

ILLOGAN PARISH COUNCIL

The public is reminded that these are DRAFT minutes, which means that they are not approved at the time of publication and may be subject to amendment before final approval at the next Parish Council meeting. The agreed minutes will be uploaded once they have been agreed by the Council at the appropriate meeting.

Minutes of the Full Council Meeting held in Illogan Parish Council Community Office, Trevelyan Road, Illogan on Wednesday 16th August 2023 at 7.00pm.

PRESENT: Councillors Ekinsmyth (Chairman), Cullimore (Vice Chairman), Cooke, Crabtree, Mrs Edmunds, Ford, Holmes, Jobson, Miss Pollock, and Thompson.

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

The Chairman explained the safety procedures.

FC23/08/1 CHAIRMAN'S WELCOME AND APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Miss Kelly, Ms Kemp and Szoka.

There were no members absent.

FC23/08/2 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.

FC23/08/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no requests from members for dispensations.

FC23/08/4 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.

FC23/08/5 CHAIRMAN'S ANNOUNCEMENTS

Cllr Ekinsmyth reported that he had attended Illogan Parish Fair. He thanked everyone who attended. It was a very successful event with lots of positive public engagement. He was hoping that the Illogan Fun Day would be as successful.

He thanked all the volunteers who had been litter picking and gardening etc. Illogan Park was looking better and better.

FC23/08/6 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON THE 19TH JULY 2023 AND THE CHAIRMAN TO SIGN THEM

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

FC23/08/6.2 RESOLVED to receive and approve the Minutes of the Full Council meeting held on 19th July 2023 with the correction of the typos and the Chairman to sign them.

On a vote being taken the matter was approved unanimously.

FC23/08/7 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

FC23/06/17.2 – The defibrillator at the Robartes Arms was available for use. The new landlord had confirmed that they were happy to continue to host the defibrillator. Once they had their internet installed, the defibrillator would be updated, and they would be given access to the app and would complete the guardian checks.

FC23/07/12.2 – The application to open the account with Unity Trust Bank was progressing.

FC23/07/18.2 – The quotes to replace the chain link fence would be obtained shortly.

FC23/07/19.2 – The Clerk was waiting for Cormac to respond about the boundary signs.

FC23/07/20.2 – The crawler tunnel for the multiplay unit had been delivered. The Clerk was obtaining quotes to have it fitted.

FC23/07/21 – Cllrs Ekinsmyth and Jobson had completed an internal audit.

FC23/08/8 TO RECEIVE THE DELEGATED DECISIONS REGISTER SINCE THE LAST MEETING, RATIFY ALL DECISIONS MADE AND AGREE ANY FUTURE ACTIONS

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

FC23/08/8.2 RESOLVED to receive the Delegated Decisions Register and ratify all decisions made.

On a vote being taken the matter was approved unanimously.

FC23/08/9 TO RECEIVE REPORTS ON THE PAYMENTS, RECEIPTS AND BANK RECONCILIATIONS FOR THE MONTH OF JULY 2023 AND AGREE ANY FUTURE ACTIONS

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

FC23/08/9.2 RESOLVED to receive the reports on payments, receipts, and bank reconciliations for the month of July 2023.

On a vote being taken the matter was approved unanimously.

FC23/08/10 TO AUTHORISE PAYMENT OF ACCOUNTS FOR THE MONTH OF AUGUST 2023 AND AGREE ANY FUTURE MEETINGS (UP TO DATE LIST TO BE TABLED AT THE MEETING)

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

FC23/08/10.2 RESOLVED to authorise payment of accounts for the month of August 2023 in the sum of £13,392.20 including VAT.

On a vote being taken the matter was approved unanimously.

FC23/08/11 TO ADOPT THE STANDING ORDERS AND AGREE ANY FUTURE ACTIONS

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

FC23/08/11.2 RESOLVED to adopt the Standing Orders with the correction of the year on the cover sheet.

On a vote being taken the matter was approved unanimously.

FC23/08/12 TO APPOINT COUNCILLORS TO FILL VACANCIES ON COUNCIL COMMITTEES AND AGREE ANY FUTURE ACTIONS

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

FC23/08/12.2 RESOLVED to appoint Cllr Mrs Edmunds to the Finance and Resources Committee for the remainder of the 2023/2024 municipal year.

