

PROBUS PARISH COUNCIL

Clerk: Mrs J Hoskin (Parish Council)
Telephone Number 07749 626021
Email: clerk@probusparishcouncil.gov.uk

Minutes of the Meeting of Probus Parish Council held on Wednesday, 15th June 2022 in the Probus Village Hall at 7.30pm.

Members Present. Cllrs. N Gillard (Chairman), J Faull, S Dalton, W Sutherland, R Tofts, L Deards, L Saunders-Fern, N Glasson, R Goldsworthy, M Maskill.

Also attending. Mrs J Hoskin (Parish Clerk)
Cllr Karen Glasson (Cornwall Councillor)

The prayer was read by the Clerk.

22/159 Apologies for absence. None.

22/160 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 declared a non-registerable interest in the Playing Field (committee member).

Cllr Saunders-Fern 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

22/161 Public participation (15 minutes). No members of the public present.

22/162 Police report. The Chairman notified the council of the reported police crimes for April 2022, highlighting the problems with their reporting system.

22/163 To confirm the minutes of the Ordinary meeting held on the 18th May 2022. The minutes of the meeting held on the 18th May 2022 were declared as correct and signed by the Chairman, proposed by Cllr Deards, seconded by Cllr Maskill and unanimously agreed.

22/164 Matters arising (report only)

- a) **22/063 – Cllr Goldsworthy to report on updating bank signatory.** Item carried forward. Cllr Goldsworthy will endeavour to get this done having experienced difficulties with the bank.
- b) **22/103 – Play Area chain link fencing – to provide an update on progress.** Cllr Sutherland notified of the problems with the second contractor that resulted in the work not being started. It was agreed to contact the contractor again.
- c) **22/114 – The Green at the Bank – update on the replacement of the last 6 posts.** The Clerk will contact Andy Inglefield to confirm if he is going to carry out the work to replace the last 6 posts

- d) **22/138 - CCTV at the Village Hall and pavilion – update on work.** Cllr Glasson will speak to the contactors to obtain a date for the work and requesting it be done before September.
- e) **22/139 – To note the Village Hall accounts have been circulated.** Councillors had received the village hall accounts.
- f) **22/141 – Trees in Tregony Road – update on the trimming of the overgrown trees in Tregony Road.** The tree work had been completed today.

22/165 Cornwall Council report – Cllr Karen Glasson. Cllr Glasson gave a verbal report. She continued to pursue officers to speak with the parish council on planning matters, in particular Cllr Ollie Monk the portfolio holder. Cllr Glasson was also investigating options for an off-street parking order for areas of the village.

22/166 Parish Council Committees – to confirm members appointments to various committees.

The Chairman provided a list of committees, this was checked and amended accordingly.

Planning - It was proposed by Cllr Sutherland, seconded by Cllr Deards and unanimously agreed that Cllr Maskill continues as Chairman of the planning committee.

Planning - It was proposed by Cllr Maskill, seconded by Cllr Deards and unanimously agreed that Cllr Goldsworthy be elected as Vice Chairman of the planning committee.

Staffing – It was proposed by Cllr Gillard, seconded by Cllr Sutherland and unanimously agreed that Cllr Dalton be Chairman of the staffing committee.

Staffing – It was proposed by Cllr Gillard, seconded by Cllr Deards and unanimously agreed that Cllr Tofts be elected and Vice Chairman of the staffing committee.

Community Network representative – Cllr Gillard and deputy Cllr Glasson.

General Purposes Committee – It was noted this committee had not been established and this would be reviewed.

The full list of committees and representatives on outside groups to be circulated to Councillors.

22/167 To receive the financial statement of accounts for the year to date, budget sheet and to approve payments. The payment schedule had been circulated by the Clerk. It was proposed by Cllr Maskill, seconded by Cllr Deards and unanimously agreed the accounts amounting to £8932.73 be paid. This included minute reference 22/178 (donation to the playing field committee).

