

# PROBUS PARISH COUNCIL

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

## **Minutes of the Annual Meeting of Probus Parish Council held on Monday 21<sup>st</sup> May 2018 in the Probus Village Hall commencing at 7.30pm.**

**Members Present:** Cllrs Gillard, Sutherland, Blayney, Budden, Deards, Goldsworthy & Maskill.  
Cornwall Cllr Egerton.

### **18/090 Election of Chairman**

Proposal by Cllr Blayney, Cllr Gillard is elected as Chairman for the municipal year, seconded Cllr Sutherland, no further nominations, unanimous.  
The above was duly **resolved**.

### **18/091 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.**

Cllr Gillard signed the Chairman's Declaration of Acceptance of Office and returned to the Clerk.

### **18/092 Election of Vice-Chairman**

Proposal by Cllr Sutherland, Cllr Blayney is elected Vice-Chairman for the municipal year, seconded Cllr Deards, no further nominations, unanimous.  
The above was duly **resolved**.

### **18/093 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.**

Cllr Blayney signed the Vice-Chairman's Declaration of Acceptance of Office and returned to the Clerk.

### **18/094 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).**

No changes to Declaration of Interest Forms declared.

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

### **18/095 Apologies for Absence.**

Cllrs Champion, Hull & Dalton.

### **18/096 Public Participation**

No issues to raise.

**18/097 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.**

Proposal by Cllr Gillard representatives remain unchanged from 2017 /2018 with the exception of Cllr Maskill also appointed to the Playing Field Committee seconded Cllr Budden, carried.

The above was duly **resolved**.

Tree Warden considered.

Proposal by Cllr Gillard, Cllr Deards appointed as Tree Warden, seconded Cllr Blayney, carried.

The above was duly **resolved**.

**18/098 To appoint Committees, if required, (burial board, planning committee and staffing committee).**

Proposal by Cllr Gillard the Committees remain the same as 2017/18 with the exception Cllr Maskill formally adopted onto Planning Committee, seconded Cllr Deards, carried.

The above was duly **resolved**.

**18/099 To confirm the minutes of the meeting of 16<sup>th</sup> April 2018.**

The minutes of the ordinary meeting held on 16<sup>th</sup> April 2018 were declared as correct by Councillor Deards and seconded by Councillor Sutherland, all agreed; the Chairman signed them as a correct record.

**18/100 Matters Arising**

- a) 17/157- Clock, working, alarm clock bought and installed- noted.
- b) 17/175, 18/038a & 18/084- update on grave topping up; all graves topped up and re-turfed & Cllr Champion sent a message to say the trees have been planted- noted.
- c) 17/196- Playing Field Constitution, Cllr Hull forwarded minutes and these have been sent to the Charity Commission to action the change, waiting for reply, Clerk to chase after 3 weeks.
- d) 17/202 - Cllrs to update on footpaths walked and which need cutting; Cllr Deards reported a new walking group had started in Probus and suggested to request they contact us with any issues; Clerk to contact organiser.
- e) 17/223- Playing Field hedge- to obtain quotes July for September cutting.
- f) 17/237a- Skate Ramp noise- Cllr Gillard has met with the residents but however, there is neither an effective nor affordable solution to the issue, therefore no further action is required at this time
- g) 17/253- Speed sign- fitted, although in Fore Street due to no other suitable post- noted.
- h) 18/050- WW1 Memorial Bench- received and securely stored-noted
- i) 18/055- Defibrillator notices- Cllr Budden has purchased defibrillator notices and is ready to install.
- j) 18/057- additional streetlight for Treviglas Lane- fitted, noted.
- k) 18/059- Treviglas Lane/Fore Street Bus Shelter, repair completed- noted.

- l) 18/054- FOI request made by Cllr Maskill- information is confidential therefore Cornwall Council will not release (commercially sensitive)-noted.
- m) 18/080- Footpath through allotments- on October agenda for Tredenham Charity Land- noted.
- n) 18/081- Trailer removed from car park- noted.
- o) 18/082- contacted Ladies Group but no response at the despatch of the agenda, Clerk to chase.

**18/101 Parish Council Insurance- to review Insurance against Asset Register and approve renewal.**

Asset Register and Insurance Schedule circulated with meeting papers. Asset Register reviewed to insure assets are adequately insured.  
 Proposal by Cllr Gillard to approve renewal as insurance amounts are adequate and request a quote for insuring recently purchased mobile speed sign, to add to the sign to Parish Council Asset Register, seconded Cllr Deards, carried.  
 The above was duly **resolved**.

