Clerk: Mrs Sarah Rimell

Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG

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DRAFT Minutes

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.

DRAFT Minutes of the Full Council Meeting held in Illogan Parish Council Community Office, Trevelyan Road, Illogan on Wednesday 20th May at 7.00pm.

PRESENT:

Councillors Gary Cullimore (Chairman), Dave Crabtree (Vice Chairman), Anne Edwards, David Ekinsmyth, Graham Ford, Paul Holmes, Tara O'Donnell, Jean Pollock, Lee Simmons, Suzanne Simmons, Stefan Szoka and Maggie Thompson.

IN ATTENDANCE:

Mrs Sarah Rimell, Clerk; Miss Charlotte Greenall, Assistant to the Clerk;

The Chairman explained the safety procedures.

FC26/05/1 TO ELECT A CHAIRMAN OF THE COUNCIL FOR THE MUNICIPAL YEAR 2026/2027 AND THE CHAIRMAN TO SIGN THE DECLARATION OF ACCEPTANCE OF OFFICE.

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FC26/05/1.2 It was proposed by Councillor Ford, seconded by Councillor Mrs O'Donnell and **RESOLVED to elect to elect Councillor Cullimore as Chairman of the Council for the municipal year 2026/2027 and the Chairman to sign the Declaration of Acceptance of Office.**

On a vote being taken the matter was approved unanimously.

FC26/05/2 TO APPOINT A VICE CHAIRMAN OF THE COUNCIL FOR THE MUNICIPAL YEAR 2026/2027.

FC26/05/2.2 It was proposed by Councillor Cullimore, seconded by Councillor Mrs O'Donnell and **RESOLVED to elect to elect Councillor Crabtree as Vice Chairman of the Council for the municipal year 2026/2027.**

On a vote being taken the matter was approved unanimously.

FC26/05/3 CHAIRMAN'S WELCOME

The Chairman welcomed and thanked everyone for coming. He then thanked everyone for his re-election for the second term and that he was appreciative and honoured.

FC26/05/4 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE AND AGREE ANY FUTURE ACTIONS

Apologies were received from Councillor Miss J Simmons

FC26/05/4.2 It was proposed by Councillor Crabtree, seconded by Councillor Cullimore and **RESOLVED to accept apologies from Councillor Miss J Simmons.**

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On a vote being taken the matter was approved unanimously.

FC26/05/5 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.

FC26/05/6 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

FC26/05/7 PUBLIC PARTICIPATION ON ITEMS ON THE AGENDA

There was no public present at the meeting.

FC26/05/8 CHAIRMAN'S ANNOUNCEMENTS

The Chairman announced that to mark David and Jean Gleeson many years' work and leadership in addressing the Churchyard, they have received the following acknowledgements over the last 12 months: A RHS Certificate LEVEL 5 (the top grade) for the benefit of their community, and from BBC Radio Cornwall in the wake of that "making the difference in your community". That in turn generated an honourable mention with photo in a succeeding Truro Diocesan Newsletter.

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FC26/05/9 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 15th APRIL 2026 AND THE CHAIRMAN TO SIGN THEM

FC26/05/9.2 It was proposed by Councillor Mrs O'Donnell, seconded by Councillor L Simmons and **RESOLVED to receive and approve the minutes of the Full Council Meeting held on the 15th April and the Chairman to sign them.**

On a vote being taken the matter there were 11 votes FOR.

FC26/05/10 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

FC26/04/9.2 - The contract for mobile catering in Illogan Park has been drafted and will be considered at the June Full Council meeting, as it was felt that this agenda was already too full.

FC26/04/19.2 - Further investigations into the display of historic pictures in the community room are ongoing.

FC26/04/20.2 - Reports regarding the changing facilities and infrastructure in Illogan Park will be considered at the June Full Council meeting, as it was felt that this agenda was already too full.

FC26/04/33.2 - Updates to the CCTV in Illogan Park have been completed.

FC26/05/11 TO RECEIVE THE DELEGATED DECISIONS REGISTER SINCE THE LAST MEETINGS, RATIFY ALL DECISIONS MADE AND AGREE ANY FUTURE ACTIONS

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FC26/05/11.2 It was proposed by Councillor Mrs O'Donnell, seconded by Councillor Crabtree and **RESOLVED to receive the Delegated Decisions Register and ratify all decisions made.**

On a vote being taken the matter was approved unanimously

FC26/05/12 TO RECEIVE REPORTS ON THE PAYMENTS, RECEIPTS AND BANK RECONCILIATIONS FOR THE MONTH OF APRIL 2026 AND AGREE ANY FUTURE ACTIONS

FC26/05/12.2 It was proposed by Councillor Crabtree, seconded by Councillor Mrs O'Donnell and **RESOLVED to receive the reports of the payments, receipts and bank reconciliation for the month of April 2026.**

On a vote being taken the matter was approved unanimously.

