

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 October 2024 at 7.00pm.

PRESENT: Councillors Ekinsmyth (Chairman), Crabtree, Ford, Holmes, Jobson, Ms Kemp, Mrs O'Donnell, Miss Pollock, Rule, Simmons, Szoka, and Wing.

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

The Chairman explained the safety procedures.

FC24/10/1 CHAIRMAN'S WELCOME

The Clerk welcomed everyone to the meeting

FC24/10/2 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE AND AGREE ANY FUTURE ACTIONS

Apologies were received from Cllrs Cullimore and Hodge

There were no members absent.

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

FC24/10/2.2 RESOLVED to receive and approve apologies for absence from Cllrs Cullimore and Hodge

On a vote being taken the matter was approved unanimously.

FC24/10/3 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

Cllr Crabtree declared he had received a ticket to the World Heritage Conference at a value of £135.

FC24/10/4 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no requests for dispensations.

FC24/10/5 PUBLIC PARTICIPATION ON ITEMS ON THE AGENDA

There were no members of the public present.

FC24/10/6 CHAIRMAN'S ANNOUNCEMENTS

The Chairman thanked everyone who took part in the recent litter picking event.

The Chairman reminded members of the role of Councillors and Officers and the hazards of email and social media.

FC24/10/7 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON THE 18TH SEPTEMBER 2024 AND THE CHAIRMAN TO SIGN THEM

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

FC24/10/7.2 RESOLVED to receive and approve the Minutes of the Full Council meeting held on the 18th September 2024 and the Chairman to sign them.

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

FC24/10/8 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

The tablets for Councillors had been ordered and we were awaiting a delivery date.

FC24/10/9 TO RECEIVE THE DELEGATED DECISIONS REGISTER SINCE THE LAST MEETING, RATIFY ALL DECISIONS MADE AND AGREE ANY FUTURE ACTIONS

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

FC24/10/9.2 RESOLVED to receive and ratify all delegated decisions since the last meeting of Full Council

Date of Decision	Decision Taken By	Financial Value	S137 Yes or No	Details
25.09.24	SR	£235.36	No	To replace bus shelter glass on Bassett Road (as per Financial Regulation 5.15)
25.09.24	SR	£71.28	No	To accept quote for Greens to make safe coppiced shrubs in Illogan Park (as per Financial Regulation 5.15)
26.09.25	SR	£209.00	No	To order Christmas Lights (as per Financial Regulation 5.15)
03.10.24	SR	£30.00	No	To book Cllr Jobson onto CALC, An Introduction to Planning training (as per Financial Regulation 5.15)

03.10.24	SR	£60.00	No	To book Cllr Mrs O'Donnell onto CALC, An Introduction to Planning and Heritage, Local Plans & Class Q Permitted Development training (as per Financial Regulation 5.15)
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On a vote being taken the matter was approved unanimously.

FC24/10/10 TO RECEIVE REPORTS ON THE PAYMENTS, RECEIPTS AND BANK RECONCILIATION FOR THE MONTH OF SEPTEMBER 2024 AND AGREE ANY FUTURE ACTIONS

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

FC24/10/10.2 RESOLVED to receive the reports on the payments, receipts and bank reconciliation for the month of September 2024.

On a vote being taken the matter was approved unanimously.

FC24/10/11 TO RATIFY THE BARCLAYCARD PAYMENTS FOR THE MONTH OF SEPTEMBER 2024 AND AGREE ANY FUTURE ACTIONS

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

FC24/10/11.2 RESOLVED to ratify the Barclaycard payments for the month of September 2024.

On a vote being taken the matter was approved unanimously.

FC24/10/12 TO AUTHORISE PAYMENT OF ACCOUNTS FOR THE MONTH OF OCTOBER 2024 AND AGREE ANY FUTURE ACTIONS (UP TO DATE LIST TO BE TABLED AT THE MEETING)

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

FC24/10/12.2 RESOLVED to authorise the payment of accounts for the month of October 2024 in the sum of £21,309.49 inc. VAT.

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

FC24/10/13 TO RECEIVE THE EXTERNAL AUDITORS REPORT AND AGREE ANY FUTURE ACTIONS

The Clerk explained comments raised in the report from the External Auditor. The external auditor had changed and had different procedural expectations.

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

FC24/10/13.2 RESOLVED to note the External Auditors Report and that the comments would be taken into consideration in the future.

On a vote being taken the matter was approved unanimously.

FC24/10/14 TO CONSIDER MANAGEMENT, MAINTENANCE AND FUTURE DEVELOPMENTS IN ILLOGAN PARK AND OTHER PARISH FACILITIES, AGREE ANY APPROPRIATE ACTIONS AND ANY ASSOCIATED EXPENDITURE

The Clerk advised she had approved work to cut back a leaning tree on the border of Illogan Park.

FC24/10/15 TO RECEIVE A REPORT FROM THE CLERK INCLUDING HEALTH AND SAFETY, AGREE FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

The Clerk advised that the fitness equipment installation would commence on the 17th October 2024.

There would be a Christmas market in the Community Room on Sunday 1st December 2024 from 10am to 4pm and then on the second Saturday of each month in 2025. All traders were small businesses from Cornwall and there would be a mix of food and crafts.

Two Councillor audits were due. One needed to be rescheduled, and another was due in November.

In agreement with the Chair and Vice-Chair of the Council, the 24-month CIL Agreement had been signed and returned to Cornwall Council.

FC24/10/16 TO RECEIVE CORRESPONDENCE FROM THE 11TH SEPTEMBER 2024 UNTIL THE 8TH OCTOBER 2024, AGREE ANY APPROPRIATE RESPONSES AND ANY FUTURE ACTIONS

There was no correspondence.