Payment Method	Payment to:-	Amount
BACS	Staff salaries and pensions	£1957.05
BACS	Probus Village Hall – donation for cost of insurance (agreed May 22)	£985.13
BACS	Probus Playing Field Committee – donation (agreed May 22)	£985.13
BACS	G Brunsdon – shortfall in pay and extra hours for last month	£168.80
BACS	J Hoskin – reimbursement of costs for skate ramp wood /MUGA sign	£308.78
BACS	Playsafety Ltd – 2022 ROSPA report	£117.60
BACS	N Gillard – screws for skate ramp	£11.24
BACS	R Tofts – jubilee expenses	£78.42
BACS	N Glasson – jubilee expenses	£116.36
BACS	RBJ Supercakes – jubilee celebrations	£40.00
BACS	Nicky Swann Music – jubilee celebrations	£150.00
BACS	Andy Inglefield – play park inspections	£175.00
BACS	Probus Village Hall – room hire	£46.32
BACS	Contec South West Ltd – jubilee gardens	£232.68
BACS	Aalgard Renshaw – Audit 2021/2022	£390.00

BACS	South West Water – toilets	£51.86
BACS	Jonathan Keam – reimburse postage costs for church clock repairs	Not paid
BACS	Gallagher - Insurance renewal	£1790.56
BACS	TP Trees – trees in Tregony Rd (as quote) plus cherry tree	£396.00
BACS	Kernowek Gardeners – Mark Dalby – grass cutting	£720.00

22/168 To approve the 2021/2022 audited accounts and complete the Annual Return form. It was noted that the minute reference stated on page 5 of the auditor’s report was incorrect and should be amended.

It was proposed by Cllr Sutherland, seconded by Cllr Faull and unanimously agreed the audited accounts be approved and the Annual Accounting Statements (return forms) be accepted as written, and signed.

22/169 Village Hall report – update from Village Hall representative. Cllr Glasson reported no meetings of the village hall committee had been held since his last report. The current financial situation and hirings were noted.

22/170 Risk Assessments – Play Area to note Risk Assessment, to approve assoc. expenditure (if any). To note that Andy Inglefield is to stop the inspections. To agree costs be sought for someone to carry out this role. The council agreed to purchase the replacement rubber grip for the handle for an item of play equipment. This was not covered under the warranty. Having been made aware that Andy Ingelfield was changing his employment it was agreed to investigate how inspections could be covered. The Clerk will report back.

22/171 Co-option of councillor. To agree the vacancy continues to be advertised but the item be removed from the agenda until an application is received. No applications received. It was agreed that the position continues to be advertised, but the item removed from the agenda until an application had been received.

22/172 Sustainable Working Group S106 fund – report, if any. Cllr Sutherland reported on the progress of the information board.

22/173 Green Working Party (PEAT) – report. Councillors noted the report circulated by Cllr Dalton.

22/174 MUGA – drainage quotes outstanding – update from Parish Clerk. The Chairman advised that information relating to the original drainage plans and location of the soakaways needed to be made available to contractors before costs could be obtained. The Clerk will try and locate the plans for the MUGA when constructed.

22/175 Playing Field hedge – to discuss the work required in cutting the hedge adjacent to the playing field along the path to the MUGA, and agree that costs be obtained. Further to a discussion that established the work required to the hedge along the East side of the MUGA and the hedges at the car park, it was agreed that Cllr Sutherland meets with the contractor to obtain costs. Proposed by Cllr Gillard, seconded by Cllr Faull. The work to be carried out in September 2022.

22/176 Skate Ramp – update on the insulation work to reduce the noise levels from the skate ramp. The timber and foam had now been received to fill internal sections of the skate ramp. The contractor appointed to carry out this work could not be contacted. It was proposed by Cllr Gillard, seconded by Cllr Tofts and unanimously agreed an alternative company be sought to carry out the work. Cllrs Gillard and Sutherland to provide names of

contractors that could be asked.

22/177 Grass Cutting contract – to receive and open the tenders for the grass cutting contract.

Having looked at the three tenders received, it was apparent that further clarification was needed on some prices and the Clerk was asked to clarify elements of the work relating to the CC Agency Agreement and footpath trimming. It was agreed the Clerk contact the three contractors and the decision to award the contract be deferred until the 22nd June 2022 when Cllrs Sutherland and Dalton in liaison with the Chairman be delegated to make the decision in awarding this work. Proposed by Cllr Gillard, seconded by Cllr Deards and unanimously agreed.

22/178 Playing Field – to consider and approve a donation to the playing field committee upon receipt of their accounts.

Cllrs Maskill and Saunders-Fern declared an interest and left the meeting for this item. The accounts for the playing field had been received and noted. It was proposed by Cllr Deards, seconded by Cllr Sutherland and unanimously agreed to grant a donation of £985.13 to the playing field committee to match the donation given to the village hall.

22/179 To consider costs for a replacement mower for the football field and agree to allocate funding for this.