FC26/05/13 TO RATIFY THE CARD PAYMENTS FOR THE MONTH OF APRIL 2026 AND AGREE ANY FUTURE ACTIONS

FC26/05/13.2 It was proposed by Councillor Crabtree, seconded by Councillor Mrs O'Donnell and **RESOLVED to ratify the card payments for the month of April 2026.**

On a vote being taken the matter was approved unanimously.

FC26/05/14 TO AUTHORISE PAYMENT OF ACCOUNTS FOR THE MONTH OF MAY 2026 AND AGREE ANY FUTURE ACTIONS (UP TO DATE LIST TO BE TABLED AT THE MEETING)

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FC26/05/14.2 It was proposed by Councillor Crabtree, seconded by Councillor Ekinsmyth and **RESOLVED to authorise the payment of accounts for the month of May 2026 in the sum of £18,555.90.**

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

FC26/05/15 TO RECEIVE AN UPDATE ON THE MSAS UNITS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

Councillor Mrs O'Donell complimented the Council Officers on the MSAS report.

FC26/05/16 TO RECEIVE AND APPROVE THE FINANCIAL REGULATIONS AND AGREE ANY FUTURE ACTIONS

FC26/05/16.2 It was proposed by Councillor Crabtree, seconded by Councillor Ford and **RESOLVED to receive and approve the financial regulations.**

On a vote being taken the matter was approved unanimously.

FC26/05/17 TO RECEIVE AND APPROVE THE STANDING ORDERS AND AGREE ANY FUTURE ACTIONS

FC26/05/17.2 It was proposed by Councillor Ford, seconded by Councillor Crabtree and **RESOLVED to receive and approve the standing orders.**

On a vote being taken the matter was approved unanimously.

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FC26/05/18 TO RECEIVE AND APPROVE THE DRAFT ANNUAL REPORT FOR 2025/2026 AND AGREE ANY FUTURE ACTIONS

Councillor Mrs O'Donell complimented the Annual Report noting it was well laid out, informative and interesting.

FC26/05/18.2 It was proposed by Councillor Holmes, seconded by Councillor Mrs O'Donnell and **RESOLVED to receive and approve the draft report 2025/2026.**

On a vote being taken the matter was approved unanimously.

FC26/05/19 TO REVIEW AND APPROVE CURRENT COMMITTEES, CONSIDER APPOINTMENT OF ANY NEW COMMITTEES FOR THE 2026/2027 MUNICIPAL YEAR AND AGREE ANY FUTURE ACTIONS

FC26/05/19.2 It was proposed by Councillor Crabtree, seconded by Councillor L Simmons and **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 9 members
- Governance Review Committee – max 9 members
- Staffing Committee – max 5 members

On a vote being taken the matter was approved unanimously.

FC26/05/20 TO REVIEW AND APPROVE THE TERMS OF REFERENCE FOR ALL COMMITTEES, INCLUDING THE NUMBER OF MEMBERS ON EACH

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COMMITTEE FOR THE 2026/2027 MUNICIPAL YEAR AND AGREE ANY FUTURE ACTIONS

FC26/05/21.2 It was proposed by Councillor Crabtree, seconded by Councillor Ford and **RESOLVED to that there are no changes to the Terms of Reference for all standing committees.**

On a vote being taken the matter was approved unanimously.

FC26/05/21 TO APPOINT MEMBERS TO COMMITTEES FOR THE 2026/2027 MUNICIPAL YEAR AND AGREE ANY FUTURE ACTIONS

FC26/05/21.2 It was proposed by Councillor Crabtree, seconded by Councillor Mrs Edwards and **RESOLVED to that the standing committees will be made up of the following members:**

- Climate, Environment and Planning Committee – Councillors Crabtree, Cullimore, Ekinsmyth, Ford, Mrs O'Donnell, L Simmons, Mrs S Simmons, Szoka and Mrs Thompson.
- Finances, Resources and Projects Committee – Councillors Crabtree, Cullimore, Ekinsmyth, Ford, Miss J Simmons, L Simmons, Mrs Thompson.
- Governance Committee – Councillors Crabtree, Mrs Edwards, Ford, Holmes, Miss Pollock, Mrs Thompson.
- Staffing Committee – Councillors Cullimore, Mrs Edwards, Ekinsmyth, Ford, Mrs O'Donnell.
- Events – Cullimore, Mrs Edwards, Ekinsmyth, Ford, Mrs S Simmons, Mrs Thompson.

