

PROBUS PARISH COUNCIL

CLERK: Mrs A Kendall, Foxleigh, Treviglas Lane, Probus, Truro, TR2 4LH
Telephone (01726) 883614 Email probuspc@gmail.com

Minutes of the Ordinary Meeting of Probus Parish Council held on Monday 16th October 2017 in the Probus Village Hall commencing at 7.55pm.

Members Present: Cllrs Gillard, Blayney, Sutherland, Deards, Champion, Hull, Dalton, Budden & Goldsworthy.
Cornwall Cllr Egerton.

Before the start of the meeting members held a one minute silence for David Datson, who had recently passed away and a previous long standing member on the Parish Council.

17/188 Apologies for Absence.

None

17/189 Declarations of Interest Register both pecuniary and non-pecuniary under the Code of Conduct (to receive a new Declaration of Interest form and declare interests on agenda items).

Cllrs Blayney & Goldsworthy declared a non-pecuniary interest in Village Hall (committee member).

Cllr Champion declared a non-pecuniary interest in Playing Field (committee member)

The Chairman reminded members that papers received with the agenda marked confidential must remain confidential due to commercial sensitivity.

17/190 Resignation of Tim Dart- to formally acknowledge and to resolve actions.

Mr Dart's resignation was read out to members.

Proposal by Cllr Sutherland a letter is sent to Tim thanking him for his work & consideration, seconded Cllr Deards, unanimous.

The above was duly **resolved**.

17/191 Public Participation

Mr Denyer stated the Probus News are happy to support the Parish Council in the WW1 Tribute and he would personally like to help out with the project.

Mr Denyer reported Probus Magazine owns the domain name probusvillage.com and queried whether the Parish Council would like to collaborate although they would still want the magazine to be stand alone. He also stated the 2 defibrillators, which were fitted 1 year ago, and an article placed in the magazine regarding using them had raised awareness but felt training on cardiac arrest and basic first aid would be beneficial and queried whether this is something the Parish Council could fund; Clerk stated if members agreed it was something the Parish Council could fund, to place on next agenda.

17/192 To confirm the minutes of the meeting of 18th September 2017.

The minutes of the ordinary meeting held on 18th September 2017 were declared as correct by Councillor Deards and seconded by Councillor Goldsworthy all agreed; the Chairman signed them as a correct record.

17/193 Matters Arising

- a) 17/127- Play inspection repairs- all completed.
- b) 17/157- Clock- completed- members reported it had stopped again- Clerk to report.
- c) 17/014- Weed killing, Village completed, including Car Park.
- d) 17/142- Speed sign- still to do, will need to be placed on further agenda as budget allocated is not enough, members to consider what they require the sign to achieve.
- e) 17/148- Cemetery Deeds- Deeds located (Cornwall Records Office) certified copies obtained, have contacted solicitor for a quote to complete registration with Land Registry, quote is £450 plus registration fee.
- f) 17/170- Thank you letter to Village Hall sent, authorised our hedge cutter to cut brambles back opposite as a private hedge and does not infringe the Highway or Public Footpath, to take place week commencing 30th October.
- g) 17/171- Mr Smith informed regarding grant and constitution. Western Power informed regarding trees, they have lodged it with Glendale who are due out this week (report at meeting if any further updates)
- h) 17/173- Repairs to public seats completed.
- i) 17/174- Valuation of assets, Philip Martin contacted on 21st September, chased on 3rd October, meeting scheduled 12th October.
- j) 17/175- Cemetery tree removal and replacement fencing due to take place this month, Cllr Champion to update on grave topping up.
- k) 17/179- waste- letter to CALC sent.
- l) 17/180- streetlights- authorised 2 communication devices and returned maintenance contract, SEC starting adoption process will update in a few weeks.
- m) PA17/182- bus shelter fascia, Handyman instructed to remove all ivy; this has been removed and the rot has spread further than previously anticipated; will be placed on a future agenda when 3 quotes obtained.
- n) 17/183- letter to resident re car park sent.
- o) 17/185c- letter regarding street trading licence sent.

17/193 Cornwall Councillor's report to Council

Cllr Egerton provided a written report. Cornwall Council are currently considering their budget, with the increase to the national living wage they are forecasting a gap of £20 million in 2-3 years' time.

Locally roadworks are taking place on A390 alongside the park and ride.

Tregony Road, past the Wainhomes site, will be closed from 6th-24th November to enable the pavement to be installed. Cllr Egerton also reported Cormac had planted the area at New Stables to prevent the grass growing.

