

## PROBUS PARISH COUNCIL

Minutes of the Annual Meeting of Probus Parish Council held on Wednesday,  
18<sup>th</sup> May 2022 in the Probus Village Hall at 7.45pm.

**Members Present.** Cllrs. W Sutherland, N Gillard, L Deards, S Dalton, M Maskill, R Tofts, N Glasson

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

The prayer was read by the Clerk.

**22/126 Election of Chairman.** It was proposed by Cllr Sutherland, seconded by Cllr Tofts and unanimously agreed to elect Cllr Gillard as Chairman for the forthcoming year. There were no other nominations. Cllr Gillard accepted.

**22/127 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 for the forthcoming year.

**22/128 Election of Vice Chairman.** It was proposed by Cllr Gillard, seconded by Cllr M Maskill and unanimously agreed to elect Cllr Sutherland as Vice Chairman. There were no other nominations. Cllr Sutherland accepted.

**22/129 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 Sutherland signed the Vice Chairman's declaration of Acceptance of Office for the forthcoming year.

Cllr Gillard asked Cllr Sutherland to conduct the business for the remainder of this meeting, given he was suffering from cold symptoms.

**22/130 Apologies for absence** were received from Cllrs. L Saunders-Fern, R Goldsworthy, J Faull.

**22/131 Public Participation.** There were no members of the public present.

**22/132 Declaration 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 Maskill declared a non-registerable interest in the Playing Field (committee member).

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.

**22/133 Police report.** No report received.

**22/134 To confirm the Ordinary Minutes of the Meeting held on the 20<sup>th</sup> April 2022.** The minutes of the ordinary meeting held on the 20<sup>th</sup> April 2022 were declared as correct and signed by the Chairman. Proposed by Cllr Deards, seconded by Cllr Glasson and unanimously agreed.

**22/135 Matters Arising (report only)**

- a) **22/063 – Cllr Goldsworthy to report on updating bank signatory.** Item carried forward.
- b) **22/077 - Burial rules – update on the signage at the burial ground.** Cllr Sutherland reported that one notice had been displayed emphasising the burial rules on monuments and items placed on graves. The notice stated the full set of burial rules were available from the parish clerk.
- c) **22/087 – Mevagissey Housing email – to confirm the email has been acknowledged and thanks given for the information received.** An email response had been sent.
- d) **22/103 – Play Area chain-link fencing – update on the replacement fencing.** The council had accepted the quotation at the April 2022 meeting. Cllr Sutherland reported the neighbour had now cut their trees and repaired their fence and as a result of this the councils costs had now been reduced to £395.00. The work will commence on Monday, 23<sup>rd</sup> May 2022.
- e) **22/114 – The Green at the Bank – report on the replacement posts (10).** Four posts had been replaced. Work will be carried out to replace the remaining six posts.
- f) **22/115 – Probus News to confirm the accounts have been received and authorise the payment of the grant (previously agreed).** The Clerk had received the accounts from the Probus News magazine and circulated copies at the meeting. It was proposed by Cllr Maskill, seconded by Cllr Sutherland and unanimously agreed the donation be given.
- g) **22/117 – Holy Well – to confirm the details of the lock combination have been forwarded to the Clerk.** Details of the combination lock had been passed to the parish clerk.

**22/136 Cornwall Councillor report – Cllr K Glasson** had circulated her report that included information on the affordable housing issue at Park-An-Gear and noting a meeting was to be arranged. Cllr Glasson reminded everyone to report anti-social behaviour to the police, and reported she was speaking with other councils who managed skate park facilities to see how they dealt with managing usage times.

**22/137 To receive the financial statement of accounts for the year to date, budget sheet and to approve payments.** The payment schedule had been circulated. It was proposed by Cllr Gillard, seconded by Cllr Maskill and unanimously agreed the accounts amounting to £ 7,536.40 be paid.

