

PROBUS PARISH COUNCIL

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Minutes of the Ordinary Meeting of Probus Parish Council held on Monday 19th June 2017 in the Probus Village Hall commencing at 7.30pm.

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

Prior to the start of the meeting a short presentation was made to Mr Williams & Mr Rogers (retired Cllrs) to thank them for their service to the Community. Mr Rogers was a Parish Councillor for 33 years and also served on the District Council, Mr Williams was a Parish Councillor for 24 years and served on the Executive Committee of CALC.

Both thanked the Parish Council and thanked Cllr Egerton for his work on Cornwall Council.

17/108 Apologies for Absence.

Cllrs Dart & Goldsworthy.

17/109 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 & Gillard declared a non-pecuniary interest in Village Hall (committee members).

17/110 Co-option of Councillors to fill 3 vacancies.

2 applicants confirmed they were happy to be co-opted on to the Parish Council, (Mr Goldsworthy has sent his apologies for tonight's meeting but is happy to be co-opted in his absence).

Proposal by Cllr Gillard to co-opt Mr Champion & Mr Goldsworthy on to the Parish Council, seconded Cllr Sutherland, unanimous.

The above was duly **resolved**.

17/111 To receive their Declaration of Acceptance of Office, or if not present, to resolve that such Declaration be made at or before the next Ordinary Meeting of the Council.

Cllr Champion signed his Declaration of Acceptance of Office and joined the meeting table.

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

Proposal by Cllr Gillard, Cllr Goldsworthy Declaration be made at or before the next Ordinary Meeting of the Council, seconded Cllr Deards, carried.

The above was duly **resolved**.

17/112 Presentation- residential development on the outskirts of Probus (Ladock Road) – an informal pre-planning presentation by Kwalita Design Solutions.

Representatives from Kwalita Design Solutions stated a public consultation will be held in the Village Hall on Sunday 25th June.

The proposed development is situated in the field next to the school, and is currently for 8 retirement bungalows, 3 x 1 bedroom bungalows, 4 x 2 bedroom bungalows, 3 x 3 bedroom bungalows along with office space, launderette, allotments and open space.

The development will include renewable technologies and use local materials. The representatives also stated they would be affordable.

Kwalita Design thanked for their presentation, the Chairman stated the Parish Council would make a comment when the Planning Application is submitted, although members of the public, present may have questions.

17/113 Public Participation

Resident raised concerns with Kwalita Design Solutions regarding traffic movements on Ladock Road, which is already congested; Kwalita stated that 18 small houses would not increase the traffic significantly.

Query how the price would be controlled as they are not being marketed as affordable, the site could be sold on once planning permission obtained, would need covenants on the site.

Another resident stated he felt this site would be unobtrusive and felt the Parish Council should support the application.

Office units' usage queried; it was confirmed they would be office use and not light industrial due to being on a residential development.

Kwalita Design confirmed initial consultation report would be forwarded to the Parish Council. They would envisage submitting a pre-app in July and dependent on response full application by the end of the year.

17/114 To confirm the minutes of the meeting of 15th May 2017.

The minutes of the annual meeting held on 15th May 2017 was declared as correct by Councillor Deards and seconded by Councillor Sutherland all agreed; the Chairman signed them as a correct record.

17/115 Matters Arising

- a) 17/099 – Village Hall postcode.
Cllr Blayney confirmed TR2 4TS.

17/116 Police report to Council

No report received, Cllr Egerton feels they may have stopped.

17/117 Cornwall Councillor's report to Council

Cllr Egerton circulated a written report.

Cornwall Council cabinet has been appointed, a joint administration between Lib Dems and Independents. Cllr Egerton portfolio holder for Planning and Economy. The City of Culture bid has been withdrawn.

Local issues include the cutting back of the vegetation by Wainhomes on the

junction with the bypass, Cllr Egerton requested the Parish Council consider maintaining the visibility splay.

Community Speedwatch, 2 residents have signed up and some initial training has taken place, if anyone else is interested to contact Cllr Egerton.

Cllr Sutherland queried why the Parish Council should take on the visibility splay, Cllr Egerton stated Wainhomes only had to cut it once, it would be a Parish Council decision; to place on the next agenda.

