

## PROBUS PARISH COUNCIL

Parish Clerk: Mrs J Hoskin

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### **Minutes of the Meeting of Probus Parish Council held on Wednesday, 20<sup>th</sup> July 2022 in the Probus Village Hall at 7.30pm.**

**Members Present:** Cllrs. N Gillard (Chairman), L Deards, R Tofts, M Maskill, N Glasson, J Faull.

**Also attending:** Mrs J Hoskin (Parish Clerk)  
Cllr Karen Glasson (Cornwall Councillor)  
Two members of the public

The prayer was read by the Clerk.

**22/189 Apologies for absence** were received from Cllrs. W Sutherland, S Dalton, R Goldsworthy.

**22/190 To receive the resignation of Cllr L Saunders-Fern.** Cllr Saunders-Fern had tendered his resignation. Councillors expressed their thanks to Cllr Saunders-Fern for his work and commitment to the parish council since his co-option on the 20<sup>th</sup> January 2020.

**22/191 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) and Agenda item 16 a request for funding towards the cost of a replacement mower for the playing field.

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

**22/192 Public participation (15 minutes).** The Chairman welcomed everyone to the meeting and introduced the two members of the public who had expressed an interest in the parish council vacancy. Councillors and the Clerk introduced themselves to these prospective candidates.

**22/193 Police report.** The Chairman notified the meeting that information on the police portal was not up to date. He had spoken to the local PC who would try to attend the September meeting or send a report.

**22/194 To confirm the minutes of the Ordinary meeting of the 15<sup>th</sup> June 2022.** The minutes of the meeting held on the 15<sup>th</sup> June 2022 were declared as correct and signed by the Chairman. Proposed by Cllr Deards, seconded by Cllr Tofts and unanimously agreed.

**22/195 Matters arising (report only).**

- a) **22/063 – Cllr Goldsworthy to report on updating bank signatory.** The Chairman confirmed Cllr Goldsworthy was now registered with the bank and should be able to log into the parish councils accounts.
- b) **22/103 – Play Area chain-link fencing – update on work to be completed.** A new quotation had been received to carry out the work to the chain link fencing. Having experienced problems getting hold of the original contractor appointed, it was agreed this new quote be accepted and the work carried out as soon as possible. The contractor had also submitted a quote to carry out the insulation work on the skate ramp (material provided by the parish council). It was proposed by Cllr Gillard, seconded by Cllr Faull and unanimously agreed the contractor be asked to carry out both jobs; and that an additional £300 is earmarked should the end posts next to the bowling green require replacing.
- c) **22/114 – The Green at the Bank – update on the replacement of the last 6 posts.** It was noted that Cllr Sutherland was liaising with a contractor to obtain a quotation for replacing the remaining 6 posts. Costs had already been allocated for this work, but the original contractor was no longer available to do the work.
- d) **22/138 - CCTV at the Village Hall and pavilion – to note work has been completed.** The installation of the new CCTV had been installed. The parish council has removed the hard drives and Cllr Glasson is arranging for disposal of the old units.
- e) **22/184 – Meeting with Cllr Olly Monk – a second letter of invitation sent to Cllr Monk.** A second letter had been sent to Cllr Monk. Cllr Karen Glasson had been contacted and four dates had been put forward for a meeting and will be confirmed. Cllr K Glasson notified Councillors this would be a daytime meeting. It was noted that the parish council had yet to receive a response from Cllr Monk. Cllr Maskill agreed to liaise with Cllr Karen Glasson over the content of any article for the Probus News magazine relating to the Wainhomes development; and formulate a response to the enquiry made by a local resident.
- f) **22/177 - Grass cutting contract – new contractor appointed and Cornwall Council Service Level Agreements, signed and returned.** The Cornwall Council agency agreements had been signed and returned. The new contractor had started on the 1<sup>st</sup> July 2022. Cllr N Glasson suggested areas maintained by the parish council could be placed on the council's website. Details of the areas included in the grass cutting contract and service level agreements to be passed to Cllr Glasson who has access to the interactive mapping tool to prepare maps in conjunctions with the clerk.