On a vote being taken the matter was approved unanimously.

It was suggested that the structure and resourcing of the Community Events Committee and management of event from a staffing point of view was reviewed.

Cllr Holmes left the meeting during this item at 7.16pm and returned at 7.17pm.

FC23/08/13

TO AGREE WHO WILL ATTEND AND SUPPORT THE ILLOGAN FUN DAY ON THE 2ND SEPTEMBER 2023 AND AGREE ANY FUTURE ACTIONS

Illogan Fun Day was on Saturday 2nd September 2023 from 10am – 4pm in Illogan Park. The set up would be starting at 8.30am.

It was agreed that there needed to be a rota for Councillors to cover the stand in the Community Room. Councillors would also be needed to help set up, clear up and for various tasks inside and outside.

Cllrs Holmes, Jobson, and Miss Pollock apologised as they were unable to attend.

Cllrs Ekinsmyth, Crabtree, Mrs Edmunds, Ford, and Mrs Thompson confirmed that they would be in attendance.

It was agreed that Councillors would contact the Office and confirm the times they would be available to attend and help during Illogan Fun Day.

FC23/08/14

TO RECEIVE REQUESTS FOR YOUTH TEAMS TO PLAY FOOTBALL MATCHES AND TRAIN ON THE ILLOGAN PARK PITCH, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

Member discussed the pitch use, maintenance, the condition of the pitch, frequency of use of other pitches, the fees charged by us and other facilities, pitch size requirements and multi marking the pitches, goal sizes, having the pitch surveyed, and grant opportunities.

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

FC23/08/14.2

RESOLVED

to defer the requests for youth teams to play football matches and training at Illogan Park and that the Clerk would contact the youth teams interested in using the football facilities at Illogan to obtain more specific information on the facilities they are interested in.

On a vote being taken the matter was approved unanimously.

FC23/08/15

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

There was nothing raised.

FC23/08/16

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

The Clerk had received confirmation that there had not been any requests for election; the vacancy on the Council needed to be filled by co-option. It was agreed that the Chairman of the Council, Cllr Ekinsmyth, and Cllr

Jonson would meet with interested persons on Monday 11th September in the Community Room at 7pm as per the Co-Option Protocol. There would be an item in the September agenda to consider co-opting.

Several dates were coming up for staff annual leave and training.

FC23/08/17 TO RECEIVE CORRESPONDENCE FROM THE 13TH JULY 2023 UNTIL THE 8TH AUGUST 2023, AGREE ANY APPROPRIATE RESPONSES AND ANY FUTURE ACTIONS

There was no correspondence.

FC23/08/18 TO RECEIVE REPORTED FROM THE CORNWALL COUNCILLORS

Cllr Crabtree reported that:

"August is usually a quiet month, so a short report.

On the 20th July I was elected Chair of the Standards Committee for Cornwall Council and therefore I ask you all to behave yourselves and especially to remember to treat others with respect. The complaints for the current quarter have already exceeded the previous one as all members of one Parish Council are currently under investigation. There is currently a vacancy for a Parish Council representative along with a Lay Member.

This evening I was asked to join the board of the Cornwall Buildings Preservation Trust as Cornwall Council had two members on the board until 2015.

The first meeting to discuss the reinstatement of the Tehidy Woods Working Group has taken place with a further meeting in the diary for next month. It was acknowledged that the introduction of car parking charges would not be appropriate to try and generate income as this would encourage parking along the narrow roads around. We were also advised that the café will be closing at the end of September after operating reduced hours, Thursday through to Sunday as the current leaseholder has suffered a close family bereavement. The tender process has started for a new occupier.

The 20mph consultation has now closed for the Camborne, Pool, Illogan, Redruth area and all the posters will be removed next week from the lampposts.

Following the Illogan Parish Council Planning Committee meeting on 2nd August, I received two compliments as to how it was conducted and how professionally the cases were presented by Cllr Cullimore and indeed one of our neighbouring Parishes may be adopting a new approach.

The land at the end of Harmony Terrace is now the subject of a Judicial Review.

The Hide Away, Rayle Farm, Bridge Hill has got a licencing hearing next Wednesday to sell alcohol for consumption both on and off the premises."