Payment Method	Payment to:-	Amount
BACS	Celtic Clearance – green waste collection	£ 75.00
BACS	Mike Williams Supply 2t topsoil and remove rubble	£150.00
BACS	Staff salaries, expenses and pension	£1897.25
BACS	G Brunsdon – soap for public toilets	£1.50
BACS	M Dalby – grass cutting	£720.00
BACS	A Inglefield – play equipment inspections	£176.00
BACS	S Dalton – plants & seeds (jubilee gardens), photocopying deeds	£ 204.98
BACS	Neil Glasson – jubilee expenses	£ 59.86
BACS	Ann Harris – jubilee expenses (tape)	£12.00
BACS	Rachel Tofts – jubilee expenses including insurance	£689.09

BACS	Professional Disco Services – jubilee	£ 150.00
BACS	Paul Lakeman – artwork for sign	£250.00
BACS	Probus Village Hall – room hire 20.04.22	£20.49
BACS	Marr Harris Upholstery Ltd – foam for skate ramp	£886.55
BACS	South West Water – public toilets	£28.73
BACS	Cornwall Vacuum Service – cable repair cleaning machine	£61.51
BACS	Probus News Magazine – donation	£1000.00
BACS	The Cumbria Clock Company – repair	£1098.00
DD	Cheaper Waste – commercial waste	£51.48
DD	Tesco mobile – clerk phone	£3.96

**22/138 Village Hall report – update from Village Hall representative. Security in Village Hall car park and signage. To look at the costs of providing CCTV at the pavilion incorporated within the village hall and quote.** Cllr Glasson advised there had been no recent meeting of the Village Hall Committee. Enquiries to use the hall continue from new groups alongside existing groups. Quotations had now been reviewed for the CCTV including the cost of providing a camera for the pavilion. The CCTV for the car park amounted to £1474.00 and £226.00 for the pavilion. Having held a discussion about the costs outweighing the benefits it was proposed by Cllr Gillard, seconded by Cllr L Deards and agreed the quotation be accepted and the work carried out. Cllr Maskill abstained. The Clerk will advise the CCTV company. Cllrs Gillard and Glasson will look at the current signage and report back to the council if any further signs were required. The Clerk had contacted a white linings company asking them to quote for the re-painting the marking for the disabled parking bays.

**22/139 Village Hall Insurance – to consider the renewal of the Village Hall insurance and approve the payment and associated costs.** Cllr Glasson agreed to circulate a copy of the Village Hall latest annual accounts to the Clerk for circulation. It was proposed by Cllr Gillard, seconded by Cllr Deards that the Parish Council pays the insurance renewal totalling £985.13. This was unanimously agreed.

**22/140 Playing Field Committee – to consider giving a donation to the playing field committee to match the amount of the Village Hall insurance renewal and approve associated costs.** Cllr Maskill declared an interest and abstained. It was proposed by Cllr Deards, seconded by Cllr Sutherland and unanimously agreed the Parish Council gives a donation of £985.13 to the Playing Field Committee once they had seen a copy of the latest annual accounts.

**22/141 Playing Field – update from Playing Field representative. Questions of ownership of the hedge on Tregony Road and the trees bordering the playing field (complaint received and forwarded to Cornwall Council).** Cllr Maskill stated there was nothing to report since last week's Annual Parish Meeting. The Parish Council had been given two weeks notice by Cormac to trim the overgrown trees in Tregony Road. Cllr Sutherland had met with a contractor and a quotation of £360 had been received to carry out the work required. It was proposed by Cllr Deards, seconded by Cllr Glasson and unanimously agreed the work be completed as soon as possible. Further trees along with road requiring attention (not belonging to the Parish Council) will be reported via the Cornwall Council website by Cllr Tofts. Councillors were notified of the condition of the steps leading into the playing field and it was agreed this item be placed on the agenda for the next meeting.

**22/142 Risk Assessments – Play Area. To note risk assessment, to approve associated expenditure, if any.** Nothing to report.

**22/143 Co-option of Councillor. To consider applications for the co-option of one councillor.** No applications received. The position will continue to be advertised.

**22/144 Sustainable Working Group S106 fund – report, if any.** Nothing to report. The Clerk was asked to contact Cornwall Council and identify the remainder of the S106 money available for the parish to be spent before April 2024.

