

## ILLOGAN PARISH COUNCIL

Minutes of the Full Council Meeting held at The Old School Centre, Nance Lane, Illogan on Wednesday 14<sup>th</sup> December 2022 at 7.00pm

**PRESENT:** Cllrs Crabtree (Vice Chairman), Cullimore, Ford, Holmes, Ms Kemp, Miss Pollock, Szoka, and Williams.

**IN ATTENDANCE:** Mrs S Rimell, Clerk; Miss E James, Assistant to the Clerk; and 2 members of the public.

The Chairman explained the safety procedures.

### **FC22/12/1 CHAIRMAN'S WELCOME AND APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Ekinsmyth, Jobson and Mrs Thompson.

There were no members absent.

### **FC22/12/2 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

### **FC22/12/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS**

There were no applications from members for dispensations.

### **FC22/12/4 PUBLIC PARTICIPATION ON ITEMS ON THE AGENDA (MAXIMUM OF 15 MINS – EVERY SPEAKER A LIMIT OF 3 MINS UNDER COUNCIL STANDING ORDERS)**

A member of the public wished to thank everyone for their help during the Christmas events; they especially thanked Cllr Ford. She was happy with the turnout and had received good feedback from several people. It was noted that the main problem was everyone being able to hear over the PA system and suggested that a platform or microphone system would be a good idea going forward. Communication with the Santa Bus had been hard and it was suggested we try and contact them earlier next year. Tolvaddon Fire Station had been in touch and were keen to do it again next year. She also spoke about building the Events Committee into the Parish Plan.

Another member of the public also commented on the Christmas events with the overall feedback being positive and looking to improve on them going forward.

She also raised a query about the Speedwatch training – specifically how this was funded. Cllr Crabtree advised that this was funded by the Police.

**FC22/12/5**

**CHAIRMAN'S ANNOUNCEMENTS**

Cllr Crabtree passed on apologies from Cllr Ekinsmyth for being unable to attend the meeting due to sickness and also his disappointment at missing the events last week. Cllr Ekinsmyth also wanted to thank the Clerk and the Assistant and everyone else for their involvement in the events and office opening and wanted to wish everyone a Merry Christmas.

Cllr Ford advised there would be light refreshments at the end of the meeting on behalf of Cllr Ekinsmyth.

**FC22/12/6**

**TO RECEIVE AND APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 16<sup>th</sup> NOVEMBER 2022 AND THE CHAIRMAN TO SIGN THEM**

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

**FC22/12/6.2**

**RESOLVED to receive and approve the Minutes of the Full Council meeting held on the 16<sup>th</sup> November 2022 and the Chairman to sign them.**

On a vote being taken the matter was approved unanimously.

**FC22/12/7**

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

**FC22/11/16.2** – Clerk researched the correct terminology for the response to the member of the public in relation to the Illogan Park entrance. The matter had now been resolved.

**FC22/11/18.2** – The CCTV was almost complete, there had been a few minor snags but these were being dealt with and the CCTV was due to be completed very soon.

**FC22/11/19.2** – Clerk advised that she had booked both herself and the Assistant onto the Playground Inspection Course in January.

**FC22/11/28.2** – The new laptops, wireless headsets and docking stations had been received. There was an issue with the charging cables not being suitable for the laptops but this was being rectified.

**FC22/11/29.2** – The new desks for the offices had been ordered and would be delivered on 20<sup>th</sup> December 2022.

**FC22/11/29.3** – The chairs and tables had been ordered and were delivered last week.

**FC22/11/29.4** – The white goods had been received and were all now ready to use. There was no plumbing connection for the dishwasher so this was in the process of being arranged.

**FC22/11/29.5** – The PA system was hired but was not suitable for what we needed it for. It would have been fine for the Park Bottom event but Tolvaddon and Illogan it was not able to reach the numbers that attended.

**FC22/11/29.6** – The screen and trolley was purchased from ICT4.

**FC22/11/29.7** – The tableware arrived from Nisbits.

**FC22/11/31.2** - The Fire Risk Assessment had been arranged for January.

**FC22/11/32.2** – The re-tender for the removal of access from the corner entrance in Illogan Park was ongoing.

**FC22/12/8** **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 Crabtree and

**FC22/12/8.2** **RESOLVED** **that the Delegated Decisions Register since the last meeting is received, approved and all decisions are ratified.**

On a vote being taken the matter was approved unanimously.

