

## PROBUS PARISH COUNCIL

Clerk: Mrs J Hoskin

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### **Minutes of the Ordinary Meeting of Probus Parish Council held on Wednesday 16<sup>th</sup> March 2022 at 7.30pm in the Probus Village Hall**

**Members present:** Cllrs. Sutherland (Chairman), Maskill, Deards, Dalton, Tofts, Gillard, Glasson, Saunders-Fern, Goldsworthy,

**Also attending:** J Hoskin (Parish Clerk)  
Cllr K Glasson (Cornwall Council)  
One member of the public.

The prayer was read by the Clerk.

The Chairman announced that Barry Willcox, a previous member of the parish council and longstanding local farmer and resident had passed away.

**22/058 Apologies for absence** were received from Cllr Faulf.

#### **22/059 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 £50.00.**

Cllr Maskell and Cllr Saunders-Fern declared a non-registerable interest in the Playing Field (committee members).

Cllr Glasson declared a non-registerable interest in the Village Hall (committee member).

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

Cllr Tofts and Cllr Glasson declared an interest in the Queens Platinum Jubilee (committee members)

No gifts received.

**22/060 Public Participation.** The Chairman invited the member of the public to address the council, if he so wished. No matters reported.

**22/061 Police Report.** A report from the police advised the public to be vigilant following reports on fuel thefts and to look at preventative measures to prevent this happening.

**22/062 To confirm the Minutes of the Ordinary Meeting held on the 16<sup>th</sup> February 2022.** The minutes of the ordinary meeting held on the 16<sup>th</sup> February 2022 were declared as correct and signed by the Chairman. Proposed by Cllr Deards, seconded by Cllr L Saunders-Fern and unanimously agreed.

#### **22/063 Matters Arising (report only)**

**a) 22/033 – Cllr Goldsworthy to report on updating bank signatory.** Ongoing (item carried forward).

**b) 22/033 – Concrete plinth removal; due to start soon.** Cllr Deards notified the council the man appointed to do the work would start as soon as possible.

**22/064 Cornwall Councillor report – Cllr K Glasson.** Cllr Glasson’s report had been circulated. Cllr Glasson was planning a walk around the village with the local police officer and was made aware of a suspected abandoned vehicle in the parking area adjacent to the MUGA. Other matters discussed were the remainder of the S106 funding for The Square, and the issues concerning the homes on the Wainhomes development site and the mix of affordable and open market properties. Councillors were disappointed how the mix of homes had been established and felt let down by Cornwall Council planning officers.

Cllrs Glasson’s had attended the CALC AGM that addressed Neighbourhood Plans and she was happy to instigate a meeting with the parish council and an office of Cornwall Council. Cllr Gillard was mindful to contact Cornwall Councillor Ollie Monk (portfolio officer for housing).

**22/065 To receive the financial statement of accounts for the year to date, budget and to approve payments.** The payment schedule had been circulated. At this point of the meeting Cllr Gillard asked the council to address Agenda Item 28 – to approve the NALC payment review and back dated to 1<sup>st</sup> April 2021 for the previous Clerk. The staffing committee having approved the salary increase.

Total payments £ for March 2022. Cllr R Tofts proposed the accounts be paid, this was seconded by Cllr Goldsworthy and unanimously agreed.

Payment Method	Payment to:-	Amount
BACS	Staff salaries, expenses and pension	£1926.17
BACS	M Dalby – grass cutting	£720.00
BACS	A Inglefield – play equipment inspections	£140.00
BACS	A Kendall – backpay for clerk from 01.04.2021	£258.80
BACS	Vision ICT – hosted email accounts May 2022 – April 2023	£ 237.60
DD	Cheaper Waste – commercial waste	£51.48
BACS	EXCO Fire & Safety – install new fire alarm at Village Hall	£ 4260.00
BACS	Probus Village Hall	£106.49
BACS	Cornwall Council – parish clerk advert	£90.00
BACS	N Glasson – reimbursement of costs for equipment	£ 249.76
BACS	S Dalton – expenses Jubilee planting	£ 41.99
DD	Tesco mobile – clerk phone	£13.49
BACS	E2 Consultants – skate ramp noise assessment	£1020.00
BACS	M A Grigg – materials	£ 21.40

**22/066 Village Hall report – update from the Village Hall representative. Security in Village Hall car park – to consider and resolve to approve associated expenditure, if any, including CCTV and signage. To look at the costs of providing CCTV at the pavilion incorporated within the village hall quote.** Cllrs. N Glasson and R Tofts gave a verbal report. The lettings secretary had now resigned and a new online booking system was being introduced alongside the old system. There was no update on the CCTV (item carried forward).

**22/067 Playing Field – update from Playing Field committee.** Cllr Maskill had provided a report. The new security gate on the public toilet had already been vandalised and repaired. The Chairman reiterated the importance of a CCTV camera in the area.

**22/068 Risk Assessments – Play Area to note risk assessment, to approve associated expenditure, if any.** Nothing to report.

**22/069 Play Area chain-link fencing. To conder the ground conditions and approve associated expenditure. Item carried forward from previous meeting 22/006d).** The Chairman reported that wet ground conditions at the end of February had deferred this work. He would meet with the contractor in early April with a view to carrying out the work that month.

**22/070 Co-option of Councillor. To consider applications for co-option of one councillor.** No applications received. The vacancy will continue to be advertised.

**22/071 Cornwall Council – S106 Sustainable Transport consultation – feedback if available.** Cllr Glasson has addressed this matter under her report (Item 22/064).

