

PROBUS PARISH COUNCIL

CLERK: Mrs A Kendall, Foxleigh, Treviglas Lane, Probus, Truro, TR2 4LH
Telephone (01726) 883614 Email probuspc@gmail.com

Minutes of the Ordinary Meeting of Probus Parish Council held on Wednesday 17th November 2021 in the Probus Village Hall commencing at 7.30pm.

Members Present: Cllrs Sutherland, Gillard, Deards, Dalton, Maskill, Faull, Goldsworthy, Saunders-Fern, Tofts & Glasson.

Cornwall Cllr Glasson.

Members were informed Sophie Baker had resigned (to formally note on the next agenda).

21/242 Apologies for Absence.

None.

21/243 Declarations of Interest Register both registerable and non-registerable under the Code of Conduct (to declare interests on agenda items).

Cllr Maskill & Cllr Saunders-Fern declared a non-registerable interest in Playing Field (committee members).

Cllr Goldsworthy & Cllr Glasson declared a non-registerable interest in Village Hall (committee members).

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

21/244 Public Participation

No public present.

21/245 Police report.

Police report September 2021, 11 crimes recorded; 1 violence on B3275, 2 violence near Petrol Station Fore Street, 1 anti-social Gwell-an-Nans, 1 anti-social behaviour Ridgeway, 3 crimes on High Street (2 anti-social & 1 public order), 1 anti-social behaviour Bosnoweth and 2 violence near Doctors Surgery.

21/246 To confirm the minutes of the meeting of 20th October 2021 & 29th October 2021.

The minutes of the ordinary meeting held on 20th October 2021 & 29th October 2021 were declared as correct by Cllr Deards and seconded by Cllr Sutherland all agreed; the Chairman signed them as a correct record.

21/247 Matters Arising

- a) 21/137- Holy well – seat completed.
- b) 21/196- Jubilee Gardens, contractor instructed to complete, scheduled November/December.
- c) 21/214b – Bank Signatory form submitted to Lloyds and letters received by Cllrs Goldsworthy & Glasson.

- d) 21/223- Oak tree- arriving 12th November, to be cared for by resident until planting during National Tree Week.
- e) 21/224- Christmas Tree- Mr Keam has been informed the budget is £250 including the tree, he is organising the collection and decorating etc. Cllr Tofts reported she had been unsuccessful in obtaining sponsorship.
- f) 21/225- Concrete plinth removal; Contractor instructed; waiting for the field to be drier before attempting to take a vehicle across.

21/248 Cornwall Councillor's report to Parish Council.

Written report circulated via email prior to the meeting.

I met via Teams with several residents of the Tregony View estate and spoke with/emailed others and have a good understanding of the concerns felt by many on the estate. I have met with Peter and Johnny (Managing Director) this week from Blenheims regarding Tregony View regarding the maintenance on the estate. They have agreed to a public residents meeting early December and will be circulating a link to this asap. I have raised residents concerns and have also asked Wainhomes for a further meeting to discuss ongoing issues. I will continue to support all the residents with their concerns.

Another very successful litter pick was run on Saturday 6 November. Again, good amount of volunteers and PEAT in attendance. I have also requested funding from Clean Cornwall for litter picking equipment so that this is more readily available.

I also met last week with Viv Bidgood, Cormac Highways Manager to discuss the issues around the school drop off and pick up times. No easily available solutions and I will continue to work on this. Viv has agreed to provide a full report on the issues and any options available.

I raised with Kate Dixon, Cormac Project Manager the option of having a second VAS in the vicinity of the Comrades Club. I have received the response below: I have discussed this with Adam and I am afraid it won't be possible to deliver the additional VAS at this time. Locating a sign in the vicinity of the Comrade's Club is more challenging and there is the potential for this additional work to delay the construction. It may be something that could be considered as a CNP scheme in the future.

As there have been considerable delays already with the rollout of the road scheme and a feeling at previous Parish meetings that we should now proceed, I will not pursue this at this time.

I do have available community chest funds remaining and so if there are any community groups who need support please do ask them to get in touch.

As we enter the winter months, just to remind everyone that Cornwall Council run a Winter Wellbeing programme and if any parishioners need assistance, I am happy to help in any way I can to ensure they access all available funds. You can see more below but if you as a PC get any requests for help, please do point them my way if needed:

<https://www.cornwall.gov.uk/health-and-social-care/public-health/public-health-campaigns/winter-wellbeing/>

As ever, any issues you wish to raise, please let me know.

21/249 To receive the financial statement of accounts for the year to date and approve payments.

- a) Payments schedule circulated to members totalling £5486.02 for November 2021, monthly forecast sheet against projected and expenditure to budget.