FC24/10/17 TO RECEIVE REPORTS FROM THE CORNWALL COUNCILLORS

Cllr Crabtree reported on:

- The new waste, recycling and food waste collections
- Clifton Road and Spar Lane junction improvements.
- Improvements to East Lodge Car Park
- Parking Bays in Coronation Road
- The World Heritage UK Conference
- Nance Woods
- Heartlands

FC24/10/18 TO RECEIVE A 2-MINUTE UPDATE FROM COMMITTEE CHAIRMEN AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS HELD SINCE THE 5TH SEPTEMBER 2024:

i. Governance Review Committee – 17th September 2024

All the information was contained within the minutes.

ii. Climate, Environment and Planning Committee – 18th September and 2nd October 2024

All the information was contained within the minutes.

iii. Staffing Committee – 25th September 2024

The Staffing Committee had received the Officers appraisals, reviewed and amended their terms and conditions and possible training opportunities.

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

FC24/10/18.2 RESOLVED to note the minutes of the following Committee meetings held since the 5th September 2024:

- i. Governance Review Committee – 17th September 2024**
- ii. Climate, Environment and Planning Committee – 18th September and 2nd October 2024**
- iii. Staffing Committee – 25th September 2024**

On a vote being taken the matter was approved unanimously.

FC24/10/19 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

Several Councillors had attended Introduction to Planning training which was very informative, and lots was learnt.

Councillors attended training on the Future of Neighbourhood Development Plans which was felt to be not as useful and suffered from some technical difficulties. It was clear that the Neighbourhood Development Plans were a continual process that required regular reviews and that funding was still available to assist with updating and amending plans.

FC24/10/20 TO CONSIDER ITEMS TO BE DISCUSSED AT FUTURE MEETINGS; AGREE WHERE TO DISCUSS AND TIMESCALES

Items raised to be discussed at future meetings were:

- Low Cost Housing
- An Inclusive Park
- Review of the Cleaning contract for the office and public toilets
- The Council employing a Caretaker
- Installation of the Mobile Speed Activated Signs

FC24/10/21 DATE & TIME OF NEXT MEETING:

The next meeting would be held on Wednesday 20th November 2024, 7pm
In Illogan Parish Council Community Office.

FC24/10/22 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 Jobson and

FC24/10/22.2 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.

FC24/10/23 TO RECEIVE THE RECOMMENDATION FROM THE GOVERNANCE REVIEW COMMITTEE ON THE QUOTES FOR A DATA PROTECTION AND GENERAL DATA PROTECTION REGULATION (GDPR) AUDIT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

FC24/10/23.2 RESOLVED to accept the quote from Breakthrough Communications for a Data Protection and General Data Protection Regulation (GDPR) Audit.

On a vote being taken the matter was approved unanimously.

FC24/10/24 TO RECEIVE QUOTES FOR CASES AND KEYBOARDS FOR COUNCILLOR TABLETS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

It was proposed by Cllr Mrs O'Donnell, seconded by Cllr Jobson and

FC24/10/24.2 RESOLVED that 1 sample keyboard case in dark green be ordered from Amazon for Councillor tablets and that providing the Clerk was happy with the quality, additional cases would be ordered for all the tablets.

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

There being no further business the meeting closed at 8.09pm.

Signed

Date

ACCOUNTS FOR PAYMENT OCTOBER 2024					
Description	Supplier	Minute Number	Net Total (ex VAT)	Vat	Total (inc VAT)
TO RATIFY					
Deposit for tablets	Nci Technologies	FC24/09/31.2	£1,436.50	£287.30	£1,723.80
Bank charges	Unity Trust Bank		£0.30		£0.30
TO PAY					
Cleaning	X-Treme Clean		£1,448.00	£289.60	£1,737.60
Contractor	DJM Gardening		£3,043.05		£3,043.05
Road closure application for Illogan Christmas Lights	Cornwall Council	CL24/07/21.2	£58.00		£58.00
IT Services	Nci Technologies		£67.00	£13.40	£80.40
Annual sunscription	Mining Villages Regeneration Group		£100.00		£100.00
Out of Hours Call Handling	Phoneta		£44.75	£8.95	£53.70
Website Hosting	Kernowtek		£10.00		£10.00
Salaries	All employees		£4,960.30		£4,960.30
Water fountain	Culligan	PC24/01/11.2	£5,248.00	£1,049.60	£6,297.60
Supply and replace bus shelter glass	Chance Glass & Glazing		£235.36	£47.07	£282.43
Padlock, milk and bulbs	Clr Ms S Kemp		£36.99		£36.99
Footpath maintenance, grass cutting	Greens		£2,602.11	£520.43	£3,122.54
External Audit	BDO LLP		£630.00	£126.00	£756.00
Legionella Testing	Churchill		£87.84	£17.57	£105.41
Purple Poo Signs	Contract Signs Systems	PM24/10/10.2	£66.04	£13.21	£79.25
Pasties for Litter Pick	Robartes Arms		£126.00		£126.00
O365 Licences	Nci Technologies		£119.15	£23.83	£142.98
Bank charges	Unity Trust Bank		£10.65		£10.65
Staples for photocopier	1st Office		£50.00	£10.00	£60.00
Water for Mary's Well	Source for Business		£22.83		£22.83
Internet	BT		£40.80	£8.16	£48.96
Water for Illogan Park	Source for Business		£45.79		£45.79
Electricity for Office	SSE		£122.87	£6.14	£129.01
	TOTAL TO PAY		£19,175.53	£2,133.96	£21,309.49