
<b>Staffing Committee</b>	<b>Maximum of 7</b>

On a vote being taken the matter was approved unanimously.

**FC22/05/18 TO SET THE TERMS OF REFERENCE FOR ALL STANDING COMMITTEES FOR THE 2022/2023 MUNICIPAL YEAR AND AGREE ANY FUTURE ACTIONS**

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

**FC22/05/18.2 RESOLVED that the following Terms of Reference for all Standing Committees for the 2022/2023 municipal year are set as below:**

**2022/2023 Terms of Reference for the Community Events Committee**

**Purpose**

To provide and facilitate events and activities to be hosted by the Council including the Christmas Lights Switch On Events, Illogan Parish Fair and any other event or activity the Council or this Committee resolves to hold or be involved with.

To promote involvement in and participate in community events.

To liaise with the Governance Review Committee to ensure that all suitable and sufficient policies, procedures, planning, health and safety requirements,

risk assessments and any other documentation is in place to minimise risks at events.

To organise commemorative events and memorabilia for events such as the Queen's jubilees, Council anniversaries, opening of facilities etc such as community events, plaques, benches, planters etc.

### **Scope**

Events, community liaison, Illogan Parish Fair.

Ordinarily the Committee will meet no more than six times per year unless additional meetings are required for a specific reason and a resolution is passed by either the Committee or Full Council.

### **Governance**

Committee of Illogan Parish Council.

Council Members of the Community Liaison Committee are appointed at the Annual Council Meeting.

There will be no more than 7 Councillors on this Committee.

Representatives of Community Organisations, partner agencies and interested members of the public may be co-opted onto the Committee by resolution of the Committee, provided they accept and adhere to Illogan Parish Council's Code of Conduct, Standing Orders, Financial Regulations, and all other policies.

There must be a minimum of three Illogan Parish Councillors present at a meeting for any decision to be made. Only Illogan Parish Councillors may vote on financial decisions taken by this Committee.

### **Resources**

Delegated responsibility for the Events revenue and capital budgets: 309 Events and 504 Christmas Lights.

## **2022/2023 Terms of Reference for the Finance and Resources Committee**

### **Purpose**

To prepare and recommend the annual budget and precept for approval by the Full Council.

To monitor income, expenditure, and budgetary positions through the year.

To prepare forward financial forecasts.

To monitor and review the Council's insurance provision and make recommendations to Full Council.

To monitor and manage all aspects of the Council's website and IT provision.

## **Governance**

Ordinarily the Committee will meet a maximum of six times per year with four meetings being held between June and December unless additional meetings are required for a specific reason and a resolution is passed by either the Committee or Full Council.

Committee of Illogan Parish Council

Council members will be appointed at the Annual Council Meeting including the Chairman of the Committee (as per Standing Orders).

There will be no more than 7 Councillors on this Committee.

## **Resources**

Delegated responsibility for the website and IT budget.

## **2022/2023 Terms of Reference for the Governance Review Committee**

### **Purpose**

To review at least annually all of the Council's policies.

To update and amend Council policies when required.

To approve, monitor and review Health and Safety and Risk Assessments.

To make recommendations to the Full Council on amendments to Standing Orders and Financial Regulations.

To monitor changes in legislation and how they apply to the Council and its policies.

To investigate and decide on any complaints received as per the Procedure.



## **Governance.**

Ordinarily the Committee will meet a maximum of six times per annum unless additional meetings are required for a specific reason and a resolution is passed by either the Committee or Full Council.

Committee of Illogan Parish Council.

Council members will be appointed at the Annual Council Meeting.

There will be no more than 7 Councillors on this Committee.

## **Resources**

Delegated responsibility for the Health and Safety budget.

## **2022/2023 Terms of Reference for the Planning and Environmental Services Committee**

### **Purpose**

To comment on planning applications, development, and control matters to Cornwall Council as statutory consultees.

To hold pre-application discussions and meetings.

To deal with all transportation and highways matters.

