

ILLOGAN PARISH COUNCIL

Minutes of the Full Council Meeting held in Illogan Parish Council Community Office, Trevelyan Road, Illogan on Wednesday 21st June 2023 at 7.00pm.

PRESENT: Councillors Cullimore (Vice Chairman), Crabtree, Mrs Edmunds, Ford, Holmes, Ms Kemp, Miss Pollock, Szoka, and Mrs Thompson

IN ATTENDANCE: Mrs S Rimell, Clerk and Miss E James, Assistant to the Clerk.

The Chairman explained the safety procedures.

FC23/06/1 CHAIRMAN'S WELCOME AND APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Cooke, Ekinsmyth, Miss Kelly, Jobson and Williams

There were no members absent.

FC23/06/2 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.

FC23/06/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

FC23/06/4 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.

FC23/06/5 CHAIRMAN'S ANNOUNCEMENTS

Cllr Cullimore noted that the Clerk had made extensive and comprehensive officer reports for items on the agenda to make it easier for councillors. It was essential that councillors read and understand all the points on the agenda.

He wanted all councillors to appreciate the extra work that this had put on the Clerk.

FC23/06/6 TO RECEIVE AND APPROVE THE MINUTES OF THE ANNUAL PARISH MEETING HELD ON THE 17TH MAY 2023

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

FC23/06/6.2 RESOLVED to note the Minutes of the Annual Parish Meeting held on the 17th May 2023.

On a vote being taken the matter was approved unanimously.

FC23/06/7 TO RECEIVE AND APPROVE THE MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON THE 17TH MAY 2023 AND THE CHAIRMAN TO SIGN THEM

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

FC23/06/7.2 RESOLVED to receive and approve the Minutes of the Annual Council Meeting held on the 17th May 2023 and the Chairman to sign them.

On a vote being taken the matter was approved unanimously.

FC23/06/8 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

There were no matters arising.

FC23/06/9 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 Crabtree and

FC26/06/9.2 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.

FC23/06/10 TO RECEIVE REPORTS ON THE PAYMENTS, RECEIPTS AND BANK RECONCILIATIONS FOR THE MONTH OF MAY 2023 AND AGREE ANY FUTURE ACTIONS

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

FC23/06/10.2 RESOLVED to receive the reports on payments, receipts and bank reconciliations for the month of May 2023

On a vote being taken the matter was approved unanimously.

FC23/06/11 TO AUTHORISE PAYMENT OF ACCOUNTS FOR THE MONTH OF JUNE 2023 (UP TO DATE LIST TO BE TABLED AT THE MEETING)

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

FC23/06/11.2 RESOLVED to authorise payment of accounts for the month of June 2023 in the sum of £62,335.10 including VAT.

On a vote being taken on the matter there were 8 votes FOR and 1 vote AGAINST.

FC23/06/12 TO RECEIVE CORRESPONDENCE FROM CORNWALL COUNCIL AND CONSIDER ILLOGAN PARISH COUNCIL TAKING FORMAL OWNERSHIP OF THE WAR MEMORIAL IN ILLOGAN CHURCHYARD, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

The history of the war memorial, its purchase and installation and changes in ownership was noted.

There was a concern that there would be an additional cost involved in taking on the memorial. It was noted that Illogan Parish Council cleaned the war memorial annually.

It was noted that there was not a designated officer within Cornwall Council to look after war memorials.

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

FC23/06/12.2 RESOLVED that Illogan Parish Council would take over formal ownership of the war memorial in Illogan Churchyard from Cornwall Council.

On a vote being taken the matter there were 8 votes FOR and 1 vote AGAINST

FC23/06/13 TO APPOINT A TASK AND FINISH GROUP TO REVIEW THE COUNCIL'S STANDING COMMITTEES AND TERMS OF REFERENCE AND TO MAKE A RECOMMENDATION TO FULL COUNCIL

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

FC23/06/13.2 RESOLVED to set up a Task and Finish Group to review the council's standing committees and terms of reference and make a recommendation to Full Council.

On a vote being taken the matter there were 8 votes FOR and 0 votes AGAINST

It was proposed by Cllr Ms Kemp, seconded by Cllr Holmes and

FC23/06/13.3 RESOLVED that Cllrs Crabtree, Cullimore, Ford, Ms Kemp and Mrs Thompson would be appointed to the Task and Finish Group to review the standing committees.