**FC22/12/9** **TO RECEIVE REPORTS ON THE PAYMENTS, RECEIPTS AND BANK RECONCILIATIONS FOR THE MONTH OF NOVEMBER 2022 AND AGREE ANY FUTURE ACTIONS**

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

**FC22/12/9.2** **RESOLVED** **to receive the reports on payments, receipts and bank reconciliations for the month of November 2022**

On a vote being taken the matter was approved unanimously.

**FC22/12/10** **TO AUTHORISE PAYMENT OF ACCOUNTS FOR THE MONTH OF DECEMBER 2022 AND AGREE ANY FUTURE ACTIONS (UP TO DATE LIST TO BE TABLED AT THE MEETING)**

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

**FC22/12/10.2** **RESOLVED** **to authorise payment of accounts for the month of December 2022 in the sum of £136,100.27 including VAT.**

On a vote being taken ON the matter there were 7 votes FOR and 1 vote AGAINST.

- FC22/12/11**      **TO DECLARE THAT CLLR MS CADBY’S SEAT IS VACANT DUE TO HER FAILURE TO ATTEND MEETINGS**
- Cllr Holmes noted that Cllr Ms Cadby had not been attending meetings due to ill health and not due to her not wishing to attend.
- It was proposed by Cllr Ford, seconded by Cllr Ms Kemp and
- FC22/12/11.2**      **RESOLVED**              **that Cllr Ms Cadby’s seat is vacant due to her failure to attend meetings.**
- On a vote being taken the matter was approved unanimously.
- FC22/12/12**      **TO AGREE TO THE ASSISTANT TO THE CLERK ATTENDING WORKING WITH YOUR COUNCIL THROUGH CALC, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**
- It was proposed by Cllr Crabtree, seconded by Cllr Ms Kemp and
- FC22/12/12.2**      **RESOLVED**              **that the Assistant to the Clerk attend Working with Your Council through CALC at the cost of £300 +VAT.**
- On a vote being taken the matter was approved unanimously.
- FC22/12/13**      **TO APPOINT MEMBERS TO FILL THE VACANCIES ON THE STAFFING COMMITTEE AND THE PLANNING AND ENVIRONMENTAL SERVICES COMMITTEE AND AGREE ANY FUTURE ACTIONS**
- It was proposed by Cllr Crabtree, seconded by Cllr Holmes and
- FC22/12/13.2**      **RESOLVED**              **that Cllrs Ms Kemp and Williams be appointed to the Staffing Committee and that Cllrs Ms Kemp and Miss Pollock be appointed to the Planning and Environmental Services Committee.**
- On a vote being taken the matter was approved unanimously.
- FC22/12/14**      **TO CONSIDER AND AGREE OFFICE OPENING HOURS OVER THE CHRISTMAS AND NEW YEAR PERIOD AND CONTACT ARRANGEMENTS IN CASE OF AN EMERGENCY**
- The Clerk suggested that the office close on the afternoons of the 19<sup>th</sup> and 20<sup>th</sup> December 2022 and then close from the 21<sup>st</sup> December 2022 until the 3<sup>rd</sup> January 2023.
- The Clerk suggested that the instructions to the Out of Hours service, Phoneta, be amended for this period for any general enquiries to be forwarded to the office by email. Anything needing urgent attention should be called through to the Clerk.
- It was proposed by Cllr Crabtree, seconded by Cllr Ford and

**FC22/12/14.2 RESOLVED** that the Office Opening times over the Christmas and New Year period 2022 be that the office open morning only on the 19<sup>th</sup> and 20<sup>th</sup> December 2022 and then close from the 21<sup>st</sup> December 2022 and re-open on the 3<sup>rd</sup> January 2023. Phoneta should also be instructed to send any general enquiries to the office by email and to contact the Clerk in case of an emergency.

On a vote being taken the matter was approved unanimously.

**FC22/12/15 TO RECEIVE AND APPROVE THE MEETING DATES FOR 2023 AND AGREE ANY FUTURE ACTIONS**

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

**FC22/12/15.2 RESOLVED** that the meeting dates for 2023 are received and approved.

On a vote being taken the matter was approved unanimously.

**FC22/12/16 TO CONSIDER THE MANAGEMENT, MAINTENANCE AND FUTURE DEVELOPMENTS IN ILLOGAN PARK AND OTHER PARISH FACILITIES, AGREE ANY APPROPRIATE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

There were no matters to discuss.