To monitor the maintenance of footpaths and green spaces in the parish.

To agree a procedure to review the condition of signs in the parish.

To hold site visits to assess the condition of signs.

To compile a report on the condition of signs including maintenance requirements

To consider sites for the erection of new signs.

To hold a site visit and monitor traffic issues.

To seek public comments on traffic issues.

To ensure that all responses to development applications include a consideration of or the repercussions to climate change implications. - Include

To review the condition of the area, consider management and maintenance required including weeding, planting, the installation of benches, planters etc

### **Governance**

The Committee will meet on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month unless otherwise agreed by the Committee or Full Council. The meeting on the third Wednesday of each month will only deal with commenting on any planning applications as statutory consultees.

Committee of Illogan Parish Council.

Council members will be appointed at the Annual Council Meeting.

There will be a minimum of 7 and no more than 9 Councillors on this Committee.

### **Resources**

Delegated responsibility for the Litter Control, General Maintenance, Bus Shelter Maintenance, Footpath Maintenance, Parish Signs, Bins, Manningham Wood Maintenance, Rosemullion Maintenance, Storage Rent and Verge Clearing budgets.

### **2022/2023 Terms of Reference for the Projects Committee**

#### **Purpose**

To liaise with GPJ Consulting Engineers, Pyrocheck and any other appointed contractors via the Clerk/Council Office to ensure the efficient progression of the following projects:

- Public toilets, vehicular entrance, car park and perimeter path at Illogan Park
- Parish Council Office at Illogan Park
- Refurbishment of Changing Facilities at Illogan Park

Review documentation and raise any queries to the appropriate contractor via the Clerk/Council Office

Regularly monitor and review progress of the projects against the supplied timelines and raise queries where necessary such as if timelines are not being adhered to, or work seems to be behind schedule

Consider and agree minor amendments to the agreed works which will not majorly affect the completion deadline or cost of the project. Amendments up to £2,000 can be agreed by this Committee. Minor amendments could include items such as internal or external finishes, location of door and windows etc.

To advertise, obtain quotes and appoint contractor to complete any surveys required for the projects up to a maximum of £2,000.

To agree with contractors' numbers and placement of soft fixings such as plug sockets etc.

To regularly review and monitor the budgets and expenditure for the projects.

Visit the site of the projects to monitor progress with the Clerk

Where necessary make recommendations to Full Council

### **Governance**

The Committee will meet as and when required.

Committee of Illogan Parish Council.

Council Members will be appointed at the Annual Council Meeting.

There will be no more than 7 Councillors on this Committee.

All contact with contractors will only be made by the Clerk/Council Office

Site visits will be prearranged with the contractor and will only be held with the Clerk present

The Clerk will provide detailed updates on the projects and their progress to the monthly Full Council meetings

### **Resources**

Delegated responsibility for Illogan Park Projects; Parish Office/PP Project; and Capital Development budgets.

## **2022/2023 Terms of Reference for the Staffing Committee**

### **Purpose**

To compile and monitor terms and conditions of all council employees.

To agree job descriptions, person specifications, adverts, and contracts for council employees.

To interview and appoint council employees when appropriate.

To receive and take the relevant action with regard to all employee complaints, grievances, and any disciplinary action in line with Council policies and procedures.

To complete annual performance reviews for all council employees.

To monitor and approve training requirements for all employees.

### **Governance**

The Committee will meet twice a year or as and when required.

Committee of Illogan Parish Council.

Council Members will be appointed at the Annual Council Meeting.

There will be 5 Councillors on this Committee.

Either the Chairman or the Vice Chairman of the Council will sit on the Staffing Committee but will not Chair the Committee.

Only members of the Staffing Committee may be present at meetings unless invited for a specific reason and attendance will only be permitted for the relating agenda items.

Members of the Staffing Committee must not disclose any information, share, or show any documentation or discuss staffing matters with any member not on the Committee or with anyone else.

