

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 Annual Council Meeting held in Illogan Parish Council Community Office, Trevelyan Road, Illogan on Wednesday 14th May 2025 at 7.00pm.

PRESENT: Councillors Ekinsmyth (Chairman), Cullimore (Vice Chairman), Crabtree, Ford, Hodge, Holmes, Ms Kemp, Mrs O'Donnell, Miss Pollock, Miss J Simmons, L Simmons, Mrs S Simmons, and Szoka.

IN ATTENDANCE: Mrs S Rimell, Clerk; Miss E James, Assistant to the Clerk; Cllr Mrs Desmonde (from and until points mentioned) and 3 members of the public (from and until points mentioned).

Cllr Ekinsmyth commented that this would be his last report of this Council term and his own term of office and seemed an appropriate time to look at key achievements over the last 4 years.

It had been an eventful period which can be looked back on with some satisfaction and pride at the successful completion of some long-planned projects and the continuation of others.

In past reports the developments in Illogan Park and the progress that had been made was noted. While still more to do, Illogan now had an excellent facility that was greatly appreciated by all who used it.

The number of users was growing all the time as people realised its many benefits. The original plan was to provide something for all sections of our community and enable everyone to enjoy the environment and benefits of physical exercise. The location of our own office in the centre of the community was proving very effective and well-used.

Other headlines included the Christmas Lights celebration which had grown in scale thanks to the support of the Fire Service at Tolvaddon, and Illogan Fun Day which drew people from all over the local area and further afield. As a celebration of our community, it had no equal.

Whilst all councils were experiencing financial difficulties, we were demonstrating how local communities and local volunteers could ensure activities that enhanced our environment continued. Whether that be participation in litter picking days or keeping the weeds under some control.

As this was the end of the council term of office, we were welcoming new members to the council and saying farewell and sincere thanks to those

who had left over the last four years. It was not always understood that there were voluntary roles with substantial responsibility attached and those who gave their time willingly deserved our gratitude.

Finally, he could not finish without expressing thanks and appreciation for all the work done on behalf of the community by councillors past and present, volunteers and everyone who had offered their services to the Council. A special thanks to Sarah and Emma, our Clerk and Assistant, without whom the daily business would not happen, they deserved our full support at all times.

FC25/05/1 TO ELECT A CHAIRMAN OF THE COUNCIL FOR THE MUNICIPAL YEAR 2025/2026 AND THE CHAIRMAN TO SIGN THE DECLARATION OF ACCEPTANCE OF OFFICE

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

FC25/05/1.2 RESOLVED to elect Cllr Cullimore as Chairman of the Council for the municipal year 2025/2026 and the Chairman to sign the Declaration of Acceptance of Office.

On a vote being taken the matter was approved unanimously.

FC25/05/2 TO APPOINT A VICE CHAIRMAN OF THE COUNCIL FOR THE MUNICIPAL YEAR 2025/2026

Cllrs Crabtree, Ford and L Simmons were all proposed and seconded for Vice Chairman. A written ballot was held. In the first written ballot Cllr Ford received the least number of votes and was struck off. A second written ballot was held between Cllrs Crabtree and L Simmons and Cllr L Simmons received the least number of votes and was struck off. Therefore:

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

FC25/05/2.2 RESOLVED to appoint Cllr Crabtree Vice Chairman of the Council for the municipal year 2025/2026.

On a vote being taken on the matter there were 8 votes FOR and 5 votes AGAINST.

FC25/05/3 SAFETY PROCEDURES

The Chairman explained the safety procedures.

FC25/05/4 CHAIRMAN'S WELCOME

The chairman welcomed and thanked everyone for coming. He was looking forward to debates run by knowledge from the agenda and reports. He reminded members to be respectful and thoughtful when debating items.

