

# PROBUS PARISH COUNCIL

CLERK: Mrs A Kendall, Foxleigh, Treviglas Lane, Probus, Truro, TR2 4LH  
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## **Minutes of the Ordinary Meeting of Probus Parish Council held on Monday 16<sup>th</sup> March 2020 in the Probus Village Hall commencing at 7.30pm.**

**Members Present:** Cllrs Gillard, Goldsworthy, Maskill, Dalton, Sutherland, Deards & Saunders-Fern.  
Cornwall Cllr Egerton.

### **20/047 Apologies for Absence.**

Cllrs Blayney & Budden; absent Cllr Faull.

### **20/048 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).**

Cllr Maskill declared a non-registerable interest in Playing Field & Village Hall (committee member).

Cllr Saunders-Fern declared a non-registerable interest in Playing Field (committee member).

Cllr Goldsworthy declared a non-registerable interest in Village Hall (committee member)

Cllr Gillard declared a non-registerable interest in Village Hall (partner Chairman).

### **20/049 Public Participation.**

Resident read out post from social media regarding dog poo at Lamellyn, query if a bin could be erected. Cllr Goldsworthy reported increase in dog poo on path between Village Hall & Gwell-an-Nans, this has been reported to Cornwall Council. Chairman stated he would be keen to see a group of people getting together and pooling knowledge and come to the Parish Council with recommendations. Cllr Goldsworthy recommended contacting the people who had made adverse comments on social media and see if they would be interested in forming a group. Resident stated would be happy to pick up later, but too bust at the moment, Cllr Goldsworthy stated he is happy to take the lead to help get the group started.

Dangerous driving reported on Cullen View, this has been reported to the police and the driver has allegedly received a visit.

Resident stated that NDP is beneficial, and would like to see some areas protected.

### **20/050 Police report.**

Police report for January 2020; 2 crimes recorded, 1 burglary Chapel Street and 1 drugs Tregony Road.

PC James Hosking has also updated on Speedwatch; this has been approved and he is hoping training will take place in the next couple of months. Training

has changed from a 2 hour 'in person' session to online. Also youths outside Hair4U reported to police; PCSO is going to make a visit to the school.

**20/051 To confirm the minutes of the meeting of 24<sup>th</sup> February 2020 & 5<sup>th</sup> March 2020.**

The minutes of the ordinary meetings held on 24<sup>th</sup> February 2020 & 5<sup>th</sup> March 2020 were declared as correct by Councillor Deards and seconded by Councillor Maskill, all agreed; the Chairman signed them as a correct record.

The above was duly **resolved**.

**20/052 Matters Arising**

- a) 19/036- Well refurbishment -Cllr Faull to notify Clerk when quote received, for refurbishment in October, no further update.
- b) 19/128- Car park painting waiting for date (weather dependent), Clerk has spoken to contractor who has confirmed we are still on his list but has never known the weather to be so wet & update on repair of pot holes.
- c) 19/185 – Bee-Eco; work ongoing- they are aware this is outstanding and it is a priority once weather improves.
- d) 19/215- Update regarding repair to Site Office following damage; assessment taken place now waiting for repair.
- e) 19/234- FPN training, no new date set for training at the present time.
- f) 20/037- Request for additional post box in centre of the Village refused; Royal Mail state 3 post boxes are adequate for the size of the Village. Ongoing as further representations made, reopened case, waiting for update.
- g) 20/038- Outside Kirkstall, Fore Street- weeds in drains; Highways have confirmed they will clear.
- h) 20/040 –Co-option, application withdrawn, no further applications.

**20/053 Cornwall Councillor's report to Council.**

Cllr Egerton reported on coronavirus, information changing daily. CC are cutting back on all meetings still waiting for lead from Central Government on statutory meetings.

Locally, new bus timetable starting at the end of the month and Park and Ride opening until 9.30pm

**20/054 Finance.**

- a) To receive the financial statement of accounts for the year to date, budget sheet and to approve payments.  
Payments schedule circulated to members totalling £4178.15 for March, monthly forecast sheet against projected and expenditure to budget.

DD- 28 Feb	EDF- Toilets	£10.00
DD- 28 Feb	EDF- MUGA	£34.00
2693	Play inspections & repairs	£170.00
2694	Probus Village Hall- rent	£96.00
2695	Kernowek Gardeners Ltd- grass cutting	£720.00

2696	SWW- toilets	£13.81
2697	VisionICT- hosted emails	£216.00
2698	phone & postage	£46.36
2699-2702	Staff salaries, expenses & pension	£2,196.74
DD- 28 Mar	EDF-Toilets	£10.00
DD-28 Mar	EDF-MUGA	£34.00
2703	Cornwall Council- Business rates	£631.24
	<b>TOTAL</b>	<b>£4,178.15</b>

Proposal by Cllr Goldsworthy to approve all payments, seconded Cllr Deards, carried.