A member may only discuss staffing matters with an advisory body and the member has been requested to do so by resolution of the Staffing Committee.

Advice on staffing matters will be sought from South West Councils, to which the Council pay an annual subscription for Human Resources (HR) advice.

### **Resources**

Delegated responsibility for the staffing budgets.

On a vote being taken the matter was approved unanimously.

It was proposed by Cllr Jobson, seconded by Cllr Ms. Kemp and

**FC22/05/18.3 RESOLVED that there would be a separate Committee titled 'Parish Plan Review Committee' and its Terms of Reference would be to review and monitor the Parish Plan.**

On a vote being taken the matter was approved unanimously.

**FC22/05/19 TO APPOINT MEMBERS TO STANDING COMMITTEES FOR THE 2022/2023 MUNICIPAL YEAR AND AGREE ANY FUTURE ACTIONS**

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

**FC22/05/19.2 RESOLVED BY WRITTEN BALLOT that Cllrs Cullimore, Ekinsmyth, Mrs. Ferrett, Ford, Holmes, Pavey, Szoka, Mrs. Thompson and Williams are appointed to the Planning and Environmental Services Committee for the municipal year 2022/2023.**

On a vote being taken the matter was approved by a majority vote.

Cllr Ms. Kemp received the least number of votes and therefore was not appointed to the Planning and Environmental Services Committee for the 2022/2023 municipal year,

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

**FC22/05/19.3 RESOLVED that the following members are appointed to the following Committees for the 2022/2023 municipal year:**

- **Community Events Committee – Cllrs Ms. Cadby, Cullimore, Jobson, Ms. Kemp, and Williams.**
- **Finance and Resources Committee – Cllrs Crabtree, Ekinsmyth, Ford, Jobson, Pavey, Szoka and Thompson**
- **Governance Review Committee – Cllrs Crabtree, Ford, Pavey and Mrs. Thompson.**

- **Illogan Parish Neighbourhood Development Plan Review Group – Cllrs Crabtree, Ekinsmyth, Szoka and Mrs. Thompson.**
- **Projects Committee – Cllrs Crabtree, Cullimore, Ekinsmyth, Ms. Kemp, Pavey and Mrs. Thompson.**
- **Staffing Committee – Cllrs Crabtree (as Vice Chairman), Ekinsmyth, Mrs. Ferrett, Ford, Jobson and Miss Pollock**

On a vote being taken the matter was approved unanimously.

**FC22/05/20 TO ELECT THE CHAIRMAN OF THE FINANCE AND RESOURCES COMMITTEE FOR THE 2022/2023 MUNICIPAL YEAR**

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

**FC22/05/20.2 RESOLVED to elect Cllr Crabtree as Chairman of the Finance and Resources Committee for the municipal year 2022/2023.**

On a vote being taken the matter was approved unanimously.

**FC22/05/21 TO CONFIRM THE BANK MANDATE AND APPOINT SIGNATORIES FOR THE 2022/2023 MUNICIPAL YEAR**

Cllrs Ms. Cadby and Holmes left the meeting at 8.09pm.

It was proposed by Cllr Pavey, seconded by Cllr Ms. Kemp and

**FC22/05/21.2 RESOLVED that all bank signatories would be electronic signatories. That the Clerk, Cllrs Crabtree, Ekinsmyth, Jobson and Pavey would be bank signatories for the 2022/2023 municipal year.**

On a vote being taken the matter was approved unanimously.

**FC22/05/22 TO CONSIDER THE PAYMENT OF ANY SUBSCRIPTIONS FALLING TO BE PAID ANNUALLY**

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

**FC22/05/22.2 RESOLVED to approve the payment of annual subscriptions for Cornwall Association of Local Councils (CALC), Society of Local Council Clerks (SLCC), South West Council and Direct Information Services (DIS).**

On a vote being taken the matter was approved unanimously.

