

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 Wednesday 12th January 2022 in the Probus Village Hall commencing at 7.30pm.

Members Present: Cllrs Sutherland, Gillard, Deards, Dalton, Maskill, Goldsworthy, Saunders-Fern, Tofts & Glasson.

Cornwall Cllr Glasson.

22/001 Apologies for Absence.

Cllr Faull.

22/002 Declarations of Interest Register both registerable and non-registerable under the Code of Conduct (to declare interests on agenda items), to issue dispensations if required and to declare gifts over £50.

Cllr Maskill & Cllr Saunders-Fern declared a non-registerable interest in Playing Field (committee members).

Cllr Goldsworthy & Cllr Glasson declared a non-registerable interest in Village Hall (committee members).

Cllr Gillard declared a non-registerable interest in Village Hall (partner Chairman).

No gifts received.

22/003 Public Participation

Resident present, who was Chairman of the Diamond Jubilee Committee, to query what is happening with the Platinum Jubilee Commemorations. The resident stated that by now the Diamond Jubilee Commemorations were well planned, she stressed it is only 20 weeks. The Young Farmers are happy to light the Village Beacon. The resident stated that she was concerned that Probus would be the only Village not doing anything.

The Chairman stated that a resolution was passed in November waiting for a Committee to form to facilitate the celebrations. Cllr Goldsworthy stated that after it was discussed, a call went out for a Committee to organise this event, and volunteers were requested, but no one came forward.

Cllr Tofts stated that 3 residents have now come forward to help and will form a Committee, a meeting is planned soon. She also stated that the Hawkins Arms will be running an event on the Sunday along with the Young Farmers event on 2nd June (beacon & fireworks). Cllr Tofts reassured the resident that something will be sorted. Cllr Gillard stated that once the Committee is up and running the Parish Council can then consider financial support.

22/004 Police report.

Police report November 2021, 5 crimes recorded; 1 violence Ladock Road, 1 violence Chapel Street, 1 violence on High Street and 2 anti-social behaviour Bosnoweth.

22/005 To confirm the minutes of the meeting of 8th December 2021.

The minutes of the ordinary meeting held on 8th December 2021 were declared as correct by Cllr Sutherland and seconded by Cllr Deards all agreed; the Chairman signed them as a correct record.

22/006 Matters Arising

- a) 21/214b- Cllrs Goldsworthy & Glasson to confirm they are now bank signatories; Cllr Glasson is and Cllr Goldsworthy still sorting with bank.
- b) 21/223- Oak tree- was planted 20th December, Mr Gluyas is carving a new sign, Cllr Deards & Dalton thanked.
- c) 21/225- Concrete plinth removal; due to start soon.
- d) 21/256- Play Area chain-link fence- scheduled February.
- e) 21/263- fireproof document safe, to purchase when appropriate.
- f) 21/260- Skate ramp- to schedule noise report for February, Clerk to contact noise assessor to arrange with the proviso it is changed if weather is bad for 22nd February.
- g) 21/283- PEAT Grant application successful, £750 grant placed in ear-marked.
- h) 21/286- Pavement weeds- article to go in magazine at the end of the month, feedback at the February meeting (article enc. for information only).
- i) 21/290- Speed sign- maintenance contract in place.

22/007 Cornwall Councillor's report to Parish Council.

Cornwall Cllr Glasson reported she has offered to help Cllr Tofts with sorting out a Jubilee Committee. Also, Wainhomes, 17 of the homes will go to LiveWest and the other houses are still under negotiation with Cornwall Council. Cornwall Cllr Glasson has been assured she will be kept up to date.

22/008 To receive the financial statement of accounts for the year to date and approve payments.

- a) Payments schedule circulated to members totalling £5206.08 for January 2022, monthly forecast sheet against projected and expenditure to budget.

