

# 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 23<sup>rd</sup> September 2019 in the Probus Village Hall commencing at 7.30pm.**

**Members Present:** Cllrs Gillard, Sutherland, Deards, Maskill, Dalton & Faull.

### **19/166 Apologies for Absence.**

Cllr Budden, Blayne, Champion, Hull & Goldsworthy. Cornwall Cllr Egerton.

### **19/167 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 Village Hall (committee member).

Cllr Gillard declared a registerable interest in Village Hall (partner Chairperson).

### **19/168 Public Participation**

No issues.

### **19/169 Police Report.**

Police report for June 2019; 3 crimes recorded, 2 in Rosparc and 1 in High Street all criminal damage. July 2019 report 4 crimes recorded, Chapel Street drugs, Carne View Road criminal damage, 2 in Tregony Road of public order.

Update from PCSO regarding speeding in Chapel Street and ASB Notice served which appears to have calmed things down. PC Hosking queried whether there are enough volunteers to carry out a Community Speed Watch following the article in the magazine, a further article in the magazine is scheduled for the end of the month.

Cllr Faull reported person stealing water from his property, advised to report to the police.

### **19/170 To confirm the minutes of the meeting of 15<sup>th</sup> July 2019.**

The minutes of the ordinary meeting held on 15<sup>th</sup> July 2019 were declared as correct by Councillor Deards and seconded by Councillor Sutherland, all agreed; the Chairman signed them as a correct record.

The above was duly **resolved**.

### **19/171 Matters Arising**

- a) 18/231- update on formal presentation- taken place and presentation made.
- b) 19/036- Historic Well, update on progress, still trying to obtain additional quote.
- c) 19/076- War Shrine, slight delay due to hinges and also a request that the doors are hung near Remembrance Day so the Shrine can be rededicated, and unveiled by service personnel, Chairman to liaise with Joachim Foot.

- d) 19/124- Chairman has completed action, letter sent to plumber.
- e) 19/128- Car park painting still waiting for start date, due to wet August painter is running behind, then went on holiday. Potholes not done, still to be completed.
- f) 19/151- Play Area completed, benches installed & fence painted. Play equipment added to insurance policy.
- g) 19/153- Skate ramp- update from Chairman from young person requesting extension; email sent to arrange meeting.
- h) 19/154- MUGA added to insurance policy.
- i) 19/157- Toilet repairs- Clerk still chasing builder for a date.
- j) 19/163a- no volunteer attended police liaison meeting, Cllr Gillard volunteered as reserve.
- k) 19/164e- Code of Conduct training; query if Cllr Faull wishes to attend; Clerk to forward info. to Cllr Faull.

**19/172 Cornwall Councillor's report to Council.**

Cllr Egerton apologies received.

**19/173 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 £66,548.49 for August and September of £4441.63 monthly forecast sheet against projected and expenditure to budget.

DD- 28 July	EDF- Toilets	£11.00
DD- 28 July	EDF- MUGA	£52.00
2589	Came & Co- insurance	£148.85
2590	Doors for security- toilet door	£502.20
2591	Play inspections	£70.00
2592	Probus Village Hall- rent	£15.00
2593	Kernowek Gardeners- grass cutting	£720.00
2594	SWW- toilet	£13.52
2595	Timbercraft- benches for play area	£420.00
2596	Visionict- website	£180.00
2597	Phone & postage	£34.69
2598	Sutcliffe Play SW Ltd - play area	£62,984.40
2599-2601	Staff salaries, expenses & pension	£1,396.83
	<b>TOTAL</b>	<b>£66,548.49</b>

DD- 28 Aug	EDF- Toilets	£11.00
DD- 28 Aug	EDF- MUGA	£52.00
2602	Fentongollan Farm	£162.00
2603	Play inspections	£140.00
2604	Probus Village Hall- rent	£15.00
2605	Kernowek Gardeners- grass cutting	£720.00

2606	SWW- toilet	£13.81
2607	M Williams- topsoil for play area	£65.00
2608	PKF Littlejohn- Audit	£360.00
2609	Phone, postage & play area paint etc.	£152.76
2610-2613	Staff salaries, expenses & pension	£2,393.89
2614	EDF- streetlights	£31.35
2615	Replacement of lost cheque 2483	
2616	NJT Services- play area	£299.82
2617	Bus shelter and noticeboard cleaning	£25.00
	<b>TOTAL</b>	<b>£4,441.63</b>

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

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

b) To receive External Audit and resolve to publish.

Proposal by Cllr Sutherland to note External Audit and publish, seconded Cllr Deards, carried.

The above was duly **resolved**.

**19/174 Village Hall- update report.**

Written report circulated prior to the meeting via email. Cllr Maskill ran through the report.

Proposal by Cllr Gillard to note the report, seconded Cllr Deards, carried.

The above was duly **resolved**.