17/194 Police Report – Sept call outs.

Report circulated with the agenda- noted. 16 Calls, 6 of these road related, 1 crime.

17/195 Village Hall- update report.

Cllr Goldsworthy reported the meeting was held on 11th October, Cllr Blayney also in attendance. Mr J Denyer was appointed as Vice-Chairman. A very supportive letter had been received from the Parish Council congratulating the Village Hall Committee on the way the refurbishment project had been managed. The project is ongoing, work on the Caretaker Facility in the back room will start next month. A quotation for rubbish collection has been provided by BIFFA. It was considered that £533 per annum was too costly but the situation will be kept under review. Notices advertising the post of Letting Secretary have been placed on the hall noticeboards, the Parish Council will be asked to consider placing one in their noticeboard. Slimming World will be holding a fund raising bingo to raise funds for the hall any donations of prizes gratefully received. There will be no Xmas Fayre this year.

17/196 Playing Field- update report, to include consideration of the request for grant towards mower, and if approved, to resolve and approve associated expenditure.

As no meeting has been held Graham Smith provided a written update. The new mower is working fine and the surface greatly improved. The under9s are also having to play on the pitch due to issues using the School pitch. He has received no offers to mend the mower shed doors so he will see if he can do it along with the Chairman. New draft constitution circulated for members' info. For approval by Playing Field Committee at the meeting on 30th October. Discussion took place regarding the constitution. The Chairman stated we have a Playing Field Committee who do a really good job but need to run more formally. Proposal by Cllr Goldsworthy the Parish Council thank the Playing Field for the 1st draft but request the Committee retains the 2 Parish Council Reps. Agendas go out with a week's notice, minutes are taken and dates of meetings set in advance at the AGM, Clerk to make the amendments to the constitution and liaise with Mr Smith, seconded Cllr Deards, carried. The above was duly **resolved**. Cllr Sutherland stated he wanted to ensure the Playing Field was run correctly. Cllr Budden queried whether too much bureaucracy could put the current committee off. Query whether the Playing Field could be incorporated into the Parish Council and leave the current committee cut the grass. Cllr Champion concerned they may not accept the amendments. Clerk reminded members a 2nd Rep. is needed to replace Tim Dart. Proposal by Cllr Hull he replaces Tim Dart, seconded Cllr Deards, carried.

The above was duly **resolved**.

17/197 WW1 A Nation's Tribute- to discuss possible commemorative actions to coincide with beacon lighting and approve assoc. expenditure (if any).

Clerk reported she was still meeting with Play Developers and once all quotes were received would prepare a report, hoping to have something by the November Meeting.

Cllr Champion reported the beacon post is rotten, he has one quote for a new post of £275 which is treated and delivered, waiting for another quote from Tregothnan. Problem finding the position of the original location therefore we will need to dig a new location away from the MUGA. Cllr Champion has also found some granite at Lamellyn, which Nick Arthur is happy to donate for a lasting memorial.

Cllr Sutherland produced a written quote from Dennis Kessell, stonemason, the Parish Council would be expected to prepare the ground.

Cllr Deards suggested the Holy Well is refurbished as a lasting Memorial, members felt this is something the Parish Council should do anyway.

Proposal by Cllr Champion this is placed on the next agenda, seconded Cllr Hull, unanimous.

The above was duly **resolved**.

Update noted.

17/198 Risk Assessments- to note and approve recommendations and expenditure (if any) of Play Area weekly reports, and public seats.

Clerk reported the Playground Inspector reported all repairs had been undertaken and the risk assessments were clear. Risk Assessments noted.

17/199 Village Hall Car Park signs- to agree number of signs and wording, to approve assoc. expenditure.

Discussion took place regarding wording for signs. Preferred choice 'No overnight parking, unauthorised vehicles will be removed'.

Proposal by Cllr Gillard, Cllr Blayney and the Clerk delegated to approve wording on signs, number of signs, purchase & installation, seconded Cllr Hull, unanimous.

The above was duly **resolved**.

17/200 Parish Council Action Plan- to consider aspirations for term of office and approve any assoc. expenditure (if any)- to bring ideas to the meeting for consideration following Working Group Meeting.

Unfortunately the Working Group failed to meet therefore there is no update.

Proposal by Cllr Gillard the Finance Committee Meeting is moved forward to 6.30pm on 6th November and the Working Group meets after this meeting, seconded Cllr Budden, unanimous.

