

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 18th June 2018 in the Probus Village Hall commencing at 7.30pm.

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

18/119 Apologies for Absence.

Cllr Budden.

18/120 Declarations of Interest Register both pecuniary and non-pecuniary under the Code of Conduct.

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

Cllrs Champion, Hull & Maskill declared a non- pecuniary interest in Playing Field (committee members).

18/121 To co-opt against Casual Vacancy.

One application received, Mr James Faull.

Proposal by Cllr Sutherland to co-opt Mr Faull onto the Probus Parish Council, seconded Cllr Maskill, carried.

The above was duly **resolved**.

Cllr Faull signed the Declaration of Acceptance of Office and was welcomed to the Council. Cllr Faull given ROI and instructed to return it to the Clerk within 28 days.

18/122 Public Participation

2 residents raised the increase in dog excrement along Tregony Road and Chapel Street, resident stated it is left in the middle of the pavement. The resident has asked local children to design posters to try and tackle the issue and asked whether the Parish Council could fund turning them into metal signs. Chairman stated as a Parish Council we do fund dog bins, and we could fund more if residents felt it was necessary. Query whether other approaches may be effective i.e. spraying the excrement pink or putting a flag in it; it was felt these would not be appropriate as children may pick it up. PC Hosking queried whether bag dispensers may work, although it was thought most people carry their own bags and someone would need to check them every day to ensure they were topped up as dog owners may start to rely on them. Cllr Egerton stated Cornwall Council will fine people but the complainant would need to be prepared to stand up in court if it came to it.

The Chairman stated the Parish Council realises there is an issue and were supportive of ideas, and requested they choose a couple of posters which the Parish Council could use, he thanked residents for attending.

18/123 Police report.

PC Hosking in attendance, he introduced himself and stated he lived in the Village and had a real interest in the area. The Roseland area is very large covering from St Mawes to St Erme. PC Hosking provided contact details. He stated the main issues were domestic but asked the Parish Council to let him know of any key issues as if he isn't aware he can't help.

PC Hosking thanked for attending.

18/124 To confirm the minutes of the meeting of 21st May 2018.

The minutes of the ordinary meeting held on 21st May 2018 were declared as correct by Councillor Deards and seconded by Councillor Blayney, all agreed; the Chairman signed them as a correct record.

18/125 Matters Arising

- a) 17/196- Playing Field Constitution, Clerk has forwarded minutes and constitution to the Charity Commission but they require a signed statement on Charity headed paper with certain criteria included, this has been forwarded to Cllr Hull. Cllr Hull is progressing this and has spoken to Mr Smith, minute to be approved in the correct format at the AGM.
- b) 17/202 – Clerk contacted walking group, they are very happy to update the Parish Council on footpaths walked and have found no issues to date.
- c) 18/055- Defibrillator notices- Cllr Budden has circulated all the notices to the respective groups/shops, although more notices may be needed. It was **agreed** to purchase more if necessary.
- d) 18/082- Ladies Group contacted presentation to take place 4th July 2.30pm, the Chairman to attend.
- e) 18/101- Mobile speed sign added to insurance policy and Asset Register.

18/126 Cornwall Councillor's report to Council

Written report circulated.

Cornwall Council considering purchasing land to bring forward some of the existing planning permissions, allowing them to have more control. Cabinet is also considering a proposal to introduce the Community Infrastructure Levy particularly for those sites currently not liable for s106. Construction is soon to start on the recycling centre at Tregurra.

Exhibition Fund is currently open for applications.

18/127 Village Hall report- update report and request received for grant for Insurance.

Written report by Parish Council representative circulated prior to the meeting. Cllr Goldsworthy and Cllr Blayney attended the village hall committee meeting held on 13th June 2018.

Valerie Willcox was welcomed as the U3A representative in succession to Mary Ellis. Kay Middleditch will be representing Motion Fitness but was not present. Correspondence regarding the possibility of purchasing a ladder was discussed. A suitable ladder could be stored in the Hall and be made available for use by

the Probus Parish Players and Probus Parish Council (for moving speed signs around the village). This will be a Village Hall agenda item next month. The siting of defibrillator notices was discussed. It was felt that the plastic one would be suitable to put on the wall in the foyer, visible to all users of the Hall. The committee thought that if it were possible to have an adhesive one as well it could be placed on a window to be on view to people outside the building. The Parish Council will be asked to consider this suggestion. A number of minor repairs have been carried out with more planned during the next few weeks.

Three insurance quotes have been obtained. The best quote, after taking into account the potential penalty for leaving the current 3-year agreement, is for £953.21 from the current insurer. This is less than the original figure of £1,167.87 as the excess has been increased from £100 to £200. Cover for third party contents has been removed as both Probus Parish Players and the Woodturners have separate insurance for their assets. Any future users wishing to store assets in the Hall will be advised.