**19/175 Playing Field- update report/ to note grant requested no longer required due to refund from SWW.**

No update.

**19/176 Pavilion- to consider quotes for electrical work required to ensure building is safe, to receive quotes and resolve, to approve any assoc. expenditure.**

4 quotes received and considered.

Proposal by Cllr Sutherland, to accept quote 2 at £950 to include LED lights, Chairman and Clerk delegated to authorise any additional works to make safe, seconded Cllr Deards, carried.

The above was duly **resolved**.

**19/177 Risk Assessments- to note play area risk assessments for August, MUGA boards need replacing and pedal roundabout painting, to consider and resolve, approve assoc. expenditure (if any).**

Proposal by Cllr Deards to approve repairs, seconded Cllr Faull, carried

The above was duly **resolved**.

- 19/178 Review of Financial Regulations & Standing Orders- to consider, amend if required and resolve to adopt.**  
Financial Regulations are following the 2019 model, Standing Orders for review only.  
Proposal by Cllr Deards to adopt both Standing Orders and Financial Regulations as circulated, seconded Cllr Maskill, carried.  
The above was duly **resolved**.
- 19/179 Toilet quote for additional shelving and request from toilet operative for a scrubber at £200, to consider quotes and request, and to resolve, to approve any assoc. expenditure (if any).**  
Toilet quote received from NS builders for shelving, Clerk advised members the PC were close to spending budget on toilets already, as £500 still outstanding for fitting of door and sundry items, therefore would need to re-allocate funds if minded to approve. Clerk advised members Cornwall Council would need to be advised that we are no longer using that space as public toilet  
Proposal by Cllr Gillard to take out sanitary ware, to use community project fund, not agree £200 for scrubber but ask if different mop would be more suitable, decision on shelving at a further meeting, seconded Cllr Faull carried.  
The above was duly **resolved**.
- 19/180 CCTV upgrade- to consider quotes for upgrading the CCTV on both the MUGA and Play Area, to approve assoc. expenditure (if any).**  
CCTV quote received, this will bring the system up to current standards and also link them together wirelessly.  
One quote received, further quote required and to consider for 2020/2021 budget.
- 19/181 MUGA- additional sand required, £400 plus VAT, to consider and resolve, approve assoc. expenditure (if any).**  
Proposal by Cllr Deards to approve purchase, seconded Cllr Faull, carried.  
The above was duly **resolved**.
- 19/182 Play Area- to agree wording for additional signage, to resolve and approve assoc. expenditure.**  
Proposal by Cllr Faull, he will look at the sign and come back with recommendation, seconded Cllr Sutherland, carried.  
The above was duly **resolved**.
- 19/183 Bus Shelter quote- to receive quote to replace polycarbonate in St Austell Road bus shelters with glass or polycarbonate, to consider and resolve, to approve assoc. expenditure (if any).**  
Queensbury Shelters are no longer in business and have passed all work over to Glen Wilson Shelter Solutions, quote circulated with papers for both polycarbonate and glass.  
Proposal by Cllr Gillard accept the shelters need refurbishment and to consider for when setting the budget for next year, seconded Cllr Deards, carried.

The above was duly **resolved**.

**19/184 Highway Schemes- update from Cllr Budden (if any).**

Update report circulated with meeting papers.

Proposal by Cllr Faull to note report, seconded Cllr Deards, carried.

The above was duly **resolved**.

Chairman reported further funding available from Highways, to circulate report for consideration at the October meeting.

Denas Water junction a further fatal accident.

Proposal by Cllr Gillard to have 'Highways Issues' as a standard agenda item, and to request from Highways that they reconsider the safety of the bypass, seconded Cllr Maskill carried.

The above was duly **resolved**.

Letter received from St Michael Penkivel Parish Council regarding the safety of Denas Water.

Proposal by Cllr Gillard a joint approach with neighbouring Parish seconded Cllr Sutherland, carried.

The above was duly **resolved**.

**19/185 Bee Eco- to receive information, consider and resolve, to approve assoc. expenditure (if any).**

Quote circulated with meeting papers.

Proposal by Cllr Deards to accept quote from Bee Eco of £1590.80, seconded Cllr Maskill, carried.

The above was duly **resolved**.

**19/186 Daffodil bulb funding- to receive information on areas to be planted, to consider if appropriate and resolve.**

Information regarding proposed areas circulated with meeting papers.

Clerk to request grass cutter just cuts edges outside of the petrol station.

**19/187 Clerk meeting- report back from Clerk's meeting, to consider and resolve to delegate member to CGR panel meeting & further submission to CGR, if required, and note Climate Change 5 objectives.**

Report circulated with meeting papers. The CGR Panel Meeting has been postponed, confirmation of new date to be agreed. The Chairman advised members all submissions to the Review were on the Cornwall Council website and requested they read the submissions and email any comments to the Clerk.

Proposal by Cllr Gillard, to delegate Cllr Gillard to attend CGR Panel, seconded Cllr Deards, carried.