- FC25/05/5 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE AND AGREE ANY FUTURE ACTIONS**
- There were no apologies received – all members were present
- There were no members absent.
- FC25/05/6 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.
- FC25/05/7 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS**
- There were no applications from members for dispensations.
- FC25/05/8 PUBLIC PARTICIPATION ON ITEMS ON THE AGENDA**
- There were no requests by members of the public to speak.
- FC25/05/9 CHAIRMAN'S ANNOUNCEMENTS**
- There were no Chairmans announcements.
- 2 members of the public left the meeting at 7.28pm.
- FC25/05/10 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON THE 16TH APRIL 2025 AND THE CHAIRMAN TO SIGN THEM**
- It was proposed by Cllr Cullimore, seconded by Cllr Mrs O'Donnell and
- FC25/05/10.2 RESOLVED to receive and approve the Minutes of the Full Council meeting held on the 16th April 2025 and the Chairman to sign them.**
- On a vote being taken the matter was approved unanimously.
- FC25/05/11 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY**
- FC25/04/25.2 - The grant application form had been submitted to the Community Capacity Fund.
- FC25/05/12 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
- FC25/05/12.2 RESOLVED to receive the Delegated Decisions Register and**

ratify all decisions made.

On a vote being taken the matter was approved unanimously.

FC25/05/13 TO RECEIVE REPORTS ON THE PAYMENTS, RECEIPTS AND BANK RECONCILIATION FOR THE MONTH OF APRIL 2025 AND AGREE ANY FUTURE ACTIONS

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

FC25/05/13.2 RESOLVED to receive the reports on the payments, receipts and bank reconciliation for the month of April 2025.

On a vote being taken the matter was approved unanimously.

FC25/05/14 TO RATIFY THE BARCLAYCARD PAYMENTS FOR THE MONTH OF APRIL 2025 AND AGREE ANY FUTURE ACTIONS

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

FC25/05/14.2 RESOLVED to ratify the Barclaycard payments for the month of April 2025.

On a vote being taken the matter was approved unanimously.

FC25/05/15 TO AUTHORISE PAYMENT OF ACCOUNTS FOR THE MONTH OF MAY 2025 AND AGREE ANY FUTURE ACTIONS (UP TO DATE LIST TO BE TABLED AT THE MEETING)

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

FC25/05/15.2 RESOLVED to authorise the payment of accounts for the month of May 2025 in the sum of £13,597.10 inc. VAT

On a vote being on the matter there were 12 votes FOR and 1 vote AGAINST

FC25/05/16 TO RECEIVE CORRESPONDENCE REGARDING JOINT TRAINING WITH CARN BREA PARISH COUNCIL, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

It was proposed by Cllr Holmes, seconded by Cllr L Simmons and

FC25/05/16.2 RESOLVED to hold joint Code of Conduct, Councillor Skills and Chairmanship Skills training sessions with Carn Brea Parish Council through Cornwall Association of Local Councils (CALC)

On a vote being taken the matter was approved unanimously.

FC25/05/17 TO RECEIVE AND APPROVE THE FINANCIAL REGULATIONS AND AGREE ANY FUTURE ACTIONS

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

FC25/05/17.2 RESOLVED to receive and approve the Financial Regulations.

On a vote being taken the matter was approved unanimously.

FC25/05/18 TO RECEIVE AND APPROVE THE STANDING ORDERS AND AGREE ANY FUTURE ACTIONS

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

FC25/05/18.2 RESOLVED to receive and approve the Standing Orders.

On a vote being taken the matter was approved unanimously.

FC25/05/19 TO RECEIVE AND APPROVE THE DRAFT ANNUAL REPORT FOR 2024/2025 AND AGREE ANY FUTURE ACTIONS

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

FC25/05/19.2 RESOLVED to receive and approve the Draft Annual Report for 2024/2025.

On a vote being taken the matter was approved unanimously.

FC25/05/20 TO REVIEW AND APPROVE CURRENT COMMITTEES, CONSIDER APPOINTMENT OF ANY NEW COMMITTEES FOR THE 2025/2026 MUNICIPAL YEAR AND AGREE ANY FUTURE ACTIONS

It was proposed by Cllr Ford, seconded by Cllr L Simmons and

FC25/05/20.2 RESOLVED that there are no changes to the standing committees or the number of members in each committee currently. The standing committees will be:

- **Climate, Environment and Planning Committee – max 9 members**
- **Community Events Committee – max 7 members**
- **Finance, Resources and Projects Committee – max 7 members**
- **Governance Review Committee – max 7 members**
- **Staffing Committee – max 5 members**

On a vote being taken the matter was approved unanimously.