**18/102 Cornwall Councillor's report to Council**

Cllr Egerton reported the Stadium for Cornwall was supported by Cornwall Council and will be given £3m.  
 Enforcement cases will no longer be reported to Parish Councils due to Data Protection.  
 Exhibition Fund is currently open for applications.

**18/103 To resolve co-option against vacancy- casual vacancy notice displayed.**

Clerk reported election posters had been displayed and Cornwall Council have notified the Parish Council there was no call for an election, therefore members are able to co-opt. The vacancy is currently being advertised- noted and **agreed** to co-opt at the June meeting.

**18/104 To approve Annual Governance Statement to 31st March 2018- to consider all statements and resolve approval.**

Annual Governance Statement circulated via email prior to the meeting.  
 Internal Audit completed and circulated for information only. Internal Audit report to be reviewed with recommendations next month.  
 Statements considered and Internal Audit report noted.  
 Proposal by Cllr Gillard confirm conformation to each of the statements and approve the Annual Governance Statement, seconded Cllr Deards, unanimous.  
 The above was duly **resolved**.

**18/105 To approve Annual Accounts to 31st March 2018- (Internal Control checks completed).**

Annual Accounts circulated prior to the meeting. Clerk reported Cllr Dalton had carried out all Internal Control checks for 2017/18 quarterly (payroll, car park, burial books, bank recs, invoices, VAT).  
 Proposal by Cllr Gillard to approve Annual Accounts to 31<sup>st</sup> March 2018, seconded Cllr Blayney, unanimous.

The above was duly **resolved**.

Clerk will now prepare the accounts for External Audit with the Exercise of Public Rights commencing on 4<sup>th</sup> June 2018 and finishing on 13<sup>th</sup> July 2018 will be advertised on the Website and Noticeboards along with accompanying supporting documents.

**18/106 Village Hall report.**

Written report circulated prior to the meeting.

Cllr Goldsworthy and Cllr Blayney attended the village hall committee meeting held on 9<sup>th</sup> May 2018.

The Lettings Secretary reported that the Facebook site 'Probus Village Hall' and internet site 'www.probusvillagehall.co.uk' are now live. Any Facebook users are encouraged to 'like' the page.

Organisations using the hall will be reminded that all regular users are entitled to be represented on the committee.

A renewal notice for the hall insurance has been received. Two further quotes are being obtained.

The bank balance is currently £3,544.

Report noted.

**18/107 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.**

Cllr Sutherland reported himself and the Clerk met with Ed Faull, he has offered to do the job charging for materials only. He is happy to fit the plaque before the stone is moved although will need additional help from members when siting the stone.

The Working Group has not met. Wording does need sorting ASAP as the plaque takes 6 weeks to arrive and Ed will be doing the job on Saturdays. It was **agreed** the Clerk to ask Mr Faull if the beginning of August is too late for the plaque and if so an extra-ordinary meeting will be called to sort this issue.

Clerk has received an enquiry whether we would like to be involved in the Last Post being played at 6am on 11<sup>th</sup> November by a piper, they will be in full uniform along with a guard (this is the time the Treaty was signed even though fighting did not stop until 11am). It was **agreed** the Parish Council would like to be involved in this National event and to also request whether the piper would be available in the evening at 6.55pm to play before the beacon lighting.

Query raised whether the PCC were aware, it was confirmed Pam Dodd is the liaison person and Mr Staten, Church Warden, has also been copied into all emails.

**18/108 Play Area- to consider updated information and report back from site visits.**

Cllr Maskill prepared a comparison sheet of Hags & Sutcliffe equipment, which was circulated with the meeting papers.

Cllr Maskill ran through the sheet, although it is difficult to compare due to the different equipment.

Wainhomes S106 discussed, this could still be some way off.

Proposal by Cllr Gillard to defer to September agenda, seconded Cllr Sutherland, carried.

The above was duly **resolved**, Cllr Maskill thanked for his work.

**18/109 Risk Assessments- to note play area risk assessments for April, and to approve any remedial actions**

Clear risk assessments and chain link fence has been repaired by patching, the inspector is hoping it will hold.

Annual Report not yet received although advised inspection to take place April/May.

Inspections noted.

**18/110 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).**

Data Schedule and updated GDPR policies circulated with the meeting papers. Clerk reported the Parish Council is already registered with the ICO as the Data Controller & new GDPR compliant CCTV signs have been erected around the Play Area and MUGA.