The above was duly **resolved**.

17/201 Poor Trust- update.

Cllr Gillard reported the Poor Trust had met and cheques issued, accounts need

to be ratified when a bank statement is received.

17/202 Public Footpaths- amount of grant from Cornwall Council if Parish Council take on maintenance- to consider obtaining quotes from contractors.

Cllr Egerton suggested members walk the paths to ratify exactly what needs cutting.

Cllr Budden to walk 316/2/1, 316/2/2 & 316/22/1, Cllrs Champion & Gillard to walk the rest.

Proposal by Cllr Gillard Clerk obtains quotes once information received from Cllrs, seconded Cllr Deards, carried.

The above was duly **resolved**.

17/203 Business Rates- business rates are payable on Cemeteries, Clerk has contacted Valuation Office- to update (if available).

Clerk has received an acknowledgement to her email but no further update available.

17/204 Playing Field Boundary Fence (letter enc), Clerk to update members on previous actions and to resolve solution and to approve any assoc. expenditure (if any).

In March 2015 the boundary fence at this side was fitted with a net to stop the balls going over. It could not be fitted to the top due to the scaffold having no top cross bar, so there was nothing to fix it with. The Parish Council then donated £75 to the Playing Field Committee to pass to the tenant as a good will payment, the repair has never been done. The Playing Field Committee have been contacted and they have confirmed a cheque was issued to the tenant, on a non-prejudice basis although it has never been cashed.

Proposal by Cllr Budden to repair/replace the netting, if required, and obtain additional scaffold poles to take the netting higher. To reply to the tenant that it is not a basketball court but a MUGA therefore football is permitted. Explain the Parish Council made a goodwill gesture 2 years ago of £75 on a non-prejudice basis, but the cheque was never cashed or fence repaired. We were unaware that the balls were still going over the safety fencing, but if he feels there is a criminal offence taking place it should be reported to the police, seconded Cllr Hull, unanimous.

The above was duly **resolved**.

17/205 Review of policies (Anti-fraud & Corruption Policy, Complaint Handling Policy, Grievance Procedure, Disciplinary Procedure, Investment Strategy & Statement of Intent on Training, to consider Grant Awarding Policy.

Proposal by Cllr Gillard to approve Anti-fraud & Corruption Policy, Complaint Handling Policy, Grievance Procedure, Disciplinary Procedure, Investment Strategy & Statement of Intent on Training as written, and Clerk to draft a Grant Awarding Policy awarding only local groups, seconded Cllr Deards, carried.

The above was **resolved**.

17/206 Finance.

- a) To receive the financial statement of accounts for the year to date, to approve payments & Quarter 2 Bank Rec.
Payments schedule circulated to members totalling £3469.59 for October, monthly forecast sheet, and bank rec circulated.
Proposal by Cllr Gillard to approve all payments, seconded Cllr Sutherland, carried.
The above was duly **resolved**.
Quarter 2 Internal Control Checks to be scheduled.
- b) Cornwall Air Ambulance- grant request
Proposal by Cllr Gillard not to make a donation, seconded Cllr Budden, carried.
The above was duly **resolved**.

17/207 Correspondence

- a) Project Griffin Awareness –noted.
- b) Resident re skate ramp.
Proposal by Cllr Sutherland to request he reports the incidents immediately so we can identify the offenders, seconded Cllr Budden, unanimous.
The above was duly **resolved**.
- c) CALC Newsletter – Sept -noted
- d) Local Government Boundary Commission –noted
- e) Road Stopping –up application, Chapel Street, Probus- noted.

17/208 To seal Exclusive Right of Burial.

Proposal by Cllr Deards ERB 30 is sealed, seconded Cllr Sutherland, carried.
The above was duly **resolved**.

17/209 Items for the Next Agenda

- Village Hall
- Playing Field
- Parish Council Action Plan- recommendations from Working Group.
- WW1 – A Nation’s Tribute- possible commemorative actions
- First Aid/Cardiac Arrest Training- to consider funding
- Speed sign
- Valuation of Assets
- Bus Shelter repairs
- Holy Well refurbishment
- Tree cutting Tregony Road

17/210 It was agreed the next Ordinary Meeting of the Parish Council will be 20th November 2017 7.30pm in the Village Hall. Finance Committee 6.30pm on 6th November 2017.

The meeting closed at 10.00pm.

Chairman..... Date.....