

PROBUS PARISH COUNCIL

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Minutes of the Meeting of Probus Parish Council held on Thursday 19th October 2022 in the Probus Village Hall at 19:30.

Members Present: Cllrs. N Gillard (Chairman), J Faull, S Dalton, W Sutherland, R Tofts, L Deards, N Glasson, M Maskill. Also attending. Mrs M Roper (Parish Clerk), Carolyn Y. May (Locum Clerk), Jacqui B. Peskett (Locum Clerk), Cllr Karen Glasson (Cornwall Councillor)

A short prayer was spoken by the Locum Clerk – Jacqui Peskett.

22/239 Apologies for absence. Cllr R Quinlan, Cllr Goldsworthy

22/240 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 Deards 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.

22/241 Public participation (15 minutes). No members of the public present.

22/242 Police report. Cllr Tofts notified the council of the reported police crimes within the Parish for August 2022. 1 antisocial behaviour offence & 1 theft of a bicycle.

22/243 To confirm the minutes of the Ordinary meeting held on the 29th of September 2022. The minutes of the meeting held on the 29th of September 2022 were declared as correct and signed by the Chairman. **Proposed** by Cllr Sutherland, **seconded** by Cllr Tofts. Unanimous. **Carried.**

22/244 Matters arising (report only)

a) 22/103 – Play Area Chain-link Fencing –Cllr Sutherland advised that there is nothing further to report, and it is anticipated that the works will be completed by the end of October 2022.

- b) **22/114 - The Green at the Bank** - Cllr Sutherland advised that there is nothing further to report, and we are awaiting a final quote.
- c) **22/223** – Parish Council Vacancy – Cllr Gillard reported that the information had been updated and placed on the Parish Council website homepage.
- d) **22/224** – CNP – highways schemes – it was reported that the expression of interest had been submitted through Cornwall Councillor K Glasson. It is anticipated that the matter will be discussed at the next Community Network Panel meeting in January 2023. This matter is to be highlighted as a future Agenda item for the parish council
- e) **22/225** – Rubbish bin replacement at the bus shelter in the square. It was agreed that the option of obtaining larger rubbish bins is not viable. It was, therefore, agreed that the existing bin would remain in situ but would require more frequent emptying. The Clerk is to update the maintenance personnel on this matter.
- f) **22/227** - Skate ramp – sound insulation 2nd phase – Cllr Gillard advised that no works taken place yet. The quotes had been approved, and the required materials are being purchased. This matter is listed for further updates.
- g) **22/228** – MUGA drainage – removal of growth and replacement of kickboards. Cllr Sutherland has reported that rubbish and leaves had been removed from the ground. It is anticipated that this would make noticeable difference to the drainage. The impact of a heavy rainfall to be evaluated and reported.

The kickboards are still in need of replacing in the near future. Two quotes have been received (CORMAC & Mr G Tucker) to replace the kickboards and restore French drains. It was agreed to take this item in December meeting agenda for review.

- h) **22/229** – Progress – additional hedge trimming & associated works. – The works are in progress.
- i) **22/231** – Relocation of portacabin to VH car park – Cllr Glasson reported that the retaining wall will be completed by the end of the next week. He agreed to contact the Surgery in relation to the move of the portacabin.

22/245 Cornwall Council report – Cllr Karen Glasson. Cllr Glasson gave a verbal report, alluding to a residents meeting at Tregony View. The aim was to engage the residents in the care of the estate. There were approximately 40 residents present, and there was an agreement that a committee would be formed. Another meeting had been scheduled for the 29th of October 2022.

22/246 Parish Council Committees –

Village Hall Committee – Cllr Glasson reported that Cornwall Council had donated to the Village Hall lots of furniture, including office desks & chairs. He suggested that some of it can be used in the new Parish Office.

Cllr Glasson continued to report that financial matters are in order, and anticipated income & expenditure balance will be achieved with a variance of a few hundred pounds as expected.

Playing Field Committee - Cllr Maskill advised that Graham Smith had asked for an extension of 2 -3 weeks to arrange a meeting.

Cllr Sutherland suggested that Cllr Maskill introduces Graham Smith to the new Clerk in the next 2-3 weeks.

Cllr Gillard reminded that the next Finance Committee is planned for November 2nd, and it would be beneficial to receive an update on expenditure from Playing Field Committee before then.

MUGA shed had been equipped with a new combination padlock lock. Cllr Glasson but reported that the obsolete CCTV equipment & records had been recovered from the MUGA shed and that the old record would be destroyed

Probus Environmental Action Team (PEAT) – Copies of the maps with suggested flower beds have been circulated by Cllr Dalton.

Cllr Dalton suggested to plant tree saplings along the link chain fence in the play area. The saplings are available free of charge. **Proposed** by Cllr Sutherland to approve, **seconded** by Cllr Gillard. Unanimous. **Carried**.

Cllr Sutherland advised the Council that some grass areas still require trimming, and that the contracted grass cutter had agreed to regular reviews. New Clerk has been instructed to arrange a review with the grass cutter.

Section 106 Sustainable Working Group - Cllr Sutherland informed the Council that there had been a delay in the planned works on the square due to the apparent shortage granite curbs.

Renovation of the steps leading to the play area – arranged to resurface by replacing the top coat.