**FC22/12/17 TO RECEIVE A REPORT FROM THE CLERK INCLUDING HEALTH AND SAFETY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

The Clerk advised that Cllr Mrs Ferrett had resigned.

**FC22/12/18 TO RECEIVE CORRESPONDENCE FROM THE 9<sup>th</sup> NOVEMBER 2022 UNTIL THE 6<sup>th</sup> DECEMBER 2022, AGREE ANY APPROPRIATE RESPONSES AND ANY FUTURE ACTIONS**

All correspondence had already been circulated to members via email.

**FC22/12/19 TO RECEIVE REPORTS FROM THE CORNWALL COUNCILLORS**

Cllr Crabtree reported:

"The final report of 2022 and for me it has been an interesting year where most of the casework has come from Portreath, especially with the number of Planning Enforcement cases.

Community Speed Watch has got off to a good start where five of us have now completed our training and others will be trained early in the New Year. The first three sessions produced 20 exceeding the guidelines with the fastest recorded at 48mph. This was followed up by the Speed Enforcement Officer going to the site and with his video equipment, which records the speed, registration number and an image of the driver resulted

in a further 17 tickets getting issued, compared to the same operation in Portreath where it was 19 in the hour.

Last week I went to Barnstaple for the Police Advocate meeting where the figures for Speed Watch in October were revealed for Devon and Cornwall and they were 128 sites used for 224 sessions resulting in 1396 warning letters issued from the 43391 vehicles monitored.

Operation Snap, known as Op Snap was also covered where some very mind blowing dashcam footage was shown, including some around Culdrose and Kerrier Way in Camborne. There are now more prosecutions from the submission of Dash Cam footage than from Police Traffic Officers 382 compared to 326 in September. The interesting fact is that of all those caught on dash cam, all have admitted the offence and not one case has had to go to Court.

Inspector Sophie Curtis has gone on secondment until 1 June next year and after speaking too our Neighbourhood Community Beat Manager at the Portreath meeting last week, I have asked The clerk to forward him a list of Full Council Meeting Dates for 2023 so that he can attend when he is available, which he does already in Portreath, so that he can provide the appropriate stats for the area.

Highways England have completed the works to raise the height of the parapets on the Broad Lane bridge and I must admit it is different to what was expected after 16 months of waiting from the initial email, but something is better than nothing.

I attended the Annual Conversation at County Hall which involved young people from the age range of 9 to 23 years, Officers and Councillors where they provided ideas for better ways of communicating with their age group on mental health, bullying etc.

By the end of the evening declarations were signed by all those involved to work together including the production of an app which will be developed jointly between the young people and the IT department of the Council.

I had a three hour tour of Tehidy Woods with the Countryside Officer, Portfolio Holder for the Environment and members of the Cornwall Area of Outstanding Natural Beauty Team. This included a look around the old kennels and the proposal for the sympathetic restoration, the inclusion of a changing places toilet at the nearby toilets of the campsite and works around the old round and temple. It would appear that the Temple was not there for religious purposes but more for raunchy parties. If anybody knows the whereabouts of two friezes that were last seen in Portreath about 15 years ago and possibly bought by a former Portreath Parish Councillor could you please let me know that photos can be taken of them.

At the last Full Council Meeting I asked for a guarantee that there would be no further attempts to introduce parking charges in the Woods and it was confirmed that they would remain free. During a visit to the Luxulyan Valley on Friday this matter was discussed with an Officer and the proposal was not originally on their radar, however a Member requested that it was added, but the Officer expected a backlash, which he got."

**FC22/12/20**

**TO RECEIVE A 2-MINUTE UPDATE FROM COMMITTEE CHAIRMEN AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS HELD SINCE 10<sup>th</sup> NOVEMBER 2022**

**i. Planning and Environmental Services Committee – 16<sup>th</sup> November 2022**

All details in the minutes.

**ii. Community Events Committee – 28<sup>th</sup> November 2022**

Thank you to all the Councillors who attended and helped at the events last week. It was sad that there was a lack of Councillors for the office opening and that at one point there was only one Parish Councillor on site.

The events went well, and feedback had been positive from members of the public and there had been comments received praising the new office.

It was noted that nearly everyone on the Committee was new this year and they had brought some very good ideas and enthusiasm to the events.