On behalf of all the Parish Councillors, Mr Gillard expressed their thanks to the Clerk in recognition of the amount of hard work that has gone into ensuring the Parish Council is ready & able to comply with the new GDPR.

Proposal by Cllr Gillard Probus Parish Council continues to be the Data Controller, to delegate Powers relating to Data Protection & Data Breaches to the Clerk, approve Parish Council email accounts for all Councillors and the Clerk from the current website provider at £18 per annum although to check for value for money at a later stage, to approve the Data Audit Schedule, and adopt as circulated Data Protection Policy, Privacy Notice, Data Breach Policy and Data Subject Access Request Policy, seconded Cllr Maskill, unanimous. The above was duly **resolved**.

**18/111 Holy Well- to consider & resolve re-instatement of Holy Well.**

The only Holy Well is next to the Church; Mr Williams stated Probus was a Sanctuary & there are various Holy Wells around the edge.

Proposal by Cllr Gillard to defer until January 2019 agenda, seconded Cllr Sutherland, carried.

The above was duly **resolved**.

**18/112 Mobile speed sign- to consider and approve assoc. expenditure (if agreed) of 3 additional posts, 3 additional solar panels and blue tooth enabled laptop.**

Proposal by Cllr Gillard to request a quote from SSE for supply and installation of 3 additional posts and to obtain a quote for 3 additional solar panels from

SWARCO, seconded Cllr Budden, carried.  
The above was duly **resolved**.

**18/113 Defibrillator – to consider purchase of additional and to approve assoc. expenditure (if agreed).**

Cllr Budden reported if the incident is outside of a 200m radius then the caller will not be directed to the defibrillator, map produced showing areas covered. Proposal by Cllr Gillard to erect the notices and note the potential for an additional defibrillator, and to consider at budget setting, seconded Cllr Sutherland, carried.  
The above was duly **resolved**.

**18/114 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.**

The wild area is now mainly grass cuttings and rubble.  
Proposal by Cllr Gillard, Clerk to obtain a quote for securing the fence posts and to defer a decision about the wild area until next month, seconded Cllr Sutherland, carried.  
The above was duly **resolved**.

**18/115 Finance.**

- a) To receive the financial statement of accounts for the year to date & to approve payments.  
Payments schedule circulated to members totalling £10,378.87 for May and monthly forecast sheet against projected.

DD- 30 Apr	EDF- Toilets	£9.00
DD- 30 Apr	EDF- MUGA	£18.00
2359	Probus Village Hall- rent	£15.00
2360	SWW- toilets	£18.76
2361	Play inspections /repairs	£175.00
2362	SSE- streetlights	£1,070.17
2363	Phone & postage	£68.74
2364	West Briton advert	£132.60
2365	Turf for cemetery	£220.00
2366	CIS- CCTV signs	£43.49
2367	David Oglive Engineering- WW1 bench	£997.80
2368	LCR Subscription	£17.00
2369	Cornwall Council- dog bin emptying	£279.80
2370	SLCC- 1/2 for Law Book	£36.80
2371	SWARCO- speed sign	£3,621.54
2372	Viking Direct- admin supplies	£52.04
2373	Came & Co - insurance renewal	£1,347.32
2374-2376	Staff salaries, expenses, & pension	£1,288.02
2377	Internal Audit	£150.00

2378	Kernowek Gardeners Ltd- Grass cutting	£720.00
2379	Defibrillator Signs	£97.79
	<b>TOTAL</b>	<b>£10,378.87</b>

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

The above was duly **resolved**.

- b) To note EDF contracts changed to a 3 year contract reducing Standing Charge to 25p per day (MUGA, Toilets & Unmetered).  
Clerk/RFO has signed 3 contracts reducing the Standing Charge to 25p per day from 80p per day- noted.
- 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).  
It was **agreed** Cllr Deards to open Tenders with the Clerk and prepare a spec. sheet.

**18/116 Correspondence**

- a) Reply regarding Cemetery trees.- noted
- b) Letter re flags for Navy - noted
- c) Letter re NDP- noted and to forward to Chairman
- d) Stopping up- additional stopping up of Highway in Chapel Street- noted.

**18/117 Items for the Next Agenda**

- Tiny Cottage boundary change enquiry

**18/118 It was agreed the next Meeting of the Parish Council will be 18<sup>th</sup> June 2018 7.30pm in the Village Hall.**

The meeting closed at 9.45pm.

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