On a vote being taken the matter was approved unanimously.

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FC26/05/22 TO ELECT A CHAIRMAN OF THE FINANCES, RESOURCES AND PROJECTS COMMITTEE FOR THE 2026/2027 MUNICIPAL YEAR

Councillors Crabtree and Miss J Simmons were both proposed and seconded for Chairman of Finances, Resources and Projects. A written ballot was held between Councillors Crabtree and Councillor Miss J Simmons and Miss J Simmons received the least number of votes and was struck off.

Therefore:

FC26/05/22.2 It was proposed by Councillor Cullimore, seconded by Councillor Mrs O'Donnell and **RESOLVED to elect Councillor Crabtree as Chairman of the Finance, Resources and Projects Committee for the 2026/2027 municipal year.**

On a vote being taken the matter was approved unanimously.

FC26/05/23 TO CONFIRM THE BANK MANDATE AND APPOINT SIGNATORIES FOR THE 2026/2027 MUNICIPAL YEAR AND AGREE ANY FUTURE ACTIONS

FC26/05/23.2 It was proposed by Councillor Ford, seconded by Councillor Mrs O'Donnell and **RESOLVED to appoint the Clerk, Chairman and Vice Chairman of the Council and Councillor Ekinsmyth as bank signatories for the current account the 2026/2027 municipal year.**

On a vote being taken the matter was approved unanimously.

FC26/05/24 TO CONSIDER SUBSCRIPTIONS FALLING TO BE PAID ANNUALLY AND AGREE ANY FUTURE ACTIONS

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FC26/05/24.2 It was proposed by Councillor Holmes, seconded by Councillor Crabtree and **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.

FC26/05/25 TO RENEW THE APPROVAL FOR USE OF VARIABLE DIRECT DEBITS FOR UTILITY SUPPLIES AND AGREE ANY FUTURE ACTIONS

FC26/05/25.2 It was proposed by Councillor Crabtree, seconded by Councillor Mrs O'Donnell and **RESOLVED to renew the approval for the use of variable direct debits to the following suppliers:**

- Card
- BT
- South West Water (Source for Business)
- Octopus Energy
- Piran Technologies – 0365 licenses

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- Unity Trust
- ICO
- Nest
- 1st Office

On a vote being taken the matter was approved unanimously.

FC26/05/26 TO REVIEW REPRESENTATION ON OR WORK WITH EXTERNAL BODIES FOR THE 2026/2027 MUNICIPAL YEAR AND ARRANGEMENTS FOR REPORTING BACK AND AGREE ANY FUTURE ACTIONS

FC26/05/26.2 It was proposed by Councillor Cullimore, seconded by Councillor L Simmons and **RESOLVED that the following Councillors will be representatives for the following outside bodies:**

- Cornwall Association of Local Councils (CALC) – Councillor Crabtree & Ekinsmyth
- Illogan Village Hall Management Committee – Councillors Miss J Simmons & Mrs S Simmons
- Police Liaison Group – Councillors Crabtree & Mrs O'Donnell
- South Crofty Mine Liaison Group – Councillors L Simmons & Mrs Thompson
- North Kerrier and East Penwith Community Area Partnership – Councillors Crabtree & Ekinsmyth
- Harris Mill Village Hall Committee – Councillor Mrs Edwards

On a vote being taken the matter was approved unanimously.

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FC26/05/27 TO RECEIVE CORRESPONDENCE FROM CORNWALL COUNCIL REGARDING A POTENTIAL ALLOTMENT SITE, CONSIDER WHETHER THE COUNCIL WISHES TO PROGRESS FURTHER INVESTIGATIONS AND AGREE ANY FUTURE ACTIONS

Members agreed that allotments were a positive initiative and should be pursued, particularly considering potential future food scarcity issues. However, concerns were raised regarding the suitability of the proposed site due to its location outside the village, the need to cross a busy road to access the area on foot, limited parking availability, and the current road infrastructure, which consists of a single access road that may not support additional traffic.