BACS	Tregothnan- Xmas tree	£153.00
DD- 21 Dec	Cheaper Waste- Commercial Waste	£46.80
BACS	RSPG- Pads for defibs	£93.97
BACS	RSPG- Pads for defibs	£93.97
BACS	Reach Publishing- Job advert	£576.00
BACS	Kernowek Gardeners Ltd- grass cutting	£1,140.00
BACS	Mr A Inglefield- Play inspections & repairs	£175.00
BACS	Source for Business- Water (toilets)	£19.00
BACS	Probus Village Hall - rent	£32.00
BACS	MA Grigg- Handyman supplies	£61.00
BACS	TP Tree services- Car park trees	£180.00
BACS	EDF- Streetlight	£31.59
BACS	SWARCO- Maintenance plan speed visor	£198.00
BACS	Microsoft- Office (Dec)	£11.28

BACS	CIS- toilet supplies	£28.08
BACS	St Enoder PC- Photocopier Qtr3	£107.98
BACS	Phone, postage & refunds	£62.56
BACS	Staff salaries, expenses & pension	£2,135.08
DD- 24 Jan	Tesco Mobile- Clerk phone	£13.49
DD- 28 Jan	EDF-Toilets	£7.00
DD-28 Jan	EDF-MUGA	£29.00
BACS	Microsoft- Office (Jan)	£11.28
	Total	£5,206.08

Proposal by Cllr Goldsworthy to approve payments, seconded Cllr Maskill, carried.

The above was duly **resolved**. Budget sheets and bank rec. noted.

22/009 Village Hall report- update from Village Hall representative.

Cllr Goldsworthy reported an open meeting is planned for later in the month to seek engagement on repairs needed (19th January) and by 27th January a Big Lottery Grant will be submitted.

Roof repairs have started; job should be completed early next week.

Replacing fire alarm system planned for 26th-28th January, which the Parish Council is funding.

Cllr Glasson reported finances are okay, but will know better once the roof invoices are in.

22/010 Playing Field- update from Playing Field representatives.

Cllr Maskill reported all is quiet, and football teams not played over the Xmas break. Football Teams have now started again, and the priority is to sort out a Committee meeting.

22/011 Risk Assessments- Play Area to note Risk Assessment, to approve assoc. expenditure (if any), to update on gate repair.

Risk Assessments highlighted damage to both gates and fencing; all equipment is fine. Clerk has instructed the Play Inspector to repair and reported to Chairman for monitoring. The fence has a life span, and is deteriorating, Chairman has requested a quote to replace the fence along with an additional 4 posts.

22/012 To consider and resolve co-option date, as appropriate

Clerk reported that residents had not requested an election and confirmation from Cornwall Council had been received, members can now advertise the vacancy and co-opt, if they choose to do so.

Proposal by Cllr Gillard, to advertise immediately with a view to co-opt at the

February meeting, seconded Cllr Glasson, carried.
The above was duly **resolved**.

22/013 Cornwall Council -S106 Sustainable Transport consultation.

Confirmation received from Cornwall Council the scheme will be implemented as proposed.

Some issues for the Parish Council to consider:

Planters- who will be responsible for the asset, and also who will maintain them? To confirm style of planter.

Proposal by Cllr Gillard to go ahead with recommended style, seconded Cllr Maskill, carried.

The above was duly **resolved**.

Proposal by Cllr Sutherland that the Parish Council will plant them out only, to try and obtain soil, chippings and mulch from Cornwall Council, seconded Cllr Deards, carried.

The above was duly **resolved**.

Proposal by Cllr Tofts not to take on planters as asset, seconded Cllr Gillard, carried.

The above was duly **resolved**.

Cllr Deards clarified that they will need good drainage.

Information Board- agree location.

Cllr Sutherland reported the Parochial Church Council had already decided where the board is to go. To include map of walks, info. on Church, local support groups etc. Query whether to reach out to Old Cornwall Society for information.

The Chairman stated that when this project starts going ahead, he feels that there will be complaints, and at this stage feels this should go back to the Full Council rather than the Sustainable Transport Group. Cllr Maskill stated if it was a complaint about the works then the complainant should be referred to Cornwall Council/ Cormac. If it was about the content of the works then the complainant needs to be directed to the consultation, Cllr Sutherland to provide contact details to all members.

22/014 Green Working Party (PEAT) – to include update on progress of Churchyard.

Cllr Dalton's update circ. with meeting papers.

National Lottery grant. We were successful with the application for £750 for our funds.

Planting of saplings. We will receive 30 saplings from the Woodland Trust in March, and we are waiting to hear if we will receive other saplings from them. We will be transplanting saplings on the lay-by below Truck Hill soon.