The above was duly **resolved**.

Climate Change 5 objectives noted.

*Cllr Faull left the meeting.*

**19/188 Climate Change Emergency – report from Working Group re policy & audit, to consider and resolve, and approve any assoc. expenditure (if any).**

This follows on from the pesticide workshop.

Discussion took place regarding going paperless with agenda, meetings etc. To defer to next meeting to allow Cllrs Deards & Dalton to prepare policy and audit.

**19/189 Gwell An Nans stream pollution and proposal re Misconnections- to receive information, consider and resolve, approve assoc. expenditure (if any).**

Information circulated with meeting papers.

Discussion took place. Clerk advised Probus Parish Council is unable to grant to individuals, only to local groups and charities. Accuracy of map queried, although need to bring to residents' attention. Members felt it was not the Parish Council's responsibility to resolve, although we could help to highlight the issue to residents and lobby SWW.

Proposal by Cllr Gillard the Parish Council to write a plain English factsheet outlining the issue to go out with the Probus News and write to SWW & Cornwall Council Environmental Protection team requesting that they continue to work on identifying the source of pollution, but not to fund any works required by individual property owners in the event that they require any remedial work, seconded Cllr Sutherland, unanimous.

The above was duly **resolved**.

**19/190 Dog Bins- to receive information, to consider and resolve, to approve assoc. expenditure (if any).**

Information circulated with meeting papers. Clerk advised the Parish Council would need the land owners' permission before erection of bins, this would be the management group on Tregony View who will not have complete control until the last house has been passed over, approx. November and The Square would be Highways, members should be aware that we already have bins in The Square, which can be used for dog waste, if members were minded to approve a dog bin in The Square, Highways will probably request a permit is obtained at £400.

Defer to next meeting.

**19/191 Wainhomes- update on meeting re phase 1, possible use of site office and upkeep of Village Green- to receive information, consider and resolve course of action, to approve assoc. expenditure (if any).**

Phase 1 coming to an end so Wainhomes no longer require the site office, and have asked if Probus has any use for it. The Playing Field location was considered but it is too big to fit between the gate posts. Alternative is to use car park and use as an office for the Parish/ Parish hub. Queried whether it would be of any use to the School, Chairman advised he had contacted the School but received no reply to date. There will be a revenue cost, ground preparation, plumbing and electrics, Wainhomes will move free of charge. Query if cable could be taken out from Playing Field so it could be craned in. Chairman advised it is kitted out as an office with cupboards, kitchen and toilet etc., would need to be a joint venture with the Village Hall Committee.

Proposal by Cllr Gillard to look at costs of placing in Village Hall car park, seconded Cllr Deards, carried.

The above was duly **resolved**.

Proposal by Cllr Sutherland to inform Wainhomes we will have the building, seconded Cllr Deards, carried.

The above was duly **resolved**.

**19/192 Trelawney Garden Centre- update on progress.**

Due to the purchase of several Wyvale Garden Centres, Probus Garden Centre is further delayed due to available funds.

**19/193 Trees Village Hall car park- request PC cuts overhanging branches and lop, to consider and resolve, to approve any assoc. expenditure (if any).**

Proposal by Cllr Gillard, to obtain quote to lop the top and trim overhang front and back, Clerk to approve if less than £500 net, seconded Cllr Maskill, carried. The above was duly **resolved**.

*Proposal by Cllr Gillard to extend the meeting by 15 mins, seconded Cllr Sutherland, carried.*

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

**19/194 Request to remove/change signage for facilities on entrance to Village, to consider and resolve, to approve any assoc. expenditure.**

Discussion took place, these are not Parish Council signs but Highway signs. It was felt a Village Map could be beneficial.

Proposal by Cllr Gillard that the Parish Council recognise there is an issue but request in the meantime the garage puts a sign up stating they do not have a public toilet, and consider further at the next meeting, seconded Cllr Deards, carried.

The above was duly **resolved**.

**19/195 Correspondence**

- a. Vision ICT- advising Parish Council Website will not be compliant when new legislation is introduced in 2020- Clerk has training on new legislation in November; noted.
- b. Information on Electric charge point for car park – Proposal by Cllr Gillard, Clerk to ask if any Councils have put in electric charge points, seconded Cllr Dalton, carried.  
The above was duly **resolved**.
- c. Cornwall Council- Volunteers required for Standards Committee- Cllr Gillard volunteered.
- d. Cornwall Council- Local planning conference – members to inform Clerk if wish to attend, Cllr Gillard & Clerk to attend St Austell session.

**19/196 Items for the Next Agenda**

- CCTV cameras for play area.
- Ratify sealing of ERB 39
- Parish Stocks

**19/197 It was agreed the next Meeting of the Parish Council will be 21<sup>st</sup> October 2019  
7.30pm in the Village Hall.**

The meeting closed at 10.15pm.

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