17/118 Village Hall- update report, to include request for reimbursement of insurance, to consider, and if approved, to resolve and approve associated expenditure.

Cllr Gillard stated he wished to stand down from this Committee as he felt both the Chairman & Vice-Chairman on the same Committee was not helpful for the Parish Council.

Cllr Blayney reported the Village Hall was running smoothly and bookings were fine. Cllr Blayney stated an email he had received regarding 'I.T. Help' and offering training if a free location could be provided had been declined by the Committee, they felt that it would not be fair to regular hirers. Cllr Blayney will be responding that the Village Hall will charge £18 per session, therefore Cornwall Council (who are providing the training for residents) may ask the Parish Council to fund.

Insurance Premium- in recent years the Parish Council has reimbursed the Village Hall their insurance premium by way of a grant, Cllr Blayney stated the Parish Council, normally just renew their insurance and a valuation has not taken place for several years. A valuation has taken place, which cost £360 and the insurance renewal is £1131.86. The rebuild cost for the Village Hall is £705,000. Cllr Budden felt this was very high. Cllr Blayney stated the Village Hall are requesting both costs are reimbursed.

Cllrs Blayney and Gillard left the room.

Proposal by Cllr Champion, Cllr Sutherland Chairs the item, seconded Cllr Hull, carried.

The above was duly **resolved**; Cllr Sutherland took the Chair.

Clerk advised that due to the valuation being financial and not on the agenda that would need to be carried forward to next month.

Discussion took place regarding 'Best Value'

Proposal by Cllr Champion to grant the Village Hall £1131.87 but advise them that next year we will require 3 quotes on a like for like basis, to ensure Best Value, and also query whether they have entered a Long Term Agreement, seconded Cllr Budden, carried.

The above was duly **resolved**.

Cllrs Blayney & Gillard re-entered the room, Cllr Gillard took the Chair.

17/119 Playing Field- update report, to include consideration of the request to reallocate budget for spiking the field to weed treatment of the field, if approved, to resolve to reallocate budget (£400) and to consider annual grant, if approved, to resolve and approve associated expenditure.

Cllr Champion attended the Playing Field meeting, all officers were re-elected

to post.

The Playing Field Committee request the £400 allocated in the budget for spiking the field is re-allocated for weed treatment. The mower is broken and the Playing Field have asked if the Parish Council can help towards the cost of a replacement mower. Cllr Champion reported that the Committee had found an old constitution which stated it only needed to hold one meeting a year as long as that was the AGM.

Proposal by Cllr Gillard, that Cllr Champion requests a copy of the constitution and also views the bank statements to ensure they match the Bank reconciliation presented, to see how the Parish Council could help them, seconded Cllr Deards, carried.

The above was duly **resolved**.

Cllr Champion left the room.

Proposal by Cllr Deards the Parish Council re-allocates the spiking budget to weed and feed, and we purchase the necessary chemicals for the Playing Field up to the £400 budget, seconded Cllr Sutherland, carried.

The above was duly **resolved**.

Due to mower funding being an expenditure item and not on the agenda this would need to be carried forward to next month.

Annual Grant- Proposal by Cllr Sutherland to award the Playing Field Committee the equivalent amount as the Village Hall and to include £50 Wayleave refund, seconded Cllr Hull, carried.

The above was duly **resolved**, £1181.87 granted.

Cllr Champion re-entered the room.

17/120 Speed-watch and traffic calming- report back regarding speed-watch, and reply from Ladock Parish Council (if available), to consider next course of action and approve assoc. expenditure (if any).

The Chairman reported a reply had been received from Ladock PC and they did not want to share a warning sign.

Proposal by Cllr Gillard that due to time this item is deferred to next month, seconded Cllr Blayney, carried.

The above was duly **resolved**.

17/121 WW1 A Nation's Tribute- to discuss possible commemorative actions to coincide with beacon lighting and approve assoc. expenditure (if any).

Proposal by Cllr Gillard to defer to next month, seconded Cllr Blayney, carried.

The above was duly **resolved**.