**FC22/05/23 TO REVIEW REPRESENTATION ON OR WORK WITH EXTERNAL BODIES FOR THE 2022/2023 MUNICIPAL YEAR AND ARRANGEMENTS FOR REPORTING BACK AND AGREE ANY FUTURE ACTIONS**

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

**FC22/05/23.2 RESOLVED that the following members are appointed to represent the Council on the outside bodies for the 2022/2023 municipal year:**

- **Cornwall Association of Local Councils (CALC) – Cllr Ekinsmyth**
- **Illogan Village Hall Committee – Cllr Williams**
- **Police Liaison Group – Cllr Jobson**
- **South Crofty Mine Liaison Group – Cllr Mrs. Thompson**
- **Camborne, Pool, Illogan and Redruth (CPIR) Community Network Panel – Cllr Mrs. Thompson**

On a vote being taken the matter was approved unanimously.

**FC22/05/24 TO RECEIVE COMMENTS FROM MEMBERS OF THE PUBLIC ON THE SITING OF THE QUEEN'S PLATINUM JUBILEE COMMEMORATIVE BENCH ON THE PLATT, AGREE THE LOCATION FOR THE BENCH AND ANY FUTURE ACTIONS**

Cllr Holmes re-entered the meeting at 8.17pm.

It was proposed by Cllr Pavey, seconded by Cllr Ms. Kemp and

**FC22/05/24.2 RESOLVED that the comments from members of the public on the siting of the Queen's Platinum Jubilee Commemorative Bench on The Platt are received. That the bench will be placed on the left-hand side in a suitable place and at a suitable angle. That the relocation of the noticeboard to make it stand out better would be investigated.**

On a vote being taken the matter was approved unanimously.

**FC22/05/25 TO CONSIDER MANAGEMENT, MAINTENANCE AND FUTURE DEVELOPMENTS IN ILLOGAN PARK AND OTHER PARISH FACILITIES, AGREE ANY APPROPRIATE ACTIONS AND ASSOCIATED EXPENDITURE**

A review of where we were with the schemes from the project manager:

**Offices**

Utilities quotations had been received and would be instructed in the next week.

South West Water (Mains Water)  
South West Water (Foul Sewerage)  
Western Power Distribution (Elec) - L&R Groundworks had included for trenching  
British Telecom (Phone/Broadband)

It was proposed by Cllr Mrs. Thompson, seconded by Cllr Ms. Kemp and

**FC22/05/25.2 RESOLVED that the electronic signatories are authorised to make payments for the utilities for the new office if required during the Clerk's absence.**

On a vote being taken the matter was approved unanimously.

L&R Groundworks were hoping to start groundworks for the offices within the next couple of weeks.

Redruth plumbing Contractors, Heath & Arnold, would be assisting Wernick to install underfloor heating and the air source heat pump. There was a slight cost increase with the heat pump option, but most of the increase could be offset by omitting Wernick's electric panel heaters and A/C units. This would offer a low energy heating system with lower operating costs than the original panel heaters. Important in these times of high energy prices.

In reviewing the foul drainage today, L&R Groundworks had established that the existing sewer in Trevelyan Road was almost 4.5m below ground. This was extremely deep and would cost a lot more than quoted to connect the office due to the increased depth, physical safe working area of excavation, road closure or traffic management. Therefore, GPJ along with L&R were proposing to connect into the existing toilet drain using a small, packaged pump station adjacent to the office. The drainage pipe could be installed prior to the tarmac pathway.

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

**FC22/05/25.3 RESOLVED that the Clerk would arrange a meeting with Cllr Szoka, the project manager, the plumbers, and the Projects Committee asap to discuss the method of heating the Office and the foul drainage.**

On a vote being taken the matter was approved unanimously.

### **Car Park**

Last week whilst reviewing the scheme GPJ asked L&R to confirm their price for carrying out the construction of the car park. They had since come back and apologised for a miscalculation. There was a significant increase, and they asked the Council for direction on whether to accept the cost or to go out for additional prices?



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

**FC22/05/25.4 RESOLVED that the construction of the car park would be Retendered due to the miscalculation.**

On a vote being taken the matter was approved unanimously.