FC25/05/21 TO REVIEW AND APPROVE THE TERMS OF REFERENCE FOR ALL COMMITTEES, INCLUDING THE NUMBER OF MEMBERS ON EACH COMMITTEE FOR THE 2025/2026 MUNICIPAL YEAR AND AGREE ANY FUTURE ACTIONS

It was proposed by Cllr Holmes, seconded by Cllr L Simmons and

FC25/05/21.2 RESOLVED that there are no changes to the Terms of Reference for all standing committees.

On a vote being taken the matter was approved unanimously.

FC25/05/22 TO APPOINT MEMBERS TO COMMITTEES FOR THE 2025/2026 MUNICIPAL YEAR AND AGREE ANY FUTURE ACTIONS

Cllrs Crabtree, Cullimore, Ekinsmyth, Ford, Holmes, Ms Kemp, Mrs O'Donnell, Miss Pollock, L Simmons, Mrs S Simmons and Szoka all expressed an interest in joining the Climate, Environment and Planning Committee.

As there were more interested parties than places on the committee, a written ballot was held. In the first written ballot Cllr Miss Pollock received the least number of votes and was struck off. Cllr Holmes then withdrew his request to join the committee.

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

FC25/05/22.2 RESOLVED that the standing committees will be made up of the following members:

- **Climate, Environment and Planning Committee – Cllrs Crabtree, Cullimore, Ekinsmyth, Ford, Ms Kemp, Mrs O'Donnell, L Simmons, Mrs S Simmons and Szoka**
- **Community Events Committee – Cllrs Ford, Hodge, Kemp, Mrs O'Donnell and Simmons**
- **Finance, Resources and Projects Committee – Cllrs Crabtree, Cullimore, Ekinsmyth, Ford, Ms Kemp and Miss J Simmons**
- **Governance Review Committee – Cllrs Crabtree, Ford, Hodge, Holmes and Miss Pollock**
- **Staffing Committee – Cllrs Cullimore, Ekinsmyth, Ford, Hodge and Ms Kemp**

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

FC25/05/23 TO ELECT A CHAIRMAN OF THE FINANCES, RESOURCES AND PROJECTS COMMITTEE FOR THE 2025/2026 MUNICIPAL YEAR

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

FC25/05/23.2 RESOLVED to elect Cllr Crabtree as Chairman of the Finance,

Resources and Projects Committee for the 2025/2026 municipal year.

On a vote being taken the matter was approved unanimously.

FC25/05/24 TO CONFIRM THE BANK MANDATE AND APPOINT SIGNATORIES FOR THE 2025/2026 MUNICIPAL YEAR AND AGREE ANY FUTURE ACTIONS

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

FC25/05/24.2 RESOLVED to appoint the Clerk, Chairman and Vice Chairman of the Council and Cllr Ekinsmyth as bank signatories for the current account the 2025/2026 municipal year.

On a vote being taken the matter was approved unanimously.

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

FC25/05/24.3 RESOLVED to make no changes to the bank signatories for the CCLA Public Sector Deposit Fund account.

On a vote being taken the matter was approved unanimously.

FC25/05/25 TO CONSIDER SUBSCRIPTIONS FALLING TO BE PAID ANNUALLY AND AGREE ANY FUTURE ACTIONS

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

FC25/05/25.2 RESOLVED that the following subscriptions falling to be paid annually are approved:

- Cornwall Association of Local Councils (CALC)
- Society of Local Council Clerks (SLCC)
- South West Councils
- Scribe and Scribe Bookings
- Parish Online
- Breakthrough Communications including Council Hive Hub
- Canva
- Adobe Pro

On a vote being taken the matter was approved unanimously.