Further discussion took place regarding the financial feasibility of the project, including both the initial setup costs and the associated Council Officer time required. Members also questioned whether there was sufficient public interest in allotments and suggested that this could be investigated further. It was agreed that allotments should remain a regular agenda item for future meetings.

FC26/05/27.2 It was proposed by Councillor Holmes, seconded by Councillor Miss Pollock and **RESOLVED to continue to investigate this site for allotments.**

On a vote being taken the matter there were 4 votes FOR and 8 votes AGAINST

FC26/05/27.3 It was proposed by Councillor Ford, seconded by Councillor L Simmons and **RESOLVED to not to proceed with this site for allotments.**

On a vote being taken the matter there were 8 votes FOR and 4 votes AGAINST

FC26/05/28 TO RECEIVE CORRESPONDENCE FROM CORNWALL COUNCIL ON THE ENHANCED LOCAL MAINTENANCE PARTNERSHIP (LMP)

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GRANTS, CONSIDER WHETHER TO APPLY FOR A GRANT AND AGREE ANY FUTURE ACTIONS

FC26/05/28.2 It was proposed by Councillor Mrs O'Donnell, seconded by Councillor Crabtree and **RESOLVED to apply for the grant for the footpath between Penwartha to Paynters Lane.**

On a vote being taken the matter was approved unanimously.

FC26/05/29 TO RECEIVE THE CORNWALL COUNCIL CORNISH LANGUAGE STRATEGY CONSULTATION, AGREE A RESPONSE AND ANY FUTURE ACTIONS

FC26/05/29.2 It was proposed by Councillor Mrs O'Donnell, seconded by Councillor Mrs S Simmons and **RESOLVED to receive the Cornwall Council Cornish language Strategy Consultation.**

On a vote being taken the matter there were 11 votes FOR.

FC26/05/30 TO CONSIDER MANAGEMENT, MAINTENANCE AND FUTURE DEVELOPMENTS IN ILLOGAN PARK AND OTHER PARISH FACILITIES, AGREE ANY APPROPRIATE ACTIONS AND ANY ASSOCIATED EXPENDITURE

The DDA Roundabout has been repaired under warranty. Movement beneath the unit had altered the shape of the base, causing the roundabout to rub and catch, which prevented it from turning correctly. The roundabout was fully removed, the base was reshaped, and the unit was reinstalled. To prevent any future movement or deformation, the base was concreted in rather than installed using the standard aggregate method.

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Wicksteed has agreed to replace the rear section of the skier due to several ongoing issues and previous repairs. We are currently awaiting confirmation of a date for them to attend site.

FC26/05/31 TO RECEIVE A REPORT FROM COUNCIL OFFICERS INCLUDING HEALTH AND SAFETY, AGREE FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

It was agreed that there will be two Full Council meetings in June on the 10th and 17th due to the long agenda.

It was agreed that Councillors Crabtree and Mrs O'Donnell will attend the West Sub Area Planning Meeting to talk regarding Little Trengale.

FC26/05/31.2 It was proposed by Councillor Cullimore, seconded by Councillor L Simmons and **RESOLVED to gift the spare noticeboard to the Old School Centre.**

On a vote being taken the matter was approved unanimously.

FC26/05/32 TO RECEIVE CORRESPONDENCE FROM THE 8TH APRIL 2026 UNTIL THE 12TH MAY 2026, AGREEANY APPROPRIATE RESPONSES AND ANY FUTURE ACTIONS

There was no correspondence.

FC26/05/33 TO RECEIVE A 2-MINUTE UPDATE FROM COMMITTEE CHAIRMEN AND NOTE THE MINUTES OF THE COMMUNITY EVENTS COMMITTEE MEETINGS HELD ON THE 14TH APRIL AND 5TH MAY 2026.

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The Committee Chairman noted the positive well attended meetings. They explained that a representative of RBL was working with the Events Committee regarding Remembrance with a discussion about the location of the Remembrance Day parade. The Committee Chairman also noted both the Fun Day is taking shape and its full steam ahead for the Christmas events.

FC26/05/34 TO RECEIVE A 2-MINUTE UPDATE FROM COMMITTEE CHAIRMEN AND NOTE THE MINUTES OF THE CLIMATE, ENVIRONMENT AND PLANNING COMMITTEE MEETINGS HELD ON THE 15TH APRIL AND 6TH MAY 2026.

The Committee Chairman thanked the Councillors who have done the recent planning applications.