On a vote being taken the matter was approved unanimously.

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

FC23/06/13.4 RESOLVED that the Task and Finish Group for standing committees would review the number and the Terms of Reference of the Councils Standing Committees. The review would include the

number of Committees, the names of Committees, the tasks and responsibilities of Committees, the number of councillors on the committees and whether there are any specific requirements for membership of the committees.

On a vote being taken the matter was approved unanimously.

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

FC23/06/13.5 RESOLVED that the Task and Finish group for standing committees make a recommendation to Full Council in October.

On a vote being taken the matter was approved unanimously.

FC23/06/14 TO REVIEW MEMBERSHIP OF THE STANDING COMMITTEES FOR THE 2023/2024 MUNICIPAL YEAR AND AGREE ANY FUTURE ACTIONS

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

FC23/06/14.2 RESOLVED that Cllrs Ms Kemp and Mrs Edmunds would be appointed to the Staffing Committee, Cllr Mrs Edmunds would be appointed to the Community Events Committee and that the membership of the Planning and Environmental Committee would be deferred until the next meeting. It was also resolved that the Terms of Reference of the Staffing Committee would be amended to include that there must be a mix of female and male councillors.

On a vote being taken the matter was approved unanimously.

FC23/06/15 TO RECEIVE A REQUEST FROM A MEMBER OF THE PUBLIC TO MOVE THE PICNIC TABLES IN ILLOGAN PARK, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

It was noted that there had been no incidents reported recently and on the last occasion police did attend but there were no signs of any youths at that time and no damage was noted.

It was raised that more seating areas were planned and that, with the cost implications involved, it would not be feasible to move picnic tables based on information available.

It was proposed by Cllr Ms Kemp, seconded by Cllr Crabtree and

FC23/06/15.2 RESOLVED that the picnic benches in Illogan Park would not be relocated following a complaint from a member of the public and that a letter would be sent to the complainant by the Clerk.

On a vote being taken the matter was approved unanimously.

FC23/06/16

TO CONSIDER MANGEMENT, MAINTENANCE AND FUTURE DEVELOPMENTS IN ILLOGAN PARK AND OTHER PARISH FACILITIES, AGREE ANY APPROPRIATE ACTIONS AND ANY ASSOCIATED EXPENDITURE

Cllr Ms Kemp requested the reinstatement of the chain fencing along the concrete posts by the Cornish wall was considered.

FC23/06/17

TO RECEIVE A REPORT FROM THE CLERK INCLUDING HEALTH AND SAFETY, AGREE FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

The Clerk reported that they had been contacted about the defibrillator sited at Robartes Arms. The defibrillator had reached an age where the internal battery was too low to be able to operate if required and therefore was now offline with the ambulance services and the public would not be directed to use it in the case of an emergency.

The current tenants of Robartes Arms were due to be vacating shortly and therefore would not get involved as they would have no more involvement with the building.

It was discussed that this was a central location within the village and had a high footfall, especially with its proximity to Manningham Woods. In an emergency a defibrillator was needed within 8 minutes to have a good chance of it being effective. It was felt that it was important to keep this resource for the community.

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

FC23/06/17.2

RESOLVED

to take formal ownership of the defibrillator at Robartes Arms and replace the non-operational unit with a new model subject to Keltek Brewery approving it can continue to be sited where it currently is.

On a vote being taken the matter was approved unanimously.

The Clerk advised that a Councillors internal audit is due. Cllrs Mrs Edmunds and Szoka volunteered to do this.

The Clerk was looking into training for road closures for events. Currently Marshalls were hired but it could save money for local people to be trained to do it instead. She asked for anyone who might be interested in completing the training to get in touch with the office.

There would be several meetings being arranged shortly. The priority would be a Finance and Resources meeting to discuss ongoing issues with the bank and an Extraordinary meeting of the Council to complete this year's Annual Governance and Accountability Return.

The Clerk and Assistant to the Clerk needed to complete some Responsible Person Legionella training. Due to difficulty in accessing this training we

would be holding an event in the Illogan Parish Council Community Office. Currently there had been interest for 4 of the spaces which left 6 more spaces to fill.