FC25/05/26 TO RENEW THE APPROVAL FOR USE OF VARIABLE DIRECT DEBITS FOR UTILITY SUPPLIES AND AGREE ANY FUTURE ACTIONS

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

FC25/05/26.2 RESOLVED to renew the approval for the use of variable direct debits to the following suppliers:

- Barclaycard
- BT
- South West Water (Source for Business)
- Southern Electric
- Crofty – O365 licences
- Unity Trust
- ICO

On a vote being taken the matter was approved unanimously.

FC25/05/27 TO REVIEW REPRESENTATION ON OR WORK WITH EXTERNAL BODIES FOR THE 2025/2026 MUNICIPAL YEAR AND ARRANGEMENTS FOR REPORTING BACK AND AGREE ANY FUTURE ACTIONS

It was proposed by Cllr L Simmons, seconded by Cllr Hodge and

FC25/05/27.2 RESOLVED that the following Councillors will be representatives to the following outside bodies:

- Cornwall Association of Local Councils (CALC) – Cllr Ekinsmyth
- Illogan Village Hall Management Committee – Cllrs Ms Kemp and Miss J Simmons
- Police Liaison Group – Cllrs Hodge, Ms Kemp and Mrs O’Donnell
- South Crofty Mine Liaison Group – Cllrs Hodge, Ms Kemp and L Simmons
- North Kerrier and East Penwith Community Area Partnership – Cllrs Crabtree and Ms Kemp
- Harrill Mill Village Hall Committee – Cllr Crabtree

On a vote being taken the matter was approved unanimously.

FC25/05/28 TO CONSIDER REQUESTS FROM CORNWALL MONARCHS AMERICAN FOOTBALL TEAM AND CARN BREA DYNAMITE BASEBALL TEAM TO TRAIN AND PLAY MATCHES, AND FROM ST ERME AND GODOLPHIN FC TO PLAY MATCHES IN ILLOGAN PARK AND AGREE ANY FUTURE ACTIONS

It was proposed by Cllr L Simmons, seconded by Cllr Mrs O’Donnell and

FC25/05/28.2 RESOLVED to approve the requests from Cornwall Monarchs and Carn Brea Dynamite Baseball Team and to defer the request for from St Erme and Godolphin FC to train and play matches in Illogan Park.

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

FC25/05/29 TO REVIEW AND SET THE FEES FOR USING THE CHANGING FACILITIES AND PITCHES IN ILLOGAN PARK FOR THE 2025/2026 SEASON AND AGREE ANY FUTURE ACTIONS

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

FC25/05/29.2 RESOLVED that the fees for using the changing facilities and pitches in Illogan Park for the 2025/2026 season be as follows:

- **Annual Base Fee per Team - £200**
- **Per Match fee - £25**
- **One off pitch use only - £40**
- **One off use of pitch and changing facilities - £50**
- **Refundable deposit for Annual users – £200**
- **Refundable deposit for one off users - £300**
- **Annual fee for use of onsite storage container - £120**

On a vote being taken the matter was approved unanimously.

FC25/05/30 TO RECEIVE A REPORT ON THE CHANGING FACILITIES IN ILLOGAN PARK, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

There was a long discussion held around the ongoing issue of rubbish being repeatedly left in the changing rooms by unknown clubs and alcohol consumption taking place in the changing facilities.

Agreements in place included a clause allowing the Council to charge for cleaning services if the changing rooms were left in an unacceptable condition.

Councillors discussed the current agreements and the possibility of implementing a 'one strike and out' clause in the agreement. The safety and consideration of all users of Illogan Park was agreed to be of the highest priority.

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

FC25/05/30.2 RESOLVED to review the agreements for use of the changing facilities in Illogan Park at the next Climate, Environment and Planning meeting.

On a vote being taken the matter was approved unanimously.

FC25/05/31 TO RECEIVE A REQUEST FOR A POP UP CAKE SHOP IN ILLOGAN PARK, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED

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

FC25/05/31.2 RESOLVED to approve the request for a pop-up cake shop in Illogan Park.

On a vote being taken the matter was approved unanimously.

FC25/05/32 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 to report.

