

PROBUS PARISH COUNCIL

CLERK: Mrs A Kendall, Foxleigh, Treviglas Lane, Probus, Truro, TR2 4LH
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14th May 2018

To members of the Council

You are hereby summoned to attend the Annual Meeting of Probus Parish Council at the Probus Village Hall on Monday 21st May 2018 commencing at 7.30 p.m. for the purpose of transacting the following business.

...A Kendall..... **A Kendall** Clerk to the Council.

Prayer

1. Election of Chairman
2. To receive the Chairman's Declaration of Acceptance of Office or, if the Chairman is not present, to resolve that such Declaration be made at or before the next Ordinary Meeting of the Council.
3. Election of Vice Chairman.
4. To receive the Vice-Chairman's Declaration of Acceptance of Office or, if the Vice Chairman is not present, to resolve that such Declaration be made at or before the next Ordinary Meeting of the Council.
5. Declarations of Interest Register both pecuniary and non-pecuniary under the Code of Conduct (to consider if any changes to Declaration of Interest form and declare interests on agenda items).
6. Apologies for Absence.
7. Public Participation (15 mins)
8. To appoint representatives to outside bodies: Playing Field Committee, Village Hall Committee, Inter-school Link, Roseland Community Network Rep, Police Liaison Rep. Poor Trust and Exhibition Fund.
9. To appoint Committees, if required, (burial board, planning committee and staffing committee)
10. To confirm the minutes of the meetings of 16th April 2018 (ordinary).
11. Matters arising (report only)
 - a) 17/157- Clock, working, alarm clock bought and installed.
 - b) 17/175, 18/038a & 18/084- update on grave topping up; all graves topped up and re-turfed & Cllr Champion to update on planting of small trees.
 - c) 17/196- Playing Field Constitution, Cllr Hull still to forward minutes of playing field to Clerk.
 - d) 17/202 - Cllrs to update on footpaths walked and which need cutting.
 - e) 17/223- Playing Field hedge- to obtain quotes July for September cutting.
 - f) 17/237a- Skate Ramp noise- update from Cllr Gillard.
 - g) 17/253- Speed sign- fitted, although in Fore Street due to no other suitable post.
 - h) 18/050- WW1 Memorial Bench- received and securely stored.
 - i) 18/055- Defibrillator notices- update from Cllr Budden.
 - j) 18/057- additional streetlight for Treviglas Lane- fitted.

- k) 18/059- Treviglas Lane/Fore Street Bus Shelter, repair scheduled for May.
 - l) 18/054- FOI request made by Cllr Maskill- information is confidential therefore Cornwall Council will not release (commercially sensitive)
 - m) 18/080- Footpath through allotments- on October agenda for Tredenham Charity Land.
 - n) 18/081- Trailer removed from car park.
 - o) 18/082- contacted Ladies Group but no response at the despatch of the agenda.
12. Parish Council Insurance- to review Insurance against Asset Register and approve renewal (enc).
 13. Cornwall Councillor's report to Council.
 14. To resolve co-option against vacancy- casual vacancy notice displayed.
 15. To approve Annual Governance Statement to 31st March 2018- to consider all statements and resolve approval.
 16. To approve Annual Accounts to 31st March 2018- (Internal Control checks completed).
 17. Village Hall- update report.
 18. WW1 A Nation's Tribute- to agree wording for brass plaque & slate plaque, update on meeting with Ed Faull, to consider recommendations from Working Group.
 19. Play Area- to consider comparison sheet (enc).
 20. Risk Assessments- to note play area risk assessments for April, and to approve any remedial actions (if any)- clear risk assessments and to note chain link fence repair.
 21. GDPR- this becomes law on 25th May 2018, to resolve Probus Parish Council is the Data Controller and to consider whether to delegate those Powers to a Committee (who will need to undertake a regular Data Audit) and all matters relating to Data Protection & Data Breaches are delegated to the Clerk, to review and approve Data Audit Schedule, to review and adopt Data Protection Policy, Privacy Notice, Data Breach Policy, Data Subject Access Request Policy (enc), to consider Parish Council emails for all Councillors to avoid data breaches & back-up of files to VisionICT (website provider).
 22. Holy Well- to consider & resolve re-instatement of Holy Well.
 23. Mobile speed sign- to consider and approve assoc. expenditure (if agreed) of 3 additional posts, 3 additional solar panels and blue tooth enabled laptop.
 24. Defibrillator – to consider purchase of additional and to approve assoc. expenditure (if agreed).
 25. Wild area in the Play Area- to consider removal/ making smaller (moving away from fence line) and re-securing fence posts as loose, to approve assoc. expenditure (if any).
 26. Finance.
 - a. To receive the financial statement of accounts for the year to date and to approve payments.
 - b. To note EDF contracts changed to a 3 year contract reducing Standing Charge to 25p per day (MUGA, Toilets & Unmetered).
 - c. Tenders- to agree whether to be opened in advance of meeting (Clerk & Cllr, and a spec. sheet prepared or to be opened at the meeting).
 27. Correspondence before despatch of the Agenda
 - a. Reply regarding Cemetery trees.
 - b. *Urgent* correspondence received after the despatch of the agenda.
 28. Items for Next Agenda.
 29. The next Ordinary Meeting of The Parish Council will be 18th June 2018 7.30pm in the Village Hall