TO RECEIVE A 2-MINUTE UPDATE FROM COMMITTEE CHAIRMEN AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS HELD SINCE 6TH JULY 2023:

i. Committees Task and Finish Group – 13th July and 1st August 2023

The work of the Committee continued. There was fresh thinking on the committee structure. It was hoped that the work would be completed in good time and could be considered at them September Full Council meeting.

ii. Finance and Resources Committee – 17th July 2023

The application with Unity Trust Bank was underway. The complaint had been submitted to the Ombudsman.

iii. Planning and Environmental Services Committee – 19th July 2023 and 2nd August 2023

The Committee had considered some interesting planning applications including a couple of controversial ones.

iv. Community Events Committee – 1st August 2023

There was a meeting next week to finalise plans for Illogan Fun Day. There was an update on raffle prizes which had been donated.

v. Staffing Committee – 24th July 2023

The Committee had focused on looking at duties, roles, and responsibilities and how to best include the Chairman as the Clerk's line manager in the deliberations. The implementation of a constructive appraisal system was also being discussed.

vi. Governance Review Committee – 26th July 2023

The Committee had focused on the role of volunteers and how to include policies and procedures to keep them safe.

The Co-Option Protocol had been drastically updated and amended.

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

- i. Committees Task and Finish Group – 13th July and 1st August 2023**
- ii. Finance and Resources Committee – 17th July 2023**

- iii. **Planning and Environmental Services Committee – 19th July 2023 and 2nd August 2023**
- iv. **Community Events Committee – 1st August 2023**
- v. **Staffing Committee - 24th July 2023**
- vi. **Governance Review Committee – 26th July 2023**

On a vote being taken the matter was approved unanimously.

FC23/08/20 TO RECEIVE A 2-MINUTE UPDATE FROM THE COUNCIL REPRESENTATIVE ON OUTSIDE BODIES INCLUDING THE POLICE LIAISON COMMITTEE AND ON CLLRS WHO HAVE ATTENDED TRAINING COURSES OR CONFERENCES

There were no reports.

FC23/08/21 TO CONSIDER ITEMS TO BE DISCUSSED AT FUTURE MEETINGS; AGREE WHERE TO DISCUSS AND TIMESCALES

There were no items raised.

FC23/08/22 DATE & TIME OF NEXT MEETING

The next meeting would be held on Wednesday 20th September 2023, 7.00pm in Illogan Parish Council Community Office.

There being no further business the meeting closed at 8.03pm.

Signed

Date

ACCOUNTS FOR PAYMENT AUGUST 2023					
Description	Supplier	Minute Number	Net Total (ex VAT)	Vat	Total (inc VAT)
Leaflets for Illogan Fair	St Austell Printing Company	FC23/07/17.2	£70.00		£70.00
Salaries	All employees		£4,447.73		£4,447.73
Contractor	DJM Gardening		£1,985.58		£1,985.58
Stationery	Complete		£89.56	£17.92	£107.48
Out of Hours Call Handling	Phoneta		£25.00	£5.00	£30.00
Training	CALC		£30.00	£6.00	£36.00
Illogan Park Maintenance	Greens		£548.64	£109.73	£658.37
Bin	Broxap	PM23/05/16.2	£1,105.95	£221.19	£1,327.14
IT Services	Nci Technologies		£697.00	£139.40	£836.40
Legionella Testing	Churchill Environmental Services		£80.00	£16.00	£96.00
Cleaning	X-treme Clean		£1,675.00	£335.00	£2,010.00
Expenses	Emma James		£46.80		£46.80
Defib for Robartes	Duchy Defibrillators		£600.00	£120.00	£720.00
Poppy Wreaths	RBL Poppy Appeal		£125.00		£125.00
Crawler Tunnel	Wicksteed		£856.07	£171.21	£1,027.28
Electricity	Corona Energy		-£362.05	-£18.11	-£380.16
Water for Illogan Park	Source for Business		£59.82		£59.82
Internet	BT		£37.25	£7.45	£44.70
O365 Licences	Nci Technologies		£120.05	£24.01	£144.06
	TOTAL		£12,237.40	£1,154.80	£13,392.20