22/247 – To confirm the minutes of the finance committee meeting held on the 13th October 2022. To receive the financial statement of accounts for the year to date including forecast expenditure, budget sheet and to approve payments. - The minutes of the previous meeting were confirmed as accurate. **Proposed** by Cllr Tofts, **seconded** by Cllr Maskill. 1 abstention. **Carried**

Finance Committee was formed of 5 Councillors - Cllrs. N Gillard (Chairman), J Faull, S Dalton, N Glasson, M Maskill, R Tofts **Proposed** by Cllr Dreads, **seconded** by Cllr Tofts Unanimous. **Carried**

Cllr Sutherland advised that Cornwall Council was expected to reimburse the cost of the artworks for the information board. No payment was received as yet. The Locum Clerk to invoice Cornwall Council for the sum of £250, and report back at the next meeting.

Cllr Dalton queried whether the invoice payments for grass cutting services were in line with the expected monthly payments across the year. It was confirmed that the total sum payable is not evenly split over the course of the year, which is to reflect the variation in the amount of work required in different seasons.

The Locum Clerk reported that there is a new financial report system in place which allows easier monthly monitoring of expenses against the budget.

The Locum Clerk advised that she received additional invoices after the list of due payments had been submitted, taking the total amount of payments to be approved to £7,138.68

Cllr Sutherland **proposed** to approve the payments, **seconded** by Cllr Tofts. Unanimous. **Carried**.

22/248 - Risk Assessments – Play Area to note Risk Assessment and to approve associated expenditure. Risk Assessment report had not been received in time for consideration at this meeting. The report will be considered at the next meeting and any urgent works carried out if it is received before that date.

22/249 - CCTV – report on operating system since installation in June 2022. Proposals for any updates and associated expenditure. Cllr N Glasson reported that there is a possibility of purchasing a better camera with higher resolution and longer distance range. Associated costs - £160.

There is also a possibility of arranging remote access to CCTV recordings. Quotes are being obtained. Agreed to include this item for November meeting.

22/250 - Overgrown areas in the village – action & funding required to deal with these

Cllr Sutherland reported that the main areas of concern are the walkways, paths behind the Church View Rd, Hicks Close, Carne View Road and the Churchyard. Some clearance had been done by volunteers. Cllr Sutherland suggested to earmark some funds for the debris removal.

Cllr Gillard raised concerns over setting a precedent and effectively expectations that this would be the Parish Council responsibility.

The Locum Clerk drew attention to the fact that this would result in double precept as the residents already pay Cornwall Council for the works in question. She also advised the Council of 2 initiatives run by Cornwall Council – Cleaner Cornwall and Gardening

Cllr Tofts suggested that it may be possible to ask the local Young Farmers group to make use of the vegetation debris for the upcoming bonfire night. It was agreed that Cllr Dalton will get in touch with the farmers.

Cllr Sutherland suggested to make a public appeal to the residents by distributing a leaflet. **Proposed** by Cllr Gillard that Cllr Sutherland and Cllr Glasson produce a leaflet. Locum Clerk is to set up a budget for this purpose. **Seconded** by Cllr Tofts. Unanimous. **Carried**.

22/251 - Village Hall Car Park repairs & maintenance. To consider and approve a list of works needed, an appropriate time scale and the associated funding required. – Agreed to take this forward as an agenda item for December meeting.

22/252 - Village Hall & Playing Field car parks. To consider preparing and applying for an off-street parking order for these areas and any associated expenditure. Cllr Gillard advised that the Lease Agreement with the Surgery ends in 2025. A lump sum of £25,000 was paid 20 years ago for the use of the parking. He further advised that an Off-Street Parking Order would be required if the Council is to enforce the parking policies (including removal of illegally parked vehicles).

Cllr Gillard **proposed** to research the "Off-Street Parking" application process. **Seconded** by Cllr Tofts. Unanimous. **Carried**.

22/253 - Parish council portacabin proposed use and relocation – to consider and approve proposed works, timescale and expenditure - Cllr Glasson reported that the works are under way but there had been an increase in the outgoings due to the raising costs of materials and modified scope of works. Additional £642.06 would be required to complete the works. Final budget projected at £6567.23.

21:10 hrs Cllrs Gillard and Glasson left the room

Cllr Dalton **proposed** to approve the increase. **Seconded** by Cllr Tofts. Unanimous. **Carried**

21:11 hrs Cllrs Gillard and Glasson returned to the room

22/254 - Social media policy – updated policy document for consideration and adoption by the Parish Council- Cllr Glasson **proposed** to adopt the policy and appoint Cllr Glasson together with Cllr Gillard in charge of managing the social page. Cllr Tofts to step in in the absence of Cllr Gillard. Eventually this function will be carried out by the new Clerk. **Seconded** by Cllr Deards. Unanimous. **Carried**

22/255 - Future Agenda Items" current list to be reviewed & priorities adjusted as necessary. Agenda items to be submitted to Clerk before the 4th of November 2022.

Cllr Deards wished to include in the future Agenda discussion about the use of land behind the cemetery. Suggestions include creating a forest. Mr Allen – the farmer needs to be contacted with regards to gaining access.

22/256 - Correspondence received after despatch of the agenda – A Thank
You card was received from the Palace expressing gratitude for condolences. It was suggested that a copy of the card is published in a digital format and the original possibly framed and displayed in the Village Hall.

22/257 - The next Full Council Meeting of The Parish Council will be held on 16th November 2022 in Probus Village Hall at 19:00 hrs

22/258 - The next Finance Committee meeting to be held on the 2nd of November 2022 in Probus Village Hall at 19 hrs

22/259 - To consider and resolve to exclude press & public due to the confidential nature of the business to be discussed under the Admission to Meetings Act 1960. No press or members of the public present

22/260 - Report on progress with recruitment to the role of parish Clerk and continuing arrangements for interim financial officer support - Cllr Dalton advised the Council that Maria Roper was appointed as the Parish Clerk. Maria will continue receive support from the Locum Clerks until further notice.

22/261 - The Meeting closed at 21:20 hrs