#### **Footpath**

Cormac had provided a provisional start date of the 20<sup>th</sup> June (TBC).

#### **Toilets**

The drains should have their repairs undertaken beginning the 24<sup>th</sup> May by South West Drains. Toilets could be operational the following week.

L&R would install the gutter hedgehogs and gulley gratings when they commenced their works.

**FC22/05/26 TO CONSIDER REQUESTING THAT CORNWALL COUNCIL REINSTATES THE TEHIDY MANAGEMENT COMMITTEE TO INCLUDE MEMBERS FROM LOCAL COUNCILS AND MEMBERS OF THE PUBLIC AND AGREE ANY FUTURE ACTIONS**

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

**FC22/05/26.2 RESOLVED that the Clerk writes to Cornwall Council requesting that the Tehidy Management Committee is reinstated to include the local Cornwall Councillor, representatives from local Parish and Town Councils and members of the public.**

On a vote being taken the matter was approved unanimously.

**FC22/05/27 TO RECEIVE A REPORT FROM THE CLERK INCLUDING HEALTH AND SAFETY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

A quarterly audit was due. **It was agreed that Cllrs Jobson and Mrs Thompson would complete the audit.**

04.05.22 - Whilst in Illogan Park doing the inspection, I noticed that some of the hedging stones had been balanced in the crook of the branches in the fir tree to the rear of the houses next to Sunningdale. If they fell out and landed on someone, they would do them some damage especially if it was a small child. I spoke to Greens (Cornwall) Ltd and asked the cost to remove them, as it was within the limits of delegated powers and a health and safety risk, I authorised them to complete the work.

Dog grids in Illogan Park – there were ongoing issues with the dog grids with weeds growing in them, them being lifted, detritus getting under them causing them to be raised and a trip hazard etc. They were not preventing dogs getting into the play area. It occurred to me that one way

to solve the issues would be to remove them. They could be filled in with the soil being removed for the footings of the Office and the perimeter path which came up to them could be extended over the top – this could be done whilst contractors were on site completing the other works. Are the Council interested in pursuing this? **It was agreed that the Clerk would investigate the costs involved.**

The Council's contractor had emailed saying that the two bins were not lasting a fortnightly emptying, the bins needed weekly emptying. The bins were overflowing, and waste was all over the floor when coming to empty. Do the Council want to increase emptying?

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

**FC22/05/27.2 RESOLVED that the bins on Spar Lane and Paynters Lane would be emptied weekly until the end of October 2022. The frequency of emptying would be reviewed at the end of October 2022.**

On a vote being taken the matter was approved unanimously.

The independent internal audit was currently being completed.

I would be on annual leave from Thursday 26<sup>th</sup> May 2022 returning to work on Monday 6<sup>th</sup> June 2022.

**FC22/05/28 TO RECEIVE THE NALC SMALLER COUNCILS POLICY ISSUES CONSULTATION, AGREE A RESPONSE AND ANY FUTURE ACTIONS**

Cllr Ford, as the Chairman of the NALC Smaller Councils Committee, reported that he was disappointed with the handling of the consultation. The results of the consultation had been issued to NALC members as the deadline had passed. There was no point in the Council considering it now.

**FC22/05/29 TO CONSIDER ANY CORRESPONDENCE FROM THE 13<sup>TH</sup> APRIL 2022 UNTIL THE 10<sup>TH</sup> MAY 2022, AGREE ANY APPROPRIATE RESPONSES AND ANY FUTURE ACTIONS**

1. Cornwall Council Parking Placed Amendment Order – the Tehidy Car Parks would not be added to order; free parking would continue
2. Email from a member of the public re Parc an Lann – *"A couple of months ago I heard a Councillor mention giving the verge outside the new estate some love. Coastline have tidied up the immediate section outside the estate entrance but further along has never been cleared of rubble used to make the new wall and many of the daffodil bulbs have not reappeared. I think this area would benefit from a row of native hawthorn trees to replace the sparrow habitat that has lost due to the construction of these houses. How do we approach this? I'm sure I can get hold of trees for free via a scheme I've heard about recently. Also, just to keep you in the loop about our village wildlife especially endangered hedgehogs. I was assured in the meetings I had with Coastline that they would be 'Building with Nature' with the*