**22/072 Green Working Party (PEAT) –**

- **Update on the provision of a litter sign and approve costs.** Cllr Dalton gave a report notifying that 30 trees were being obtained from the Woodland Trust to be planted on the south side of the car park hedge. Cllr Dalton stated the litter sign is not now required.
- **Hawkins Arms – response to request for a cigarette stub receptacle, if received.** The Clerk had written to the Hawkins Arms and awaited a reply. A further letter will be sent.
- **Magazine article notifying that no weed spraying will be carried out in 2022.** Cllr Dalton had submitted the article to be published in the April 2022 edition of the parish magazine.

**22/073 Porta-cabin, review of use and plans for the future. Feedback from Village Hall Committee.** The Village Hall Committee were happy to take the porta-cabin and were considering options for it's future use and were investigating grant funding to install a solid base. It was agreed that the parish council needed a firm decision on this at the October 2022 meeting to enable them to conclude the matter or look at alternative ideas.

**22/074 MUGA – update on the new signs. Drainage quotes outstanding.** The Clerk was expecting the MUGA signs this week. Cllr Glasson was obtaining information on companies that could be asked to quote for the work needed.

**22/075 Skate Ramp – to address the contents of the noise report, if received and agree actions.** The noise report had been carried out by a specialist company in February and the council awaited the results. The Environmental Protection Officer was aware.

**22/076 Grass cutting contract – tenders to be invited for the contract that starts on the 1<sup>st</sup> July 2022.** It was noted the contract started on the 1<sup>st</sup> July 2022 and not June. The Clerk had requested the information for the Cornwall Council agency work (open spaces and verges) and a footpath map. The Chairman and Cllr Dalton were reviewing the contents of the existing contract and will feedback any recommend changes to the final document.

**22/077 Burial rules and restrictions impeding the work of the contractor trimming around graves.**

The Chairman had brought to the meeting the notice from the cemetery gate that displayed the burial rules. This needed to be replaced with a new frame etc. A discussion was held on the loose items being placed on burial plots and whether or not these would pose an imposition on the contractor's work. Although the rules were given to immediate family members when a funeral was arranged it was noted that other visitors may not be aware and did not always read the existing sign. It was agreed a separate notice specific to items being placed on graves be displayed alongside the full list of rules. The new notice to advise that items can be removed by the parish council's contractor. Proposed by Cllr S Dalton, seconded by Cllr R Tofts and unanimously agreed.

**22/078 Create Community Orchard / Maze / Tranquil Woodland – to consider and resolve, to approve any associated expenditure and confirmation on the changes required to the current tenancy.** Cllr Dalton had visited the County Records Office at Redruth to establish the status of the land and land registry status. The Chairman asked Councillors how they wished to progress with the community orchard project. It was agreed to seek clarification from Land Registry and defer this matter until October 2022.

**22/079 Jubilee light and well pumps – update on contractor and work authorised.** The contractor will carry out the painting work once the weather improves.

**22/080 Jubilee Gardens – to consider and approve associated expenditure (if any).** Cllr Deards reported that wild-flower seeds had been purchased. The cost to be taken from the amount allocated for the project.

**22/081 Queens Platinum Jubilee in June 2022. Feedback from parishioners and event planning.** Cllr Tofts reported on the meeting held and progress with plans to celebrate the Queens Platinum Jubilee. A further was planned for the 17<sup>th</sup> March 2022.

**22/082 Cornwall Council audit on the emptying of bins. To review the bins on the schedule.** The Clerk will obtain further information from Cornwall Council regarding this audit and report back.

**22/083 Parish Clock – to agree the repairs required to the clock and any associated expenditure.** The Chairman notified the council of the problems with the clock and the part that needed to be replaced (micro switches). The Cumbria Clock Company were going to provide an estimate.

**22/084 Holy Well. Update on replacement sign and to approve associated costs.** Cllr Gillard had ordered the replacement sign and offered to fit it, once received.

**22/085 Staffing Committee – to agree the NALC pay award backdated to the 1<sup>st</sup> April 2021 and agree to honour the back payment to the previous parish clerk. To approve the revised hourly rate for the current clerk.** Having received a recommendation from the staffing committee that the back pay owed to the previous Clerk be paid; it was proposed by Cllr Gillard, seconded by Cllr L Deards and unanimously agreed.

**22/086 To investigate social media for the parish council (Facebook) and to resolve if this is needed.** Cllr Tofts will discuss aspects of social media with the parish clerk.

**22/087 Correspondence before dispatch of the agenda.**

- a) **Various emails circulated to members on receipt during month for information, to note.**  
Noted. Cllr Tofts reported on the successful event in setting up a collection point at the church for items to be sent out to the people of Ukraine.  
The Probus News had asked for a grant. This to be an agenda item for the next meeting.
- b) **Urgent correspondence received after the dispatch of the agenda.** None.
- c) **Mevagissey Housing email. Feedback from Councillors and approve actions, if any.**  
Councillors gave their views on the email received from Mevagissey Parish Council and although they accepted the general principles in the letter, it was clear that Probus had different issues to that of the coastal village with many more holiday homes. Cllr R Tofts and N Gillard offered to write a draft response and present it at the next meeting.

**22/088 To decide if an Annual Parish Meeting if required in 2022.** It was agreed to hold an Annual Parish Meeting in May 2022. The clerk will confirm the date.

**22/089 Items for future Agendas:** Noted.

- **Trewithen meeting – 1 footpath plus land.**
- **Tregony View Open Space (end of 2022)**
- **NDP – when appropriate**
- **Tree planting in the play area (September 2022)**
- **Fire-proof document safe, to be purchased, when appropriate.**
- **Emergency Contingency Plan (April 2022)**

**22/090 The next Full Council Meeting of the Parish Council will be the Ordinary Meeting on the 20<sup>th</sup> April 2022 in probus Village Hall at 7.30pm.**

**22/091 To close the meeting.** There being no further business the meeting closed at 9.35pm.

Dated.

Signed.