

PROBUS PARISH COUNCIL

Clerk: Maria Roper (Parish Council)

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Minutes of the Meeting of **Probus Parish Council** held on **Wednesday, the 19th April 2023** in the **Probus Village Hall** at **19:55**

Members Present: Cllrs N Gillard (Chairman), W Sutherland, R Tofts, M Maskill, P. Quinlan, R. Goldsworthy, N. Glasson

Also attending: Cornwall Councillor K Glasson, Mrs M Roper (Parish Clerk)

23/064 Apologies for absence. – Cllrs Dutton, Faull

23/065 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 Quinlan declared a non-registerable interest in the Playing Field (committee member)

Cllr Goldsworthy declared a non-registerable interest in the Village Hall (committee member).

Cllr N Glasson declared a non-registerable interest in the Village Hall (Trustee)

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

Cllr Tofts, Cllr Gillard, Cllr N. Glasson and Cornwall Cllr K. Glasson declared an interest in the agenda item 15 – Coronation celebrations (participating in organising the event)

No gifts received.

23/066 Public participation (15 minutes). Two members of the former Diamond Jubilee Committee expressed disappointment of the delayed communication from Probus Parish Council. They continued to say that they were not consulted before the decision was made. Their constitution doesn't allow for the money to be transferred on the basis of getting receipts and invoices retrospectively. It was, therefore, decided not to relinquish the remaining funds. They further remarked that the funds will be spent in line with their constitution on a different project.

Cllr Gillard apologised for the delay in sending the letter out. He stressed again that the Council made commitments to satisfy the Diamond's Jubilee Committee constitutional requirements if they agreed to transfer the funds. However, if they chose to finance a different project with this money, the Council is supportive of this decision and wishing them every success.

20:04 The members of the Diamond Jubilee Committee left

22/067 Police report. No new report

23/068 To confirm the minutes of the Ordinary Meeting of 22nd of March 2023

It was proposed by **Cllr Sutherland** to approve the minutes once the correction is made.

Seconded by Cllr Gillard and RESOLVED. Unanimous. Carried.

23/069 Matters arising (report only):

- a) 22/103 – Play Area chain-link fencing – update on work – Cllr Gillard reported that the contractor was appointed, and the works are scheduled to begin the 9th of May 2023.
- b) 22/232 - Damage to Jubilee Lamp - updates–Cllr Gillard reported that a meeting with the loss adjustor took place, and they were happy for the works to proceed. The chosen contractor was updated. The start day isn't known yet.
- c) 22/233 – Skate ramp – sound insulation 2nd phase – new contractor. Cllr Gillard informed the Council that he met with a potential contractor. A quote was not yet submitted.
- d) 22/237 –Portacabin to the VH car park – timescale and progress. Cllr Glasson reported that all the works are completed.
- e) 22/288 – Review of Signage at the car park, parking bays and pavilion - update – Cllr Gillard has informed the Council that the order for the signs had been placed. The turnaround is 10 days from the date of approval of the mock ups.
- f) 22/293 - Grass cutting contract – revisions and correction of the contract – updates. Publications of maps on Facebook–The Clerk has reported that she is awaiting a response from Cornwall Council about some areas that appear to be missed from the contracts. Once confirmed, the information will be passed on to Cllr Glasson for producing maps for publication. No progress on contract revision.
- g) 22/315 - Weed control – update. The Clerk informed the Council that the weed treatment trial has started on the 17th of April.
- h) 23/010 - S106 fund – The email detailing use and rights of publications of the artworks was sent out to Mr Lakeman
- i) 23/011 - Neighbourhood Development Plan – Community engagement and communication policy strategy – No progress
- j) 23/029 Risk Assessments - Play Area - to note and consider any remedial works and associated expenditure. – The contractor informed the Clerk that they carried out part of the work with the remaining works scheduled for next inspection.
- k) 23/032 Bin replacement at the cemetery – Updates – The order was placed, and delivery is expected shortly. The invoice will be sent out after the product dispatch.
- l) 23/054 SLA – Updates – The Clerk reported that all the agreements have now been received and will be signed following minor clarifications.
- m) 23/055 – Installation of deterrent cameras outside the public toilets – Cllr Glasson met up with the contractor and discussed a few options. A quote will be sent to the Clerk.

23/070 Cornwall Councillor report – CCllr K Glasson circulated a report prior to the meeting, covering the following aspects:

Cornwall Devolution Deal

The Leader of the Council has now announced that the Level 3 Devolution Deal has been rejected. The Council will pursue a Level 2 Deal which will negate the need to elect a Mayor,

will include £10m devolved adult education fund, but exclude £360m investment fund, or the £8.7m promised for brownfield housing development

Potholes

Cornwall Council has been awarded an extra £5million to repair potholes. CCllr added that she was keen to report as many potholes as possible and asked to be informed of any areas of concern. Carne View Road which has a lot of potholes was recently reported, awaiting response.

Yellow Lines

CCllr Glasson reported that the yellow lines in Chapel Street were to be repainted after 12th April, no sign as yet but parking on these lines and the parking in Wagg Lane were reported again. She also asked the Parking Enforcement Team to do regular, rather than reactive patrols as these areas are often parked on.