*support of a company that advised them, and that ensured wildlife was acknowledged. Coastline are accredited to them. Hedgehog holes in fences have not been installed as far as I can see. They should be all along the fences at the back of the estate, facing the woods. Also, I have not seen a single wildflower on the verges they have created to the rear and the frontage. These were things that were promised. Could you ask Coastline about these issues? Illogan Parish Council should know that promises have not been kept regarding the care of our wildlife.*

*Also were you aware that a camera has been erected on a house to capture images of the public in the back path of the estate. This is against data protection laws and should be just pointing into their garden on their property. There are no signs up which legally there should be. I will be asking Coastline why this has been erected by the Homeowner and why they felt the need to put it up. I'm not happy about this camera, it is intimidating and has ended all good feelings I had about walking from Manningham woods towards the cemetery. What is your opinion on this? What are the opinions of the councillors?"*

**Response from Coastline** – *"With regard to CCTV please can you ask the person who made the complaint to email to us (using the customer service email address on our website) the number of the property where the camera has been installed. We will happily have a chat with them about the camera and ensure that they know the rules. I agree there is a need for a sign and data protection rules do apply.*

*However, the person who has contacted you has the information on the rules regarding CCTV cameras slightly wrong. Ideally you should angle the camera at just your property but sometimes this isn't possible and there may be a specific reason you want to have a CCTV camera record public area. So, it isn't illegal, but you do need to have a good reason. Things like problems with vandalism or theft from your garden by people using the path would be a good reason. Please see the attached link [Domestic CCTV systems - guidance for people using CCTV | ICO](#)*

*When we grant a tenancy or sell a property via our shared ownership scheme, even though we still own the property the tenants and the SO's are the occupiers of the property and are responsible for the choices they make in the same way as a freeholder of a home would be. If one of our customers doesn't pay their rent, wrecks the house, cause anti-social behaviour problems, etc we do go to Court to re-possess the property but on things like CCTV we would only give advice and assistance on what the rules are. We wouldn't look to take action to remove the cameras if the occupier felt they needed them and ignored the advice and assistance we offered. I thought it was important that I mentioned this in case the occupier ignores the advice we give and leaves the camera in situ. I didn't want you or the person who has raised this thinking we did nothing about the issue, but I also don't want to artificially raise expectations of what we can do."*

**Response from Coastline** – *“I’ve had chance to catch up with my colleagues and I can confirm that there are still some outstanding works that need to be finished off. We are planning to plant wildflowers but apparently (I’m no gardener) it hasn’t been the right time of year to plant them, but it is now, and they will be getting planted very shortly.*

*There’s a bit of confusion about ‘bit further along has never been cleared of rubble used to make the new wall and many of the daffodil bulbs have not reappeared’ and we think it’s land that is actually part of the highway and not the new housing scheme and therefore isn’t something we would get involved with. But if we’ve misunderstood, please take some photos and send them through. Regardless the team are due out on site soon to do some checks and will ensure we haven’t missed anything.*

*I confirm that we have put in all the Hedgehog holes in the places where they were supposed to go.*

*There are some things still on site as the area for the children to play isn’t finished. Apparently, the concrete pipe will form part of the play area, so it isn’t rubbish that has been left. The development team have assured me that they will get the play area finished (along with all the flower planting) as soon as possible.*