BACS	Reach Publishing Ltd- Job Advert	£576.00
BACS	Source for Business- water toilets	£29.20
BACS	Kernowek Gardeners Ltd- grass cutting (inc footpaths)	£2,340.00
BACS	Mr A Inglefield- Play inspections & repairs	£140.00
BACS	The Royal British Legion- Poppy wreaths	£34.00
BACS	Probus Village Hall - rent	£32.00
BACS	Viking- Admin supplies	£34.37
BACS	Phone, postage & refunds	£69.67
BACS	Staff salaries, expenses & pension	£2,145.98
DD-21 Nov	Cheaper Waste	£46.80
DD- 28 Nov	EDF-Toilets	£9.00
DD-28 Nov	EDF-MUGA	£29.00
Total		£5,486.02

Proposal by Cllr Glasson to approve payments, seconded Cllr Maskill, carried.
The above was duly **resolved**. Budget sheets and bank rec. noted.

- b) People's Climate Festival- request for grant between £50-£100, to consider and resolve, to approve assoc. expenditure (if any).

Proposal by Cllr Dalton to not donate, it was felt the money was better spent in the Parish, seconded Cllr Sutherland, carried.

The above was duly **resolved**.

- c) Internal Control- report from Cllr Dalton on recent Internal Control checks.
Cllr Dalton reported no issues.

21/250 To confirm the minutes of the Finance Committee and to consider & approve recommendations.

Recommendations:

All fees increase by 3.5%; MUGA, car park & Cemetery. Cemetery fees attached as Appendix 1.

Confidential staffing salaries (as circulated with meeting papers)

Precept set at £53,427.71 for 2022/23.

Ear-marked reserves set at £57,626.19.

Proposal by Cllr Gillard, to approve minutes of the Finance Meeting of 3rd November 2021, and to approve recommendations as written, seconded Cllr Faull, carried.

The above was duly **resolved**. Precept set at £53, 427.71 for 2022/23 an increase of 1.06%.

21/251 Village Hall report- update from Village Hall representative; to consider & resolve ear-marked reallocation of £5,000 for Village Hall.

Cllr Goldsworthy reported the Covid restrictions continue to affect income. Expenditure over the 3 months to the end of October exceeded income by £1,763.43. The essential roof repairs will be carried out as soon as weather conditions permit. £15,000 has been reserved to pay for this. No non-urgent repairs or improvements will be carried out as the working bank balance is only £2,156.46. The 2 major priorities are updating the hire charges and preparing grant funding bids.

Cllr Glasson reported that the £5,000 expenditure is due to a fire officers report, £3,000 to install fire alarms, carbon-monoxide alarms and electrical panel which is out of date, also need a fire door from the back room to the car park, as an escape route.

Cllrs Glasson, Goldsworthy & Gillard left the room.

Proposal by Cllr Dalton to reallocate £5,000 from car-park to Village Hall due to essential work needed, seconded Cllr Tofts, carried.

The above was duly **resolved**.

21/252 Playing Field- update from Playing Field representatives.

Cllr Maskill reported that the damaged dugouts have had the broken polycarbonate panels removed, they will not be replaced. Pavilion door - discussed and procurement is being progressed. Graham Smith is arranging a Committee Meeting likely in Jan 22. More trouble with toilet door which they are trying to sort and Annual Return has been completed. Clerk also reported the mower will soon need a replacement.

21/253 Risk Assessments- Play Area to note Risk Assessment, to approve assoc. expenditure (if any), to update on chain link fence repair.

Risk Assessment highlighted damage to safety surfacing on roundabout and rust on underside of bridge on the climbing frame along with chain link fence this has all been repaired. Further issue this week with the gate, which has had a temporary repair and will be fixed next week.

Drainage issue in the MUGA which needs further investigation.

21/254 Staffing Committee- to consider & resolve Terms of Reference, and any other matters as appropriate before Committee meeting on 18th November to review Job Applications.

Terms of Reference circulated with meeting papers.

Proposal by Cllr Glasson to approve and adopt Terms of Reference for the Staffing Committee, seconded Cllr Goldsworthy, carried.

The above was duly **resolved**.

21/255 Disciplinary Procedure & Grievance Procedure- to review and approve.

Disciplinary Procedure & Grievance Procedure circulated with meeting papers.

Proposal by Cllr Deards to change 1.1 wording from policy to document and approve, seconded Cllr Saunders-Fern, carried.

The above was duly **resolved**.

21/256 Fencing Play Area- to receive quote for chain link fence repair, as resolved at the previous meeting, and to review along with existing quotes, to consider and resolve, to approve assoc. expenditure (if any).

Report circulated prior to the meeting with various options. The Chairman ran through the options.