**22/196 Cornwall Councillor report – Cllr Karen Glasson.** Councillors noted the report circulated by Cllr K Glasson.

**22/197 Parish Council Committees – feedback from Councillors on various committees.**

- a) **Village Hall committee.** Cllr N Glasson had little to report stating that new user groups were expressing an interest in using the facilities.
- b) **Playing Field Committee.** Cllr Maskill had nothing further to report. Having lost a representative on the playing field committee owing to the resignation of Cllr Saunders-Fern, it was proposed by Cllr Gillard, seconded by Cllr Maskill and unanimously agreed to

accept Cllr Deards offer to fill this role in the interim period up to the September meeting when the matter will be put on the agenda to formally fill the position.

- c) **Probus Environmental Action Team (PEAT).** Cllr Dalton had circulated a report. The closed churchyard was to be cut three times a year, under the Cornwall Council Agency Agreement. A group of volunteers would also look after areas of the site. Cllr Dalton had contacted Cornwall Council who were now going to cut back areas at Hicks Close, and would report back on future arrangements to carry out this work. Various paths within the village were overgrown (Church View, Carne View, Tregony Road, St Austell Road) with rubble dumped on one footpath. Clarification on the ownership of the land covering these areas was needed, but it was thought adjacent landowners may each be responsible and residents needed to be encouraged to maintain these paths. Cllr Gillard will feedback information to residents.
- d) **S106 Sustainable Working Group.** Nothing to report.
- e) **Platinum Jubilee Committee.** Cllr Tofts reported on the last meeting of this Jubilee committee, plans for a future committee and the archiving of the memorabilia from the events. A picture of the Queen was being purchased for the Hall. Cllr Maskill, on behalf of the Playing Field Committee, thanked the Jubilee Committee for their donation of £70.

**22/198 To receive the financial statement of accounts for the year to date and forecast expenditure, budget sheet and to approve payments.** Reports circulated to Councillors.

- **Budget** - It was noted that some in-year adjustments need to be made to the budget to reflect recent decisions made by the parish council and these will be discussed at a Finance Committee meeting to be arranged in August / September.
- **Earmarked Reserves** – Noted and to be reviewed. The ongoing defibrillator maintenance to be put into the budget.
- **Payments** – The payment schedule had been circulated by the Clerk. It was proposed by Cllr Tofts, seconded by Cllr Maskill and unanimously agreed the accounts amounting to £ 5342.34 be paid.

Method	Who to be paid /for what	Amount
BACS	Staff salaries	1966.85
BACS	J Hoskin – expenses, mileage, IT back up, storages boxes, Payroll Manager license renewal	352.53
BACS	N Glasson – expenses title plan documents	6.00
BACS	Andy Inglefield – play inspections	140.00
BACS	Turtle Engineering – defibrillator pads	99.57
BACS	South West Water – public toilets	48.71
DD	EDF – MUGA electricity	68.90
DD	EDF – public toilets electricity	20.76
DD	Cheaper Waste – waste July / Aug	51.48
BACS	N Gillard – key safe	24.30
BACS	Devon & Cornwall Security – CCTV installation	1474.00
BACS	CIS – toilet supplies	22.08
BACS	Microsoft – July	11.28
BACS	Dennis May & Son	26.40
BACS	EDF Energy – street light	31.24

BACS	T P Trees – contractor	900.00
DD	Tesco mobile phone	13.49
BACS	South West Water – public toilets	26.69
BACS	Probus Village Hall	58.06

It was agreed that staff payments be made in August 2022 although no meetings were being held. To be authorised by the Chairman and one other Councillor.