*I think that covers everything but if I’ve missed anything please let me know.*

**Response from Coastline (different person to above)** – *“The area immediately outside of the new Cornish hedge along Church Road is highway verge. We have completed the works under the S38/S278 agreement here and are not permitted to plant any additional trees / shrubs or plants along here. the verge became quite overgrown, and we did raise an order to Cornwall Council to come and cut this back in January of this year. with regards to the building with nature, we have been working with Cornwall Environmental consultants throughout this build. I can assure everyone that all of the hedgehog holes are installed and have been checked by CEC as part of the award. The scheme has provisionally been awarded the building with nature accreditation for the design implementation, but this is dependent on all of the planting being completed within 12 months. This is due to be completed within the next 6 weeks or so.*

*I am not aware of a camera being installed. Could the person reporting this be able to advise which house number this is please? In the interim, I will ensure that this is raised with the tenancy manager to investigate. Just for reference, customers are permitted to install CCTV in their private gardens with permission from Coastline, but as pointed out, this cannot cover public land such as a path.*

*This is around the public open space, which has not been finished yet unfortunately. The big cement tube forms part of the naturalised play equipment arrangements. This should be completed within the next 6*

*weeks ish (we have had difficulty with getting the landscapers back to site due to workload pressures). As soon as I have a firm date, I will pass this on to the Parish Council for information."*

3. The Chapel Project, Gwithian letter explaining the projects and asking if the community space would be of benefit to local groups
4. Cornwall Council - St Austell China Clay Restoration & Tipping Strategy – adopted SPD information and where it could be viewed
5. CALC May to June Training Schedule
6. CALC – the Civic Lantern event – 9<sup>th</sup> June, Woodland Valley Farm at 4.30pm
7. CALC – slides from Cornwall Council finance briefing held on the 28<sup>th</sup> April 2022
8. CALC – forwarded the NALC Direct Funding Survey – deadline 17.05.22 – the Clerk completed the survey
9. Email from a member of the public to Cllr Ford asking when the post office in Illogan would reopen and relaying their experience of having to travel to the post office on Higher Broad Lane and the costs involved.
10. CALC – Keep Britain Tidy Fund for Local Authorities
11. South Crofty Mine Liaison Group meeting – Wednesday 25<sup>th</sup> May 2022 at 3pm at the South Crofty Mine Site.
12. Devon and Cornwall Police - Prisoners Building Homes to tackle South West housing crisis
13. Sub-national Transport Bodies Conference 26th May 2022.

**FC22/05/30**

**TO RECEIVE A 2-MINUTE UPDATE FROM COMMITTEE CHAIRMEN AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS HELD SINCE THE 12<sup>TH</sup> APRIL 2022:**

**i. Staffing Committee – 13<sup>th</sup> April 2022**

Information was included within the minutes of the meeting.

**ii. Finance and Resources Committee – 13<sup>th</sup> April 2022**

The year-end paperwork had been reviewed. It was agreed that in future the lower tax base figure would be used when calculating the percentage increase in council tax.

**iii. Planning and Environmental Services Committee – 20<sup>th</sup> April 2022 and 4<sup>th</sup> May 2022**

The minutes set out clearly what happened in the meetings.

**iv. Governance Review Committee – 27<sup>th</sup> April 2022**

The Committee concentrated in reviewing documents and governance matters.

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

**FC22/05/30.2 RESOLVED to note the Minutes of the following Committee meetings held since the last Full Council meeting:**

- i. Staffing Committee – 13<sup>th</sup> April 2022**
- ii. Finance and Resources Committee – 13<sup>th</sup> April 2022**
- iii. Planning and Environmental Services Committee – 20<sup>th</sup> April 2022 and 4<sup>th</sup> May 2022**
- iv. Governance Review Committee – 27<sup>th</sup> April 2022**

On a vote being taken the matter was approved unanimously.

**FC22/05/31 TO CONSIDER ITEMS TO BE DISCUSSED AT FUTURE MEETINGS; AGREE WHERE TO DISCUSS AND TIMESCALES**

Cllr Holmes requested an agenda item to consider the lease of Manningham Wood and whether the Council should enquire after the freehold.