Probus Church Grounds. A meeting was held in December with two Cormac staff. The main issue concerns the paths around the church which have become quite dangerous to walk on and they are going to estimate the cost of fixing them by end of February. Hopefully they will be able to secure the funds needed. They mentioned an organisation called Living Churchyards which has a Cornwall based branch. I contacted Robert Wood there, who knows Probus Church well although he hasn't visited for several years. He asked that just I meet with him

for a preliminary quick meeting so that he can prepare his thoughts for a subsequent meeting. I will meet with him on 5th January, and then hopefully set up a meeting with the main group again.

I have asked the Probus churchwarden if it would be hypothetically possible to put nest boxes for swifts under the eaves of the building and he will raise the matter with the parochial church council soon. Swift numbers have declined by over 50% in the last 20 years, the main reason being lack of suitable nesting sites.

Cllr Dalton reported he had met with the acting Church Warden today and will prepare a report for the Parochial Church Council.

Tender for grass cutting is due 30th June, Cllr Dalton stated he will have a report by next month as to whether the Churchyard strimming will continue, he felt it was counterproductive.

22/015 Tree planting in Play Area- to consider and resolve.

To defer to next month.

22/016 Porta-cabin review of use- currently used by the paramedics at the Doctors' Surgery- update from Cllr Maskill, to consider and resolve as appropriate.

Cllr Maskill reported he had spoken to Spencer Casey Strategic Manager Doctors' Surgery, who thanked the Parish Council for the loan, and they would like to keep it for as long as they can. Cllr Maskill tried to settle on a date for transfer, they can transfer back in 6 months, to give them the opportunity to replace it with another. Cllr Maskill stated that at some point the Parish Council needs to make a decision whether they want a Council Office rather than the Clerk working from home. Cllr Gillard stated the Council needs to agree a good plan on what it is going to be used for, whether as the Full Council or as a Committee. Cllr Gillard stated members need to consider what they want to do, so it can be budgeted for at the November budget meeting.

Proposal by Cllr Deards a Committee is formed of Cllrs Gillard, Maskill & Glasson to bring back ideas to the next meeting, seconded Cllr Tofts, carried. The above was duly **resolved**.

22/017 MUGA- update on CCTV and to approve assoc. expenditure (if any).

Clerk has contacted repairer, who is waiting on when he is on the area and dry weather. He requires a new contact, so this project can be completed.

Cllr Sutherland volunteered, to pass over pavilion keys.

22/018 Create Community Orchard/Maze/Tranquil Woodland- to consider and resolve, to approve any assoc. expenditure (if any).

Cllr Deards reported that she had a copy of contract between Probus Parish Council and the farmer. To turn this into a Woodland we will need to terminate this contract, and create a new one. The Parish Council will need to take legal advice.

Proposal by Cllr Gillard to obtain legal advice as to how we terminate the contract and establish ownership, seconded Cllr Deards, carried.

The above was duly **resolved**.

22/019 Jubilee Gardens- update on contractor start date, to consider and resolve.

Contractor has started work on the gardens. To allocate member as contact. Proposal by Cllr Sutherland to allocate Cllr Deards, as contact, seconded Cllr Dalton, carried.

The above was duly **resolved**.

22/020 Jubilee light and well pumps- update on contractor, to consider and resolve.

Should be starting this month, weather dependant, to allocate member to oversee.

Locum Clerk to oversee, and members to notify her if work has not started by the end of the month.

22/021 Set up of Meeting Room- to consider lay out of tables and chairs, to resolve as appropriate.

Report from Cllr Gillard circ. with meeting papers.

Cllr Sutherland stated that we tried tables but due to the acoustics we could not hear. Cllr Dalton stated that using this room we would need to sit 2 at a table.

Proposal by Cllr Gillard to lay out tables in a U shape, with members of the public seating at the open end, seconded Cllr Dalton, carried.

The above was duly **resolved**.

22/022 Additional MUGA signs- to consider and resolve, to approve assoc. expenditure.

The Chairman stated Cllr Tofts has requested a smaller sign on the MUGA lower down (eye-level). Cllr Tofts felt the sign should be simplistic, 'DO NOT USE THIS AREA BETWEEN 9pm -8am'

Proposal by Cllr Sutherland, Cllr Tofts to circulate wording for sign for members to agree, seconded Cllr Goldsworthy, carried.