FC23/06/18 TO RECEIVE CORRESPONDENCE FROM THE 12TH APRIL 2023 UNTIL THE 13TH JUNE 2023

There had been interest expressed from a local artist to display their artwork in the Community Room. It was agreed that some colour would be nice in the room due to the current bare walls.

There was some concern expressed about potential damage to the walls that could come from hanging the artwork. The Clerk would go back to the providers of the building to see if they could advise about fixing to minimise damage.

FC23/06/19 TO RECEIVE REPORTS FROM THE CORNWALL COUNCILLORS

Cllr Crabtree reported:

That the Cornwall Council Highway Steward for the area would be changing shortly. He would update members when more information was available.

That he was liaising regarding signage on Harmony Terrace. Cornwall Council had agreed to signage being installed on an existing wall, and would not approve a new sign and posts being installed.

That he was aware of complaints being raised about the events field and agricultural building at Rayle Farm.

Next Tuesday evening would be the first meeting of the Camborne, Pool, Illogan, Redruth, Hayle, Gwithian, Gwinear and Mining Villages Community Area Partnership to be held at the Dolcoath Offices at 6pm until 8pm ish! As it was the first meeting it was an in person only one, however everybody was welcome to attend but only the representative for the Parish Council could vote.

The other challenge at the moment was to try and get Portreath Post Office reopened after the 5 days' notice of its closure which happened last Wednesday.

FC23/06/20 TO NOTE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS HELD SINCE THE LAST FULL COUNCIL MEETING:

i. Community Events Committee – 22nd May 2023 and 12th June 2023

Cllr Cullimore and Cllr Miss Kelly had been elected as Chair and Vice Chair respectively for the 2023/2024 municipal year.

There was a strong focus on the September fun day with the event fast approaching. There had been enquiries for stalls on the day,

entertainers had been confirmed and the walking carnival was taking shape.

Other events discussed were the Remembrance Parade, Illogan Feast and the Christmas Lights Events.

There were also several suggestions for new events under consideration.

ii. Planning and Environmental Services Committee – 24th May 2023 and 7th June 2023

Cllrs Mrs Thompson and Ekinsmyth had been appointed Chair and Vice-Chair respectively for the 2023/2024 municipal year.

Applications continued to come in at a steady rate and had included proposed refurbishment and extension of the reception and amenity building at Gwel An Mor, Certificates of Lawfulness for 2 buildings in Railway Terrace and works to trees subject to a Tree Preservation Order in South Drive.

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

- FC23/06/20.2 RESOLVED to note the Minutes of the following Committee meetings held since the last Full Council meeting:**
- i. Community Events Committee – 22nd May 2023 and 12th June 2023**
 - ii. Planning and Environmental Services Committee – 24th May 2023 and 7th June 2023**

On a vote being taken the matter was approved unanimously.

FC23/06/21 TO RECEIVE A 2-MINUTE UPDATE FROM THE COUNCIL REPRESENTATIVE ON OUTSIDE BODIES INCLUDING THE POLICE LIAISON COMMITTEE AND AN CLLRS WHO HAVE ATTENDED TRAINING COURSES OR CONFERENCES

The Assistant to the Clerk had attended Fire Warden training where they had looked at potential risks for fires, the role of a Fire Warden to help minimise those risks and what action to take in the event of a fire. They got to practice with different types of extinguishers and learnt which extinguishers were best for each type of fire.

FC23/06/22 TO CONSIDER ITEMS TO BE DISCUSSED AT FUTURE MEETINGS; AGREE WHERE TO DISCUSS AND TIMESCALES

There was nothing raised to be discussed at future meetings.

FC23/06/23 DATE & TIME OF NEXT MEETING

The next meeting would be held on Wednesday 19th July 2023, 7.00pm in Illogan Parish Council Community Office.

FC23/06/24 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 Ford and

FC23/06/24.2 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.