Cllr Maskill and Saunders-Fern declared an interest and left the meeting for this item. The Chairman advised of the council's budget for this financial year. Costs were presented for a new replacement mower and questions were asked about alternative makes and costs, options for second hand machines and sources of funding. Councillors recognised the importance of having a reliable machine and agreed in principle to support the request to assist financially with this project.

It was resolved not to approve a donation to the playing field committee at this time and ask the two parish council representatives to work with the playing field committee to research alternative options, machines, funding aspects available and provide a more detailed proposal with comparable quotes and alternative sources of funding that could be pursued to meet the costs of a new mower along with a possible donation from the parish council. Proposed by Cllr Gillard, seconded by Cllr Deards and unanimously agreed.

22/180 Play Area – to identify work required to the steps and agree to obtain costs for any work required. Cllr Sutherland spoke about the S106 funding. The parish council were required to pay for the work and claim reimbursement from Cormac. Quotes to be obtained.

22/181 Village Hall Car Park:-

- **To identify car park maintenance required.** Cllr Sutherland suggested this item be deferred and that the condition of the car park surface be looked at later in the year after the porta cabin had been brought back.
- **Review of signage at the car park, parking bays and pavilion, and approve associated costs, if any.** Cllr Glasson had reviewed the signage at the car park / village hall (one wooden and three metal) and offered to obtain cost for new stickers. Cllrs. Glasson and Gillard will review the signs at the MUGA and pavilion.
- **To receive the estimate for the renewing of the white lines at the disabled parking bays, and approve associated costs.** It was proposed by Cllr Tofts, seconded by Cllr Sutherland that the quotation of £285.00 plus Vat be accepted for the work required to repaint the lines around the disabled parking bays. Work to be carried out in September once the trees had been trimmed.

22/182 Queens Platinum Jubilee in June 2022 – to receive feedback on events held. Cllr Tofts reported on the success of the Queens Platinum Jubilee events although an incident of anti-social behaviour by an individual had occurred and the police had been informed. A statement will be placed on the parish council website notifying that harassment of councillors will not be tolerated. The last meeting of the Jubilee committee was being held on the 16th June. The Chairman had sent letters of thanks to those who instigated the celebrations and the main organisers of the event. A special thank you was given to Cllr Tofts for suggesting the village celebrates the Jubilee and starting the process.

22/183 Parish Clock – to consider and agree to enter into a service contract with the Cumbria Clock Company and approve associated costs. Cllr Sutherland recommended the council enters into a two year service agreement with the Cumbria Clock Company for the cost of £185.00 plus Vat per year, and then reviews the servicing for the future. This was proposed by Cllrs Gillard, seconded by Cllr Dears and unanimously agreed.

22/184 Cornwall Housing – development at Park-An-Gear. To confirm the date of the meeting with Cllr O Monk (Cornwall Council Portfolio Holder for Housing). Discussed under Item 22/165 of this meeting.

22/185 Correspondence before despatch of the agenda.

- a) **Various emails circulated to members on receipt during the month for information, to note.** Noted. It was agreed that Cllrs Gillard and Glasson draft a response to Lanteglos-By-Fowey parish council on their email concern affordable housing. Cllr Sutherland had been contacted by the owner of the vehicle that had been left at the MUGA for some time and reported as abandoned. The parish council will ask him to remove the vehicle at his earliest convenience. It was suggested the gentleman rents a parking space at the village hall. Following this discussion Cllr Gillard highlighted the parking arrangements at the MUGA with the doctors surgery that expired in April 2025.
- b) **Urgent correspondence received after the despatch of the agenda.** None.

22/186 Items for future agendas to be submitted to the Clerk by Friday, 8th July 2022. To include:-

- **Trewithen meeting – 1 footpath plus land (date TBC)**
- **Tregony View Open Space (end of 2022)**
- **NDP – steering group and progress update (date TBC)**
- **Tree planting in the play area (September 2022)**
- **Wild-flower planning – review (September 2022)**
- **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 (October 2022)**
- **Porta-cabin review of use and plans for the future (October 2022)**
- **To investigate social media for the Parish Council (Facebook) and to resolve if this is needed (July 2022).**
- **Emergency Contingency Plan (July 2022)**

Noted – agreed to bring forward the item on the porta cabin to the July meeting. Cllr Gillard will send out a list of agenda items for Councillors to approve.

22/187 The next Full Council Meeting of the Parish Council will be held on the 20th July 2022 in Probus Village Hall at 7.30pm. Noted.

22/188 To close the meeting. There being no further business the meeting closed at 9.55pm.

DRAFT