The above was duly **resolved**.

22/023 Update from Staffing Committee.

Clerk vacancy is currently being readvertised as circ. at the last meeting. The current Clerk reported she will be having a coffee with one of the previous applicants on Friday, who has requested a rundown of the role. Closing date 3rd February, with shortlisting on 4th February, and interviews on 9th February. Locum cover is in place, initially for 3 months, Jenny Hoskin has kindly offered to help out Probus PC, (draft contract has been put together), by doing minutes, agendas, accounts including payroll and HMRC, uploading planning comments, end of year accounts, day to day emails and phone calls and update website at 10 hours a week (to be reviewed if necessary). It has also been agreed papers will be posted out to members (paper format), except to Cllrs Glasson, Gillard, Dalton & Tofts who will have by email, draft minutes to the Chairman as soon as possible following the meeting and Chairman will display all notices in the noticeboard on a prompt from Locum Clerk. Other jobs will need allocating to members.

Cemetery- Locum Clerk to liaise with undertakers/stonemasons and sexton, also to complete burial books, Cllr needed to check Cemetery and if funeral is taking place, (with prompt from Locum), to check burial plot- Cllr Sutherland allocated.

Grass cutter- invoices will be emailed to Locum Clerk, but local issues and cutting schedule update to be reported to member- Cllr Sutherland allocated.

Play Area- risk assessments from contractor need to go to Cllr for checking, and then reported to the Locum Clerk any issues, to be passed over for filing to Locum Clerk at the following meeting. Also, for any immediate issues play inspector needs a contact. Cllr Sutherland allocated to deal with Play Area.

CCTV check and time clock check, member needs to just check the CCTV is recording, and all cameras are working (once a month), time clock is fine at the moment as the footballers are just turning it on and off- Cllr Tofts allocated.

Public Toilets and Vic contact, to clarify who Vic should contact, Locum Clerk or Cllr? Clerk has stocked up the Toilet Cleaner but if additional supplies are needed to note Probus Parish Council has an account with Cornish Industrial Supplies (St Austell)- to contact Cllr Gillard, to pass over toilet keys to Cllr Gillard, who will keep Locum Clerk updated.

Handyman time sheet for overtime, to allocate Cllr to receive and phone through additional hours- also black bag is left in Clerk's drive. Who should handyman contact with any issues- Cllr Gillard to be handyman contact and will take black bag.

Council paperwork- Locum Clerk to take current paperwork, but archive will need to be held by a Cllr, the insurance company will not cover in current Clerk's house after 18th January due to confidentiality. Clerk has contacted Kresen Kernow who have confirmed they are still not taking paperwork from Parish Councils (email in inbox). Cllr Maskill nominated to hold archive. It should be noted that Cllr Glasson is currently holding the Parish Council's Village Hall documents.

22/024 Security in Village Hall car park; to consider and resolve, to approve assoc. expenditure (if any).

Correspondence circ. with meeting papers.

Discussion took place regarding the incidents that occurred. The car park is owned by the Parish Council. If the Parish Council decides to install CCTV in the car park, would need permission from Village Hall. Clerk advised would not be able to claim back VAT on the whole cost, as some of the car park is 'business use'. Also, need to manage users expectations, that this is only a deterrent. The cost will probably be between £4,000-£6,000. Query whether additional signage is needed stating parking is at your own risk. The Village Hall are already considering installing CCTV, around the perimeter of the building and will investigate cost of further cameras and warning signs.

Proposal by Cllr Goldsworthy to investigate cost of cameras and also to improve car park signage, Cllr Glasson to meet with contractor, to also review issues over the years, seconded Cllr Sutherland , carried.

The above was duly **resolved**.

22/025 Correspondence

- a. Various emails circulated to members on receipt during month for information-noted.

22/026 Items for a future Agenda

- Trewithen meeting- 1 footpath plus land.
- Tregony View Open Space (end of 2022)
- NDP- when appropriate
- Facebook
- Platinum Jubilee (Feb meeting).
- MUGA drainage issue- quotes outstanding.
- Holy Well- Parish sign missing.
- Grass Cutting contract

22/027 It was agreed the next Ordinary Meeting of the Parish Council will be 16th February 2022 7.30pm in the Village Hall.

The meeting closed at 9.54pm.

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