Proposal by Cllr Gillard, to approve repair of wire mesh fence at £1090, if not possible to repair then replace at £1990 and request other houses which back onto that boundary are contacted as appropriate, to maintain their trees, seconded Cllr Maskill, carried.

The above was duly **resolved**.

21/257 S106 Sustainable Transport- update report.

Update circ. with meeting papers.

We are told the public consultation could start in November.

Cornwall Cllr Glasson is handling the inclusion of a school warning V.A.S. calibrated to school coming and going times, to be installed by the bus stop opposite the Spar shop. She is also investigating whether a second V.A.S. sited above the Chapel St. junction in St Austell Rd could be considered.

We have rejected Cornwall Council's design team's Treviglas Lane/Fore St. junction road narrowing suggestion.

21/258 Green Working Party (PEAT) – update on progress of Churchyard.

Update circ. with meeting papers.

- *Planting of saplings. We have applied for two packs of trees from The Woodland Trust. These will be for the area around the playing field to replace dead and felled trees. We should have spare for other areas too.*
- *Cornwall Councillor Glasson has obtained the red, white and blue wild flower seeds for our wild flower areas to be sown next spring.*
- *A draft document covering the current issues with Probus Church grounds and output from our meetings has been emailed to Cormac and our group. I have asked the Cormac person responsible for maintaining Probus church grounds to respond with his update on actions and arrange, as agreed, a further meeting with us this month.*
- *In conjunction with Cornwall Cllr Glasson, our third litter pick took place on 6th November. We are continuing to assemble a good number of volunteers. We may need to consider somehow procuring our own equipment to avoid depending on Cornwall Council for borrowing it.*

21/260 Skate ramp- to consider quotes from consultants to produce a noise report, (if available) to consider next actions and approve assoc. expenditure (if any).

The one quote received for £699 + VAT will include mitigation suggestions.

Proposal by Cllr Gillard to approve quote and request % of reduction will be achieved by measures, seconded Cllr Faull, carried.

The above was duly **resolved**.

21/261 Facebook-to consider deferring until new Clerk in post.

Proposal by Cllr Tofts to approve deferring, seconded Cllr Deards, carried.
The above was duly **resolved**.

21/262 Play Area- letter from a Play Inspector, members to consider and resolve.

Letter circ. with meeting papers, offering to carry out play inspections.
Proposal by Cllr Glasson to obtain a quote and ask for a sample report and recommendations, seconded Cllr Sutherland, carried.
The above was duly **resolved**.

21/263 Fireproof document safe- to consider and resolve, and to approve any assoc. expenditure (if any).

Proposal by Cllr Gillard to approve a fire-proof document safe up to £2,000, to use General Reserves, seconded Cllr Sutherland, carried.
The above was duly **resolved**.

21/264 Pavement weeds- members to consider and resolve for 2022/23, to approve assoc. expenditure (if any).

Discussion took place.
Proposal by Cllr Gillard, to obtain green quotes, Cllrs Dalton & Deards volunteered, seconded Cllr Dalton, carried.
The above was duly **resolved**.

21/265 Platinum Jubilee- to consider Parish Council funding/purchasing Commemorative Medal, to either grant to School or local group or purchase and distribute, to approve assoc. expenditure.

Information on Jubilee Medal circ. with meeting papers. Cllr Tofts reported that an article is going into the magazine to see if a Platinum Jubilee Group is going to be formed. Cllr Tofts shared a sample of the medal.
Proposal by Cllr Gillard to defer to see if a Jubilee Group is formed, as not something the PC wishes to fund directly, seconded Cllr Faull, carried.
The above was duly **resolved**.

21/266 Correspondence

- a. Various emails circulated to members on receipt during month for information-noted.
- b. Resident requested MUGA locked at night due to anti-social behaviour.
Cllr Goldsworthy stated that the police need to be contacted if anti-social behaviour. Cllrs Tofts & Goldsworthy to highlight the MUGA closes at 9pm, and anti-social behaviour. It was agreed there was no staffing capacity to lock and unlock twice a day.
- c. Modification Order lodged for footpaths to link up Ladock & Probus by Ladock PC, as supported by Probus PC previously.

21/267 Items for a future Agenda

- Trewithen meeting- 1 footpath plus land.
- Porta-cabin review of use (December agenda)

- Jubilee Lamp & well pumps (January agenda/ re-painting scheduled weather permitting).
- Tregony View Open Space (end of 2022)
- NDP- when appropriate
- Consider planting trees in Play Area (January agenda)
- Mobile speed sign (to consider maintenance contract)

21/268 It was agreed the next Ordinary Meeting of the Parish Council will be 8th December 2021 7.30pm in the Village Hall.

The meeting closed at 9.45pm.

Chairman..... Date.....