**22/145 Green Working Party (PEAT) – report.** Nothing to report.

**22/146 MUGA drainage quotes outstanding – update from Parish Clerk.** The Clerk will obtain quotes.

**22/147 Skate Ramp – update on the purchasing of materials and appointment of contractor to carry out the work.** Cllrs. Gillard and Sutherland had researched the foam and marine ply required for carry out the work to try and alleviate the noise from the skate ramp, and address findings of the recent noise report. The council had earmarked money for this project at the last meeting. An order had been placed for the materials and a quotation received for the work to be done. Another letter will be sent to the EPO updating him on what the Parish Council are doing to resolve the noise complaint.

**22/148 Grass Cutting Contract – tenders to be opened at the June meeting.** Contract details were being issued to companies interested in tendering for the work.

**22/149 Jubilee Gardens – to consider and approve associated expenditure (if any).** Cllr Deards updated the meeting on the planting. Bind weeds had been removed from various areas and this was being monitored. Cllr Sutherland asked about the overgrown grassed area at Bosnoweth. Cllr Dalton confirmed the wild seed planting was possibly not done correctly.

**22/150 Queens Platinum Jubilee in June 2022 – update on events being planned.** Cllr Tofts updated the meeting on plans for the Jubilee celebrations. An application for bunting had been approved, and approx. 300 meters of bunting had already been made. Events were now being published on a poster as well as social media. Jubilee T-shirts will be issued to helpers. Members of the Diamond Jubilee Committee had been invited as guests of honour at the school event. Examples of the rock painting were shown to Councillors.

**22/151 Cornwall Council audit on the emptying of bins. To review the bins on the schedule.** The Clerk had received no response to her query with Cornwall Council on the audit of the bins. It was proposed by Cllr Gillard, seconded by Cllr Glasson and unanimously agreed this item be removed from the agenda.

**22/152 Church Clock – update on the progress by the Cumbria Clock Company for replacement micro switches.** The clock had now been repaired and working. A letter of thanks will be sent to Mr J Keam and A McCartney for organising this. It was agreed that carriage costs be reimbursed to Mr Keam.

**22/153 Emergency Contingency Plan – report from Cllr N Glasson.** Nothing to report.

**22/154 Cornwall Housing – development at Park-An-Gear. Response from Cllr O Monk, if received.** This subject had been addressed in the report from Cornwall Councillor Karen Glasson. Cllr Glasson will arrange a meeting with Cllr O Monk for a date in June 2022.

**22/155 Correspondence before despatch of the Agenda.**

- a) **Various emails circulated to members on receipt during the month for information, to note.** Noted. Cllr Tofts had shared information from Victim Support on social media.
- b) **Urgent correspondence received after the despatch of the agenda.** Cllr B Egerton (Grampound PC) had highlighted the overgrown verges at New Stables. The Clerk confirmed the contractor had trimmed them today.

**22/156 Items for future Agendas.**

- Trewithen meeting- 1 footpath plus land.
- Tregony View Open Space (end of 2022)
- NDP- when appropriate
- Tree planting in the play area (September 2022)
- Wild-flower planting – review (September 2022)
- Create Community Orchard/Maze/Tranquil Woodland- to consider and resolve, to approve any assoc. expenditure and confirmation on the changes required to the current tenancy (October 2022)
- Porta-cabin review of use and plans for the future (June 2022)
- To investigate social media for the Parish Council (Facebook) and to resolve if this is needed (July 2022).
- Replacement of mower for the football field (June 2022)
- Village Hall car park maintenance, and identify work required (June 2022)
- Selection of Parish Council committees (June 2022)
- Village Hall car park, parking bays and pavilion – review of signage (June 2022). To receive the costs to renew the white lines at the disabled parking bays (June 2022)
- Donation to Playing Field Committee upon receipt of accounts (June 2022)
- Play Area - to identify the work required to the steps (June 2022)
- Grass Cuttings Contract – tenders to be opened (June 2022)
- MUGA drainage quotes (June 2022)

**22/157 The next Full Council Meeting of the Parish Council will be held on 15<sup>th</sup> June 2022 in Probus Village Hall at 7.30pm.** Noted.

**22/158 To close the meeting.** There being no further business the meeting closed at 9.25pm.

Dated.

Signed.