FC23/06/25 TO REVIEW THE AGREEMENT FOR THE USE OF THE PITCHES AND CHANGING FACILITIES AT ILLOGAN PARK AND TO SET THE FEES FOR THE 2023/2024 SEASON, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

FC23/06/25.2 RESOLVED that the fees for use of the pitches and the changing facilities at Illogan Park for the 2023/2024 season would be set at :

- i. Illogan Park Rugby Club - £525 per annum.**
- ii. New Inn Titans - £500 per annum.**
- iii. Cornwall Monarchs - £500 per annum.**

On a vote being taken on the matter there were 5 votes FOR and 4 votes AGAINST

FC23/06/26 TO RECEIVE A RISK ASSESSMENT FOR THE CORNER ENTRANCE TO ILLOGAN PARK AND QUOTES TO IMPLEMENT THE RECOMMENDATIONS FROM THE RISK ASSESSMENT, APPOINT A CONTRACTOR, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

It was proposed by Cllr Ms Kemp, seconded by Cllr Crabtree and

FC23/06/26.2 RESOLVED that the risk assessment for the corner entrance to Illogan Park is received and that the quote from L&R Groundworks to extend the tarmac path from the base of the wall and install a steel handrail at the Corner Entrance in Illogan Park be accepted.

On a vote being taken on the matter there were 8 votes FOR and 1 vote AGAINST

FC23/06/27 TO RECEIVE TENDERS FOR THE GATE AND TURNING AREA AT THE ENTRANCE TO ILLOGAN PARK, APPOINT A CONTRACTOR, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

FC23/06/27.2 RESOLVED that the quote from D A Giles to install a gate and lay a tarmac turning area at the end of An Vownder to secure the car parks by the changing rooms be accepted.

On a vote being taken on the matter there were 8 votes FOR and 1 vote AGAINST

FC23/06/28 TO RECEIVE QUOTES TO RELAY THE GOAL MOUTHS IN ILLOGAN PARK, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

This item was deferred.

FC23/06/29 TO RECEIVE A QUOTE FOR SUPPORT TO CREATE A COMMUNICATIONS POLICY, STRATEGY AND BRAND FOR ILLOGAN PARISH COUNCIL, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

FC23/06/29.2 RESOLVED to accept the quote from Breakthrough Communications to create a Communications Policy, strategy and brand for Illogan Parish Council.

On a vote being taken on the matter there were 8 votes FOR and 1 vote AGAINST

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

Signed

Date

ACCOUNTS FOR PAYMENT JUNE 2023					
Description	Supplier	Minute Number	Net Total (ex VAT)	Vat	Total (inc VAT)
TO RATIFY					
Stationery	Complete		£5.27	£1.05	£6.32
Chair	Complete		£125.00	£25.00	£150.00
Electricity for Office	Corona Energy		£863.95	£172.79	£1,036.74
Electricity for Changing Rooms	SSE		£398.46	£19.92	£418.38
Emma	Office Supplies		£59.47		£59.47
TO PAY					
Salaries	All Employees		£5,445.32		£5,445.32
Wheel and washer caps for Pirate Ship	GB Sport and Leisure		£390.64	£78.13	£468.77
Cleaning	X-treme Clean		£1,771.50	£354.30	£2,125.80
Contactor	DJM Gardening and Groundwork Solutions		£1,848.72		£1,848.72
Printing Illogan Review	St Austell Printing Company		£882.03		£882.03
Web Hosting	KernowTek		£10.00		£10.00
Play Area Surfacing	DCM Surfaces	FC23/04/29.2	£30,877.64	£6,175.53	£37,053.17
Air Conditioning Servicing	Bartlett	FC23/04/24.2	£400.00	£80.00	£480.00
Wallgate Unit Repair	Healthmatic		£350.00	£70.00	£420.00
Singing at the Christmas Lights Switch On Event	Illogan Community Choir	CL23/01/8.2	£100.00		£100.00
Out of Hours Call Handling	Phoneta		£40.01	£8.00	£48.01
Groundwork for Office	L & R Construction		£9,800.00	£1,960.00	£11,760.00
Grass cutting	Greens Grounds and Trees		£360.00	£72.00	£432.00
Legionella Testing	Churchill Environmental Services		£160.00	£32.00	£192.00
Training	CALC		£150.00	£30.00	£180.00
IT Support, Dell warranty upgrade, Screen and dock for meeting room	Nci Technologies		£510.03	£102.00	£612.03
Stationery	Complete		£62.47	£12.50	£74.97
Account Fee	Barclays		£10.30		£10.30
O365 Licences	Nci Technologies		£122.73	£24.55	£147.28
Internet	BT		£37.25	£7.45	£44.70
Source for Business	Water for Illogan Park		£46.34		£46.34
	TOTAL		£53,374.98	£9,006.46	£62,335.10