FC25/05/33 TO RECEIVE A REPORT FROM THE CLERK INCLUDING HEALTH AND SAFETY, AGREE FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

The Clerk welcomed everyone to the start of the new Council term. She advised members that if they had any questions or needed any assistance for them to contact the Council office.

The new equipment was currently being installed, and everyone was looking forward to enjoying the new, improved facilities soon.

A councillor audit was due. Cllrs Cullimore and L. Simmons volunteered to this.

Following elections there was a vacancy on the Council. The position would be advertised shortly and the co-option would go ahead in line with the Council's procedures.

FC25/05/34 TO RECEIVE CORRESPONDENCE FROM THE 17TH APRIL 2025 UNTIL THE 7TH MAY 2025, AGREE ANY APPROPRIATE RESPONSES AND ANY FUTURE ACTIONS

There was no correspondence

FC25/05/35 TO RECEIVE A 2-MINUTE UPDATE FROM COMMITTEE CHAIRMEN AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS HELD SINCE 9TH APRIL 2025:

- i. **GOVERNANCE REVIEW COMMITTEE – 9TH APRIL 2025**
- ii. **CLIMATE, ENVIRONMENT AND PLANNING COMMITTEE – 16TH, 29TH AND 29TH APRIL 2025**
- iii. **FINANCE, RESOURCES AND PROJECTS COMMITTEE – 23RD APRIL 2025**
- iv. **COMMUNITY EVENTS COMMITTEE – 29TH APRIL 2025**

It was agreed to defer this item until the next meeting.

FC25/05/36 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 updates from representatives on outside bodies.

FC25/05/37

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

Cllr L Simmons requested an item on Councillors wearing uniform to Council meetings.

Cllr Holmes requested an item to discuss the triangle at South Drive, Tehidy.

Cllrs requested an agenda item to discuss covered seating in Illogan Park. The Clerk advised that this was already on the Climate, Environment and Planning Committee meeting agenda for the 21st May 2025.

FC25/05/38

DATE & TIME OF NEXT MEETING:

The next meeting would be held on Wednesday 19th June 2025, 7pm in Illogan Parish Council Community Office.

FC25/05/39

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 Ekinsmyth and

FC25/05/39.2

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.

FC25/05/40

TO RECEIVE QUOTES FOR ELECTRICITY FOR THE CHANGING FACILITIES, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

FC25/05/40.2

RESOLVED

to accept the quote from Octopus Energy for the 18 month contract to supply electricity for the changing facilities in Illogan Park.

On a vote being taken the matter was approved unanimously.

There being no further business the meeting closed at 9.13pm.

Signed

Date

ACCOUNTS FOR PAYMENT MAY 2025					
Description	Supplier	Minute Number	Net Total (ex VAT)	Vat	Total (inc VAT)
Contractor	DJM Gardening and Groundwork Solutions		£3,102.47		£3,102.47
Maintenance Contract	Bartlett		£432.00	£86.40	£518.40
Website Hosting	Kernowtek		£10.00		£10.00
Grant	Illogan Sparnon Silver Band	FC25/04/13.2	£500.00		£500.00
Grant	Illogan Parish Fair	FC25/04/14.2	£500.00		£500.00
Independent Internal Audit	Barbara Gorau	FC25/01/28.2	£500.00		£500.00
Grass cutting and tree works	Greens Grounds and Trees		£648.54	£129.71	£778.25
Salaries, Tax and NIC	All employees		£5,289.33		£5,289.33
Out of Hours Call Handling	Phoneta		£36.06	£7.21	£43.27
Stationery	Complete		£66.81	£13.36	£80.17
Replacement transmitter and labour for door opener	Duchy Alarms		£165.90	£33.18	£199.08
Cleaning, opening community room and clearing drains	X-treme Clean		£1,573.00	£314.60	£1,887.60
Expenses	Emma James		£44.55		£44.55
Bank charges	Unity Trust		£10.50		£10.50
Internet	BT		£43.86	£8.77	£52.63
Water and sewerage for Illogan Park	Source for Business		£80.85		£80.85
	TOTAL		£13,003.87	£593.23	£13,597.10