FC26/05/35 TO RECEIVE A 2-MINUTE UPDATE FROM COMMITTEE CHAIRMEN AND NOTE THE MINUTES OF THE FINANCE RESOURCES AND PROJECTS COMMITTEE MEETING HELD ON THE 22ND APRIL 2026.

The Committee Chairman discussed the main item in the meetings which was appointing a tender for an accessible website. They explained there were several interesting tenders with very different prices. The Committee Chairman explained the Committee wanted to promote a local Cornwall business at a competitive price and subsequently Cornish based SeaDog has been appointed.

FC26/05/36 TO RECEIVE A 2-MINUTE UPDATE FROM COMMITTEE CHAIRMEN AND NOTE THE MINUTES OF THE GOVERNANCE REVIEW COMMITTEE MEETING HELD ON THE 29TH APRIL 2026.

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The Committee Chairman noted the interesting meeting with noted improved effectiveness and enthusiasm of the Council.

FC26/05/37 TO RECEIVE A 2-MINUTE UPDATE FROM THE COUNCIL REPRESENTATIVE ON OUTSIDE BODIES INCLUDING THE POLICE LIAISON COMMITTEE AND ON COUNCILLORS WHO HAVE ATTENDED TRAINING COURSES OR CONFERENCES

Councillor Mrs O'Donnell reported that the new Major has been appointed at Camborne.

Councillor Crabtree discussed the extra CAP meeting, noting the absence of the Cornwall Councillors in which ongoing discussions around Heartlands and current negotiations with National Trust. Councillor Crabtree also noted that the play area would be closing for maintenance, and the soft play is under discussion. Councillor Crabtree explained that the National Trust would be taking on all three sites of Heartlands including the main site institute and the car park with the intention for the car park to be made free for National Trust members.

FC26/05/38 TO CONSIDER ITEMS TO BE DISCUSSED AT FUTURE MEETINGS; AGREE WHERE TO DISCUSS AND TIMESCALES

Members requested agenda items on allotments, Cornish translations under pictures in the Community room and the general power of competence.

FC26/05/39 DATE & TIME OF NEXT MEETING

The next meetings will be held on Wednesday 10th June and Wednesday 17th June at 7.00pm in Illogan Parish Council Community Office.

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There being no further business the meeting closed at 8.33pm.

Signed ……

Date ……

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ACCOUNTS FOR PAYMENT MAY 2026					
Description	**Supplier**	**Minute Number**	**Net Total (ex VAT)**	**Vat**	**Total (inc VAT)**
Officer Training	CALC		£70.00	£14.00	£84.00
Contractor	DJM Gardening and Groundwork Solutions		£2,626.00		£2,626.00
Legionella Support - May	Churchill Environmental Services		£102.30	£20.46	£122.76
Out of hours call handling	Phoneta		£39.22	£7.84	£47.06
Webhosting	KernowTek		£10.00		£10.00
Bin Emptying	Biffa		£87.30	£17.46	£104.76
Expenses	Emma James		£19.80		£19.80
Salaries	All employees		£4,794.88		£4,794.88
Door closer kits	Healthmatic		£106.48	£21.30	£127.78
DSE & Office Efficiency Assessments	Pennington Health	SC26/03/10.2	£720.00		£720.00
IT Support & Licencing	Piran Tech		£51.20	£10.24	£61.44
Grass cutting, decompaction, tree works, verge cutting	Greens Grounds and Trees		£1,881.49	£376.30	£2,257.79
CCTV updates	Microcomms	FC26/04/33.2	£2,391.06	£478.21	£2,869.27
Cleaning and Community Room Opening	X-treme Clean		£2,022.50	£404.50	£2,427.00
Stationary	Office Smart		£18.39	£3.68	£22.07
Annual Play Inspection	Rospa		£218.00	£43.60	£261.60
50% payment for website	SeaDogIT	FR26/04/9.2	£1,125.00	£225.00	£1,350.00
Expenses	Charlotte Greenall		£161.72		£161.72
Bank Charges	Unity Trust		£13.45		£13.45
Electricity for Changing Rooms	Octopus		£102.84	£5.14	£107.98
Electricity for Office	Octopus		£1.21	-£17.21	-£16.00
Internet	BT		£47.58	£9.52	£57.10
Pension Contributions	Nest		£310.28		£310.28
IT Licences	Croft		£12.63	£2.53	£15.16
		1666			
	TOTAL		**£16,933.33**	**£1,622.57**	**£18,555.90**