**FC22/05/32 DATE & TIME OF NEXT MEETING**

The next meeting would be held on Wednesday 15<sup>th</sup> June 2022, 7.00pm in The Old School Centre, Nance Lane, Illogan

**FC22/05/33 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 Mrs. Thompson and

**FC22/05/33.2 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.

**FC22/05/34 TO RECEIVE QUOTES FOR A TABLET FOR USE BY THE CLERK, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

It was proposed by Cllr Ms. Kemp, seconded by Cllr Jobson and

**FC22/05/34.2 RESOLVED that the quote from NCI Technologies for an iPad for use by the Clerk is received and approved except for the setup costs.**

On a vote being taken the matter was approved unanimously.

**FC22/05/35 TO RECEIVE A QUOTE FOR THE REMEDIAL WORKS HIGHLIGHTED IN THE LEGIONELLA RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**FC22/05/35.2 RESOLVED to receive and approve the quote from Churchill Environmental Services for remedial works highlighted in the Legionella Risk Assessment.**

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

**FC22/05/36 TO CONFIRM THE SURFACING MATERIAL FOR THE PLAY AREA, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**FC22/05/36.2 RESOLVED that rubber mulch is used to surface the play area as per the option within the Cormac tender previously approved.**

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

**FC22/05/37 TO RECEIVE QUOTES FOR THE PURCHASE AND ERECTION OF BOUNDARY SIGNS FOR BRIDGE HILL AND NEAR GWEL AN MOR, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**FC22/05/37.2 RESOLVED to receive and approve the following quotes for the purchase and erection of boundary signs for Bridge Hill and near Gwel an Mor:**

- **Licence to Excavate fee**
- **Cormac quote for the erection of the signs and posts**
- **Contract Signs for the supply of the signs and posts**
- **Contribution to Portreath Parish Council for the shared posts etc. for the sign by Gwel an Mor.**

On a vote being taken the matter was approved unanimously.

There being no further business the meeting closed at 8.57pm.

Signed .....

Date .....





<b>ACCOUNTS FOR PAYMENT MAY 2022</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>
Grant	CAB	FC22/04/12.2	£200.00		£200.00
Tree works in Manningham	CGS Contractors	FC21/11/20.2	£2,000.00	£400.00	£2,400.00
Contractor	DJM Gardening		£2,464.96		£2,464.96
Rent	Trevenson Holdings		£416.66	£83.33	£499.99
Ecological survey	Plan for Ecology		£145.00	£29.00	£174.00
Fence repair	L & R Groundwork	FC22/02/24.2	£350.00	£70.00	£420.00
Tree works in Manningham	EAA	FC22/04/31.2	£720.00	£144.00	£864.00
Training	CALC		£30.00	£6.00	£36.00
25% Toilets	Healthmatic		£18,582.50	£3,716.50	£22,299.00
Grass, hedge cutting, tree safety works	Greens (Cornwall) Ltd		£529.73	£105.95	£635.68
Salaries	All Employees		£3,273.76		£3,273.76
Hall Hire	The Old School Centre		£54.00		£54.00
IT Support	Nci Techonologies		£64.00	£12.80	£76.80
Bin installation	Southwest Playground Safety Inspections	FC22/02/23.2	£95.00	£19.00	£114.00
Security Patrols	Kestrel Guards		£600.00	£120.00	£720.00
Stationery	Complete Business Solutions Group Ltd		£43.60	£8.72	£52.32
Legionella Testing	Churchill Environmental Services		£33.73	£6.75	£40.48
Bank Charges	Barclays		£11.13		£11.13
Water for Illogan Park 03.03.22 - 01.04.22	Source for Business		£57.16		£57.16
O365 Licences	NCi Techonologies		£122.31	£24.46	£146.77
Water for Illogan Park 02.04.22 - 03.05.22	Source for Business		£69.61		£69.61
Electricity for Illogan Park	Npower		£78.30	£3.92	£82.22
	<b>TOTAL</b>		<b>£29,941.45</b>	<b>£4,750.43</b>	<b>£34,691.88</b>