The refurbishment project has been completed and the bank balance is currently £2,938. Probus Parish Council has been asked to consider making a grant to cover the cost of insurance.

Report noted.

Cllrs Blayney & Goldsworthy left the room.

Clerk confirmed a letter had been received from the Village Hall Committee requesting the Parish Council consider a grant to cover the insurance costs of £953.21. As Custodial Trustees of the building the Parish Council has placed in the budget £1200 to pay for insurance.

Proposal by Cllr Sutherland to approve the grant to the Village Hall for Insurance of £953.21, seconded Cllr Deards, carried.

The above was duly **resolved**.

Cllrs Blayney and Goldsworthy re-entered the room.

18/128 Playing Field- report from Annual Meeting and to consider grant.

Cllr Hull reported the Playing Field AGM is scheduled for July although no fixed date.

As Custodian Trustees of the Playing Field the Parish Council normally grants the same amount as the Village Hall to the Playing Field to cover grass cutting of the Playing Field.

Cllrs Hull, Champion & Maskill left the room.

Proposal by Cllr Deards to grant the Playing Field Committee £953.21 to cover grass cutting of the Playing Field, seconded Cllr Dalton, carried.

The above was duly **resolved**.

Cllrs Hull, Champion & Maskill re-entered the room.

18/129 WW1 A Nation's Tribute- to agree wording for brass plaque & slate plaque, to consider recommendations from Working Group and approve assoc. expenditure.

Cllr Hull reported a meeting will take place on Monday 25th June and a time line for the various events will be put together, John Denyer has agreed to act as

deputy so it doesn't stall when he is working away.

Wording for plaque presented 'This Memorial Stone was placed by the residents of Probus in 2018 to commemorate 100 years since the guns fell silent in the Great War.

Lest We Forget'

Proposal by Cllr Gillard to approve the wording as presented and order the bronze plaque via the company Cllr Sutherland had been in contact with, seconded Cllr Champion, carried.

The above was duly **resolved**; Clerk to order the plaque and authorise the payment of £360.

Cllr Hull queried whether the Parish Council would authorise a grant application for silhouettes (there but not there), the closing date is 30th June.

Proposal by Cllr Hull Probus Parish Council submits a grant application, seconded Cllr Champion, carried.

The above was duly **resolved**; Cllr Hull to complete grant application.

Cllr Sutherland queried the slate plaques.

Proposal by Cllr Gillard to purchase 2 slate plaques with poppy engraved and 1914 on one and 1918 on the other, plaques 12"x 6" (30cm x 15cm) 1" thick (2.5cm), chamfered edges and to delegate Cllr Goldsworthy & the Clerk to purchase and authorise £360 budget, seconded Cllr Dalton, carried.

The above was duly **resolved**.

18/130 Risk Assessments- to note play area risk assessments for May, and to approve any remedial actions

Play Area risk assessments clear- noted.

Annual Risk Assessment outstanding, Clerk has chased and has been told the assessment has taken place but the report is still to be written up.

18/131 Mobile speed sign- to consider and approve assoc. expenditure (if agreed) of 3 additional posts, 3 additional solar panels and blue tooth enabled laptop.

3 quotes received, 2 from contractors who would also need to apply for a license and 1 from SSE, when taking into account the cost of the license SSE is the most competitive. Cllr Gillard queried whether 3 posts were necessary, due to the traffic calming in Tregony Road it would be difficult to place the sign within the 20mph speed limit.

Proposal by Cllr Gillard to approve 2 posts, 1 in Ladock Road and 1 in St Austell Road, seconded Cllr Champion, carried.

The above was duly **resolved**.

Proposal by Cllr Sutherland to accept SSE quote of £667.59 + VAT (this to be reduced as now only 2 posts), seconded Cllr Blayney, carried.

The above was duly **resolved**.

Proposal by Cllr Blayney to purchase 2 solar panels at £400 per unit plus VAT, seconded Cllr Dalton, carried.

The above was duly **resolved**.

18/132 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).

Photos of the area circulated. Quote received to pull away the grass cuttings from the fence line and make good the fence posts for £440.

Discussion took place regarding fencing the area or removing the grass cuttings and re-laying to grass. It was agreed that the immediate issues of making good the fence and removing grass cuttings & debris need to be dealt with. The options of making good the overall area with a fenced off section for grass cuttings in future should be re-considered at a later date to coincide with confirmation on action regarding the installation of new play area equipment using section 106 monies.

Proposal by Cllr Gillard to accept the quote of £440 to pull away grass cuttings from fence and make good the fence, seconded Cllr Sutherland, carried.

The above was duly **resolved**.

18/133 Dog excrement- to consider suggestions from residents and approve any assoc. expenditure (if any)

The funding and installation of Dog Poo Bag dispensers were discussed. It was noted that these would be an additional responsibility in terms of maintenance and expenditure for the Parish Council, with the possible impact of leading to plastic bag litter if they were abused. It was agreed that the Parish Council should continue to explore ways of encouraging dog owners to clear up after their dog and to support local initiatives. It was **agreed** to defer any decision over action until we had heard back from the 'Probus super mums' group about their proposed/preferred posters & campaign.