**22/199 To receive an update report on the project to re-locate the parish Portacabin from the GP Surgery car park to the Village Hall car park. Consider and approve as necessary a steering/working group to see the project through to completion.** Cllr Glasson had spoken with the GP Surgery and confirmed the porta-cabin would be available mid-September. Cllr Glasson suggested that quotations are obtained to move the cabin back to the village hall car park, and install electric and water supplies. Various uses for the cabin were discussed and the village hall were happy to take on the insurance and ongoing maintenance and running costs. The cabin was originally gifted nearly two years ago to the parish council by Wainhomes and had been loaned to the GP Surgery. As it was now being re-deployed as a community resource to be managed by the Village Hall Committee it was suggested the Finance Committee consider the annual contribution to the Village Hall Committee to support the running costs.

**22/200 Risk Assessments – Play Area to note risk assessments, to approve associated expenditure (if any). To receive quotes for the play area inspections and appoint a new contractor.** No matters reported. The had grip had been ordered. It was proposed by Cllr Deards, seconded by Cllr Glasson and unanimously agreed that quote from Greens (Cornwall) Ltd be accepted and the company be appointed to carry out the regular play area and MUGA inspections. The Clerk will ask the company to start as soon as possible.

**22/201 Parish Council draft CCTV Policy and Data Protection Impact Assessment – for consideration and approval.** The Chairman thanked Cllr Glasson for producing the draft CCTV policy and Data Protection Impact Assessment for the parish council. It was proposed by Cllr Tofts, seconded by Cllr Deards and unanimously agreed these be approved. It was agreed to ask Devon & Cornwall Security to draft a service and maintenance contract in support of the current and recently installed equipment and system. Cllrs Gillard and Glasson were appointed to manage the CCTV. Proposed by Cllr Deards, seconded by Cllr Tofts and unanimously agreed.

**22/202 MUGA drainage quotes outstanding – update from Parish Clerk and consider next steps.** It was established that no official drainage system had been built when the MUGA was constructed. Problems in the left-hand corner of the site resulted in the pooling of water in wet weather conditions. The Chairman proposed costs be obtained to install an 8-10 meter soak-away (French drain) and replace the kick boards at this end of the site. This was seconded by Cllr Faull and unanimously agreed.

**22/203 Skate Ramp – update on the insulation work to reduce the noise levels from the skate ramp.** The quotation from Glyn Tucker was accepted under item 22/195 of this meeting.

**22/204 Written request for funding towards the cost for a replacement mower for the Playing Field Committee. To consider the detailed request and approve funding as necessary.** Cllr Maskill declared an interest and left the meeting for this item. Councillors had all received the report and spreadsheet from the playing field committee regarding costs for a

replacement machine. It was felt the committee needed to gain support from those using the field and the public and work on their fundraising efforts and administration. It was proposed by Cllr Faull, seconded by Cllr Tofts and unanimously agreed the parish council supports the work of the playing field committee in maintaining the field and purchases the mower proving a donation towards the costs is given and the committee move forward in planning their long term fundraising for the future. Cllr K Glasson was able to donate some money from the Cornwall Council Community Chest Fund.

**22/205 To identify and approve a Councillor to work alongside the parish clerk on developing and maintaining the parish council website.** Cllr Glasson was appointed for this work; proposed by Cllr Tofts, seconded by Cllr Gillard and unanimously agreed.

**22/206 Correspondence before despatch of the Agenda.** Noted.

- a) **Various emails circulated to members on receipt during month for information, to note.** Nothing to report.
- b) **Urgent correspondence received after the despatch of the agenda.** Nothing to report.

**22/207 Items for future Agendas to be reviewed and prioritised and proposal for future approach.** Councillors had received the list of future agenda items giving timescales that could be changed.

**22/208 Additional items for future agendas to be submitted to the parish clerk by Friday, 9<sup>th</sup> September 2022.** Noted.

**22/209 The next Full Council Meeting of the Parish Council will be held on the 21<sup>st</sup> September 2022 in the Probus Village Hall at 7.30pm.** Noted.

**22/210 To close the meeting.** There being no further business the meeting closed at 9.30pm.

Dated.

Signed.