The above was duly **resolved**. Expenditure to budget, bank reconciliation and monthly forecast noted.

Clerk advised members Internal Audit booked for 7<sup>th</sup> April.

- b) To consider and resolve ear-marked reserves and general reserves.

VE Day celebrations cancelled, committee hoping to do something around VJ Day, Clerk's recommendation this 'pot' is renamed to VJ Day.

Proposal by Cllr Deards, to approve change of name, seconded Cllr Sutherland, carried.

The above was duly **resolved**.

Remaining ear-marked reserves went through, proposal by Cllr Gillard to re-allocate £300 from WW1 to Playing Field plans and close WW1, and to confirm ear-marked reserves of £37,673.32 seconded Cllr Maskill, carried.

The above was duly **resolved**.

- c) Probus Magazine- request for increase in grant approved at the last meeting from £500 to £1000, members to consider and resolve, if approved to consider & resolve to earmark additional £500 requested from general grants budget 2019/20.

Discussion took place regarding financial shortfall, it was explained there are more houses in the Village so increase printing costs and they don't wish to increase advertising costs.

Proposal by Cllr Maskill to approve additional £500 grant to Probus News to earmark additional £500 requested from general grants budget 2019/20, seconded Cllr Sutherland, carried.

The above was duly **resolved**. *Ear-marked increased to £38,173.32*

- d) Cornwall Air Ambulance-request for grant, to consider and resolve, to approve assoc. expenditure (if any).

Proposal by Cllr Maskill, to approve grant of £100 to ear-mark from 2019/20 grants budget, seconded Cllr Saunders-Fern, carried.

The above was duly **resolved**. *Ear-mark increased to £38,273.32.*

## 20/055 Village Hall- update report.

Cllr Goldsworthy and Cllr Maskill attended the village hall committee meeting

held on 11<sup>th</sup> March 2020.

The Parish Council have offered to include a request for costings for CCTV to protect the Village Hall when they obtain a price for a replacement for the CCTV at the MUGA. We will need to cover the front door, main hall door and windows along those sides.

The light that was near the car park entrance, adjacent to the electrical unit, has been removed. Could this be replaced?

This was not a Parish Council light.

Rental income in February was £2,572, an increase of £403 over the figure for 2019. Concerns over Covid 19 have led to Cornwall Chess Club cancelling all meetings, the Bowel Cancer Group have also cancelled. The Village Hall Committee must expect financial difficulties if the level of cancellations escalates.

The Treasurer reported that the bank balance on 11<sup>th</sup> March 2020 was £4,800. In certain weather conditions there is evidence of roof leaks in three places. Roofers will be contacted for advice on repairs.

The committee meeting in April will be a virtual meeting. The AGM will be postponed, initially to May, with a review of the Covid 19 situation before that date.

**20/056 Playing Field- update report.**

Meeting scheduled for 23<sup>rd</sup> March, although this may now need to be cancelled due to Covid 19.

Cllr Maskill to request written report. Chairman stated he is concerned how the Playing Field Committee runs, and how the groups are not being more forthcoming in agreeing to meet.

**20/057 Risk Assessments- to note play area risk assessments for February, to consider and resolve, approve assoc. expenditure (if any).**

No issues- noted. Annual inspection booked for April.

**20/058 Highway Issues- to consider any issues and update from Cllr Budden on feasibility study and any update from site meeting; to consider and resolve, to approve any assoc. expenditure (if any).**

The Chairman reported that the review at Denas Water Junction will be taking place, not part of Community Network panel funding. Community Network panel have come back asking for next items PC require, which is permanent VAR and rumble strips taken from list previously agreed.

**20/059 Neighbourhood Development Plan- to consider and resolve progressing, if progressing to consider Steering Group and Terms of Reference.**

The Chairman went over NDP, information previously circulated.

The Chairman stated he is happy to take a lead, along with other Cllrs.

Discussion took place. First steps would be to form a Steering Group.

Proposal by Cllr Gillard to go forward with the production of NDP with £6,000 in ear-marked and the application of a grant and approve Terms of Reference as circulated, seconded Cllr Dalton, carried with 1 abstention.

The above was duly **resolved**.