Cllr Sutherland stated he did not feel it was wise to place seat but felt a plinth may be more appropriate and asked members to consider this before next month. The Clerk reported the War Memorial needed a clean.

17/122 Tree climbing Playing Field- possible extension of chain link fence- to consider and approve any assoc. expenditure (if any).

Cllr Champion reported this was discussed at the Playing Field meeting and utility lines are running through the trees, therefore the Playing Field Committee are going to approach Western Power to ascertain if they will trim;

no further action at this time by the Parish Council.

17/123 Update on Probus Post Office- update from Chairman following rumours circulating regarding possible closure of the Post Office in the Spar.

The Chairman reported he had spoken to the owner and she has no intention of closing the Post Office.

17/124 Grass cutting in the Churchyard- complaint received (Cllr Blayney to report).

Cllr Blayney reported he had received a complaint regarding why the Churchyard is not better maintained and the person felt it was untidy. The Clerk reported the Parish Council is currently in an Agency Agreement with Cornwall Council to cut the grass. Cornwall Council pay for 3 cuts a year, and the Parish Council supplement this with an additional 7 cuts. We are not responsible for any trees, bushes, hedges etc. The cutting is monthly, with no cut in January or February grass cuttings are not collected. There was an issue raised with the Clerk by the grass cutter regarding the wild flowers, whether to leave to flower or cut back. It was agreed to leave flower, so when they died off, as we don't pick up, for a couple of days after this cut it was a little messy, but the Clerk felt if the wild flowers were cut there would also be complaints why they were not allowed to flower.

Discussion took place regarding number of cuts, which was felt was adequate. Proposal by Cllr Gillard, Cllr Blayney replies and requests a formal letter of complaint outlining what actions they feel would remedy the situation, seconded Cllr Deards, carried.

The above was duly **resolved**.

17/125 Parish Council Social Media/ Facebook page- to consider options and approve any assoc. expenditure (if any).

Cllr Budden felt a Facebook Page will be necessary, and perhaps use as a newsfeed.

Cllr Gillard stated another way forward would be a Community Page, queried whether the Village Hall would consider, Cllr Blayney stated the Village Hall did not want a Facebook Page.

Cllr Budden queried whether there was enough news.

Cllr Gillard proposed Cllr Budden research settings etc. and all members have a look at other sites and to report back next month, seconded Cllr Sutherland, carried.

The above was duly **resolved**.

17/126 Trelawney Garden Centre- update report from Mr Danning.

Written report circulated with the agenda.

Proposal by Cllr Gillard, Clerk to check if the report can go on the Parish Council Website, and request Mr Danning attends the September meeting, seconded Cllr Sutherland, carried.

The above was duly **resolved**.

Cllr Egerton reported he felt the application will be approved soon, probably under delegated authority.

17/127 Risk Assessments- to note and approve recommendations and expenditure (if any) of Annual Inspection of Play Area & May weekly reports.

Risk Assessments circulated with the agenda.

Proposal by Cllr Budden to replace the wooden posts on 'rope valley' and replace rotten fencing posts, which were both medium risk, to replace the senior climbing frame and senior swings when S106 from Wainhomes is available, as low risk, to request tiles are pressure washed, seconded Cllr Champion, carried.

The above was duly **resolved**.

17/128 Parish Council Action Plan- to consider aspirations for term of office and approve any assoc. expenditure (if any)

Cllr Gillard has looked at the previous work carried out by the NDP Working Group. An NDP could help with Village infrastructure, and help shape planning development.

Cllr Budden reported back on recent planning training attended. Cornwall Council Local Plan is currently our planning document and it is up to the Parish Council whether they supplement it.

Cllr Dart was the lead Cllr on the project before therefore would need his input to ascertain if any of the work can be saved. Cllr Hull felt it was better to be proactive rather than reactive.

It was **agreed** Cllrs Gillard & Budden to speak with Cllr Egerton for information and also ask at the Community Network meeting.

To re-agenda for next month.

Proposal by Cllr Sutherland to extend the time of the meeting, seconded Cllr Deards, carried.

The above was duly **resolved**.