18/134 Tiny Cottages- boundary change enquiry.

Cllr Budden reported he had contacted the owners and requested they checked with Cornwall Council it was not a planning matter, he had not heard back so has requested the matter be deferred, **agreed**.

18/135 Highway Schemes- to consider for submission to Network Meeting (as circ. via email)

This was circulated via email prior to the meeting. Parish Councils can submit requests for projects via their Community Network Area. Query whether we could apply for an average speed camera on Probus by-pass as it had had numerous accidents, no decision made. Chairman asked Councillors to inform him or Cllr Budden of any ideas for improvements in line with the published proposals. Any info received would be considered and fed back to the Community Network Panel.

18/136 Electoral Boundary Review- to consider Boundary Commission's recommendation and consider submitting response to consultation.

Boundary Review for our Parish was as Cornwall Council recommended – noted.

18/137 To consider bollards/kerbing Church Terrace following car accident- for consideration and to approve any assoc. expenditure (if any).

Cllr Egerton explained a wall was knocked over due to a driver not applying their hand brake, went over the pavement and hit the wall. Discussion took place.

Proposal by Cllr Gillard to note the issue but to take no action, seconded Cllr Dalton, carried.

The above was duly **resolved**.

18/138 Changing room toilet roof- someone has made a hole in roof, to consider action needed and approve any assoc. expenditure (if any).

Clerk reported this had been reported to both the police and insurance company. The insurance company require 2 quotes, at present has only managed to obtain 1.

The company who attended will require we have an asbestos test as he felt it could be, they stated they have an account with a firm in Scorrier, and if we put it on their account it will be £25 + VAT rather than £75 +VAT.

Proposal by Cllr Gillard, Clerk to continue with the insurance claim and get the material tested for asbestos, seconded Cllr Maskill, carried.

The above was duly **resolved**; Clerk to take item to Scorrier for testing.

18/139 Finance.

- a) To receive the financial statement of accounts for the year to date & to approve payments.

Payments schedule circulated to members totalling £6213.08 for June, monthly forecast sheet against projected and expenditure to budget.

DD- 29 May	EDF- Toilets	£9.00
DD- 29 May	EDF- MUGA	£30.00
2380	Bus shelter & toilet repair	£792.00
2381	Probus Village Hall- rent	£15.00
2382	SWW- toilets	£20.81
2383	Play inspections /repairs	£140.00
2384	email hosting	£246.00
2385	Phone & postage	£48.16
2386	Grass cutting	£720.00
2387-2390	Staff salaries, expenses, & pension	£2,200.69
2391	Wasp nest removal	£60.00
2392	Probus Village Hall- grant	£953.21
2394	Probus Playing Field - grant	£953.21
2395	Small trees for Cemetery	£25.00
	TOTAL	£6,213.08

Proposal by Cllr Sutherland to approve all payments, seconded Cllr Champion,

carried.

The above was duly **resolved**.

- b) To consider recommendations from Internal Audit Report
Recommendation- Contract of Employment should have names, queried legality, Clerk has contacted ACAS who have stated the contracts are legal the stated they did not even have to be in writing, the Chairman concurred and stated employment contracts could be verbal to be legal.
Clerk stated she would add a front sheet stating who the contract was between for clarity, **agreed**.
Other notes, grants awarded, Probus Parish Council confirms it did follow policy. 17/140 minute regarding increase in hire rates, this is reporting the Village Hall Committee are increasing their hire rates, this is not decided by the Parish Council and amounts were not reported, this was just for information from that Committee, therefore it was not approved by the Parish Council which is why no resolution with amount was passed. Minute 17/236c the meeting was re-opened and defibs were agreed to be funded from general reserves to save having to re-visit the budget.
- c) Tenders- to consider Tenders received and award grass cutting contract.
One tender received therefore decided to open at the meeting.
Tender from current contractor at the same price £7200 per annum for the following 4 years.
Proposal by Cllr Gillard to accept the tender from Kernowek Gardeners Ltd, seconded Cllr Sutherland, carried.
The above was duly **resolved**.

18/140 Correspondence

- a) Road Closure- Trevorva to Tregony Hill 10th Sept to 28th Sept- noted.
b) Policing update - noted
c) Cornwall Council Standards Board- (as circ. via email)
Members present signed confirming this had been read; Clerk to file.

18/141 Items for the Next Agenda

- Quotes for hedge cutting- July agenda
- Van parking in The Square- July agenda
- Play Area- September agenda
- Footpath through allotments- November agenda
- Holy Well- January agenda

18/142 It was agreed the next Meeting of the Parish Council will be 16th July 2018 7.30pm in the Village Hall.

The meeting closed at 9.30pm.

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