**20/060 Climate Emergency- ideas from Working Group for consideration, to resolve actions (if any) and approve any assoc. expenditure.**

Cllr Dalton has been in contact with a group, there is a grant available from Clean Cornwall. Cllr Dalton would ideally like to set up a group and see what the take up is with parishioners. Ideally the group would bring recommendations. Proposal by Cllr Dalton to place an article in the magazine to set up a group and to apply for a grant, and for the Parish Council to ear-mark funds for room hire in the future, seconded Cllr Deards, carried. Cllr Dalton & Clerk to submit grant application.

The above was duly **resolved**.

**20/061 Signage for Village- report back from Cllr Gillard, to consider and resolve, to approve assoc. expenditure (if any).**

Defer to next meeting.

**20/062 Seats for Village, to consider and approve recommendation for seating in open spaces to consider seating in bus shelters, to approve assoc. expenditure (if any).**

Information regarding seating in bus shelters circ. with meeting papers. Discussion took place, regarding losing standing area, anti-social behaviour, and the buses are reliable.

Proposal by Cllr Dalton not to proceed at this time, as we need to ensure we are not creating another problem with anti-social behaviour, to review in 6 months, seconded Cllr Saunders-Fern, carried.

The above was duly **resolved**.

Cllr Deards and Clerk delegated to consult with residents regarding seating on Open Space at Bosnoweth.

**20/063 Dog Poo bags- to consider and resolve whether to provide free of charge, to approve assoc. expenditure (if any).**

Dog poo bag dispenser info. circulated with meeting papers.

Proposal by Cllr Dalton not to fund dog poo bags, seconded Cllr Deards, carried.

The above was duly **resolved**.

**20/064 Co-option policy- to consider draft, amend as necessary and resolve to adopt.**

Draft policy circulated via email prior to the meeting.

Proposal by Cllr Dalton, to adopt as circulated, seconded Cllr Gillard, carried.

The above was duly **resolved**.

*Proposal by Cllr Gillard to suspend SO 3v and extend the length of the meeting, seconded Cllr Dalton, carried.*

*The above was duly **resolved**.*

**20/065 Jubilee Lamp- report on incident; to consider, resolve and approve any assoc. expenditure (if any).**

Clerk reported the Jubilee Lamp granite had sustained damage during a road

traffic collision; this has been reported to the police log number 0170 10/03/2020.

Proposal by Cllr Dalton, to note, seconded Cllr Deards, carried.

The above was duly **resolved**.

**20/066 Clerk Appraisal- to consider and resolve date for appraisal and to resolve and delegate at least 2 members.**

Clerk reminded members they were all her line managers equally, as the Council as a corporate body was her employer.

Proposal by Cllr Gillard, Cllr Sutherland & Cllr Dalton carry out appraisal, seconded Cllr Deards, carried.

The above was duly **resolved**.

**20/067 Correspondence**

a) Newsletter from Cornwall Council re Coronavirus- circulated with meeting papers.

b) Request regarding bus shelter clean, to consider and approve assoc. expenditure (if any)- circulated with meeting papers.

Proposal by Cllr Dalton, Clerk to contact bus shelter man for advice, seconded Cllr Deards, carried.

The above was duly **resolved**.

c) Email from CALC re Coronavirus- circulated via email prior to the meeting.

d) NALC- update on Coronavirus, April meeting quorum is 4 members, Cllr Gillard, Cllr Maskill, Cllr Deards & Cllr Saunders-Fern volunteered to attend. At the April meeting business will be sign off Annual Accounts, and to to consider delegated powers to allow Council to continue with business without calling a meeting. It is hoped there will be some guidance from Central Government regarding statutory duties by this time.

**20/68 To exclude members of the Press and Public from the meeting on the grounds that it involves the likely disclosure of exempt information as defined in the Public Bodies (Admission to Meetings Act 1960) as extended by Section 100 of the LGA 1972.**

Proposal by Cllr Gillard to exclude members of the Press and Public from the meeting on the grounds that it involves the likely disclosure of exempt information as defined in the Public Bodies (Admission to Meetings Act 1960) as extended by Section 100 of the LGA 1972 whilst discussion took place, seconded Cllr Deards, carried.

The above was duly **resolved**.

**20/69 Staffing matters.**

Confidential minute attached.

**20/068 Items for the Next Agenda**

- CCTV upgrade (obtaining quotes)
- Bus Shelter refurbishment (June Agenda)

- Footpath Village Hall to Gwell-an-Nans (October Agenda)

**20/069 It was agreed the next Meeting of the Parish Council will be 20<sup>th</sup> April 2020  
7.30pm in the Village Hall.**

The meeting closed at 10.45pm.

**Chairman..... Date.....**