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

**FC22/12/20.2**

**RESOLVED**

**to note the Minutes of the following Committee meetings held since the last Full Council meeting:**

- i. Planning and Environmental Services Committee – 16<sup>th</sup> November 2022**
- ii. Community Events Committee – 28<sup>th</sup> November 2022**

On a vote being taken the matter was approved unanimously.

**FC22/12/21**

**TO RECEIVE A 2-MINUTE UPDATE FROM THE COUNCIL REPRESENTATIVE ON OUTSIDE BODIES INCLUDING THE POLICE LIAISON COMMITTEE AND ON CLLRS WHO ATTENDED TRAINING COURSES OR CONFERENCES**

Cllr Williams reported that the Illogan Village Hall meetings clashed with Parish Council meetings, so he had been unable to attend them.

**FC22/12/22**

**TO CONSIDER ITEMS TO BE DISCUSSED AT FUTURE MEETINGS; AGREE WHERE TO DISCUSS AND TIMESCALES**

Cllr Holmes raised the Tehidy Park Committee being reinstated be debated with a working group with local councils.

Cllr Ms Kemp had received a letter from a member of the public regarding the relocation of a bus stop at Churchtown.

**FC22/12/23**

**DATE & TIME OF NEXT MEETING**

The next meeting would be held on Wednesday 18<sup>th</sup> January 2023 at 7pm in Illogan Parish Community Office, Trevelyan Road, Illogan.

There being no further business the meeting closed at 7.41pm

Signed .....

Date .....



<b>ACCOUNTS FOR PAYMENT DECEMBER 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>
<b>TO RATIFY</b>					
Kitchenware	Nisbits	FC22/11/29.7	£311.61	£62.32	£373.93
Printing	1st Office		£502.52	£100.50	£603.02
<b>TO PAY</b>					
Christmas Trees	Kelhelland Trust	CL22/11/14.2	£250.00	£50.00	£300.00
Illogan Park perimeter footpath	Cormac	FC22/04/30.2	£39,834.38	£7,966.88	£47,801.26
Intruder and Fire Alarm Systems	Duchy Alarms	FC22/09/30.2	£3,586.60	£717.32	£4,303.92
Out of Hours call handling	Phoneta		£41.59	£8.32	£49.91
Office Supplies	Complete Business Solutions		£76.27	£15.25	£91.52
Grass cutting, Christmas Trees and Tree Works	Greens (Cornwall) Ltd		£1,748.20	£349.64	£2,097.84
Contractor	DJM Gardening		£1,653.11		£1,653.11
Toilet Cleaning	X-treme Clean		£1,617.50		£1,617.50
Office Move	Daves Removals		£180.00	£36.00	£216.00
SLCC Membership renewal	SLCC		£296.00		£296.00
Annual Monitoring fees	Duchy Defibrillators		£810.00	£162.00	£972.00
Rent	Trevenson House		£416.66	£83.33	£499.99
Webhosting	KernowTek		£10.00		£10.00
Security for November and Switch On Events	KAPAR		£920.00	£184.00	£1,104.00
TV and Stand	ICT4	FC22/11/29.6	£1,200.00	£240.00	£1,440.00
Defib Package	Front Line Emergency Equipment Trust		£2,600.00		£2,600.00
Traffic Management Training	Corserv		£45.00	£9.00	£54.00
All Employees	Salaries		£4,169.33		£4,169.33
Legionella testing	Churchill Environmental Services		£38.18	£7.64	£45.82
Room hire	The Old School Centre		£82.50		£82.50
IT Support, Router, CCTV, Laptops etc	NCi		£5,543.49	£1,108.70	£6,652.19
Groundworks for office	L & R		£45,964.00	£9,192.80	£55,156.80
Tables, chairs and trolleys	Strictly Tables and Chairs		£3,252.30	£650.46	£3,902.76
Expenses	S Rimell		£138.83		£138.83
Photocopier Lease	Siemens		£363.64	£72.72	£436.36
Bank Charges	Barclays		£8.50		£8.50
Moving Photocopier	1st Office		£160.00	£32.00	£192.00
O365 Licences	Nci Technologies		£132.85	£26.57	£159.42
Electricity for Office 27.10.22 - 31.10.22	Corona Energy		£3.65	£0.18	£3.83
Internet	BT		£37.40	£7.48	£44.88
	<b>Total to Pay</b>		<b>£115,179.98</b>	<b>£20,920.29</b>	<b>£136,100.27</b>