17/129 Finance.

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

Payments schedule circulated to members totalling £5186.47, with additions resolved 17/118 & 17/119. Monthly forecast sheet circulated.

2202	SWW- Toilets	£30.78
2203	D May & Sons- Drain covers	£65.00
2204	Probus Village Hall- rent	£15.00
2205	Mr A Inglefield- play inspections	£175.00
2206	EDF- MUGA & Toilets	£79.36
2207	CIS - Toilet supplies	£38.05
2208	Mr N Gillard- refund retirement gifts	£115.00
2209	A Kendall- refund phone, postage & engraving	£63.63
2210	Vaughtons- black ribbon for Chain	£34.07
2211	Viking- Admin supplies	£58.04
2212-2215	Staff salaries, expenses, HMRC & pension	£2,173.59

2216	SWW - Toilets	£25.21
2217	Probus Village Hall- grant	£1,131.87
2218	Probus Playing Field -grant	£1,181.87
	TOTAL	£5,186.47

Proposal by Cllr Deards to approve all payments, seconded Cllr Hull, carried.
The above was duly **resolved**.

- b) Internal Auditor Report & accompanying report from Clerk to consider recommendations.

Both reports circulated with the agenda, along with updated Asset Register with insurance values and location.

Recommendations on procedures from Clerk which will address Internal Auditors Recommendations:

Recommendation: payments are left to the end of the agenda, therefore allowing any cheques approved during the course of the meeting to be added to the schedule before approval.

Recommendation: on completion of quarterly bank reconciliation Clerk to contact Internal Control member and arrange verification of reconciliation, payroll and VAT and any other documents, agenda item is added quarterly for the member to report back to Full Council. Financial Regs. are updated as per Internal Auditor recommendation.

Recommendation: Clerk and a Councillor contact the Insurance Company to obtain an up to date valuation on assets, once completed bring to Council for approval & adoption.

Recommendation: Agenda item each month for Risk Assessment noting and to approve any recommendations from it.

Proposal by Cllr Gillard to approve recommendations as written to address Internal Auditors concerns, seconded Cllr Deards, carried.

The above was duly **resolved**.

It was **agreed** Cllr Gillard will accompany the Clerk on Asset Valuation.

- c) Cheque signatories- to resolve to remove retired Cllrs and to consider adding signatories.

Proposal by Cllr Gillard to remove Mr Williams & Mr Rogers from the bank mandate and add Cllrs Gillard, Budden & Hull, seconded Cllr Deards, carried.

The above was duly **resolved**.

- d) External Audit- All paperwork with Grant Thornton for External Audit and Exercise of Electors Right published- noted.

17/130 Correspondence

- a. Defibrillator servicing.

Cllr Budden reported each defibrillator has a Village Guardian (of which he is one) so therefore this was not necessary- it was **resolved** to take no action.

- b. Letter from Fire Brigade stating we are their adopted Village this year, they will be carrying out free safety inspections and happy to attend fetes etc.

17/131 Items for the Next Agenda

- Village Hall to include request for Valuation Fee refund (£360).
- Playing Field- to include request for financial help towards new mower and confirmation from Cllr Champion he has viewed bank statement and copy of constitution.
- Parish Council Action Plan- to consider aspirations for term of office.
- WW1 – A Nation’s Tribute- possible commemorative actions
- Parish Council Facebook page
- Excessive dog mess on the Bank- causing problems with grass cutting
- Consider cutting visibility splay Tregony Road/Bypass
- Speed signs- Chapel Street
- Neighbourhood Development Plan
- Internal Control Checks (quarterly report to Council)
- Annual Review of Standing Orders and Financial Regs. (to include Internal Auditor recommended change).
- Cemetery Deeds- to authorise Clerk to enquire if held with solicitor, if so authorise to withdraw them.
- Hedge on St Austell Street
- Action Tracking
- One way road to Parkengear Vean – hedges overgrown.
- Devolution of Assets
- Toilet Doors

17/132 It was agreed the next Ordinary Meeting of the Parish Council will be 17th June 2017 7.30pm in the Village Hall.

The meeting closed at 10.25pm.

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