Household Support Fund

CCllr Glasson advised the Council that this is available and open to applications, and asked to be informed if anyone knew someone who could benefit from the fund.

In addition to the above report, she added that the 20mph is underway with the majority of consultations ending in June. It was noted that the new estate wasn't included as the roads are not adopted yet. This can be included at a later stage.

The councillors questioned how the limit is going to be introduced at the West end of the village – transitioning from 60mph limit.

There was an indication from Cornwall Council that existing S106 funds allocated for sustainable transport improvements, could be used to implement the 20mph programme.

Cllr Gillard proposed that CCllr Glasson instigates a meeting with CC/Cormac to review the expectation on the use of existing S106 funds, **seconded by Cllr Tofts and RESOLVED.** Unanimous. Carried.

23/071 Parish Council Committees:

Village Hall committee – update on business & developments.

Cllr Glasson reported that an expression of interest was made to the community levelling/growth fund. It received positive feedback with suggestions for strengthening the application. It is hoped that the money can be used for the roof repair and other improvement works in the village hall.

Playing Field Committee Report December 2022 - Cllr Maskill reported that season is now coming to the end and they are moving towards developing a committee.

Cllr Goldsworthy has received the Trust paperwork but haven't had a chance to look through it.

Finance Committee – Report and recommendations from the Finance Committee, following the meeting on the 12th of April 2023. – The Clerk reported that the decisions in respect of the grant applications were reached, and the letters regarding allocation of grants will be sent out after the meeting.

23/072 Reports and feedback from local community groups/committees and organisations:

Probus Coronation working group – updates:

Cllr Gillard provided an estimate of expenditure for the coronation celebration. It appears that the overall figure will not exceed £1500. As the Jubilee Committee doesn't wish to transfer the balance of the funds for the coronation celebration purposes, it is important to continue to advise and support this group by other means available.

A representative of the Parish Council would be expected to join the "Grampound Walk" on the 8th of May. Some meaningful gifts for the exchange need to be arranged.

It was **proposed** by **Cllr Gillard** that Cllr N Glasson joins CCllr K Glasson for the walk and CCllr K Glasson to come up with some ideas for the gift exchange. **Seconded** by **Cllr Quinlan** and **RESOLVED**. Unanimous. Carried.

23/073 To receive the financial statement of accounts for the year to date, including forecast expenditure, budget sheet and to approve payments. – Clerk, Locum Clerk

Year end accounts and VAT claim will be completed in conjunction with Aalgaard Renshaw. The following schedule of payments was presented to the Council for approval:

Approval date	Company		Amount gross	VAT
BACS PAYMENTS				
19/04/2023	Staff	Salary	£1651.08	
19/04/2023	Probus Village Hall	Village hall hire	£68.31	
19/04/2023	TP Tress	Grass cutting	£900.00	£150
19/04/2023	Microsoft March 2023	IT	£11.28	£1.88
19/04/2023	Cheaper Waste	Waste removal	£60.12	£10.02
19/04/2023	Greens Ground and Trees	Play area inspection	£179.42	£29.9
19/04/2023	Cornish Industrial Supplies	Toilet rolls public convenience	£24.73	£4.12
19/04/2023	Cornwall ALC	Training clerk	£240.00	£40
19/04/2023	Cornwall ALC	Annual membership	£906.68	£125.07
19/04/2023	Cornwall Council	Council tax cemetery	£138.85	
19/04/2023	Moneysoft	Payroll manager software	£93.60	£15.6
19/04/2023	NIC + HMRC	Variations for the end of the year	£696.63	
19/04/2023	Clerk expenses	Replacement phone for the staff	£48.00	

TOTAL	£5,018.70	376.59
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DIRECT DEBIT PAYMENTS				
22/03/2023	EDF	Electricity Toilets	£8.00	1.52
22/03/2023	EDF	Electricity MUGA	£18.00	0.68
22/03/2023	EDF	Electricity Street light		
22/03/2023	Tesco mobile	mobile clerk	£13.49	£0.92
22/03/2023	Pension contributions		£98.46	
22/03/2023	Pension contributions	Refund for overpayment	-£8.77	
TOTAL			£129.18	£3.12

Proposed by Cllr Tofts to approve the payments as above. **Seconded by Cllr Quinlan** and **RESOLVED**. Unanimous. Carried

23/074 CNP Community Levelling Presentation and Good Growth Fund – CCllr K Glasson reported that an expression of interest was submitted for Probus Village Hall, the feedback included points to consider including in the application, such as

- Increasing the cleaners' wages to the real living rate, as opposed to minimum wage;
- Include green features, such as installation of a more efficient boiler
- Consider introducing additional value, such as creating extra space
- Submit business plan

There is no cut off for the applications, but the projects need to be completed by March 2025. Desktop studies, such as feasibility study for a project can also be funded.

Cllr Gillard proposed to meet before May meeting to discuss possible option. **Seconded by Cllr Tofts** and **RESOLVED**. Unanimous. Carried.

23/075 Deeds cemetery:

- Update on obtaining the original deeds – The original deeds have now been collected from the archives
- Consider appointing solicitors for the purpose of land registration and approve associated costs – The Clerk informed the Council that the solicitors quoted £650 + VAT + land registry fees. It was felt that the quote was excessive, and that the Council could apply to the land registry directly. **Cllr Gillard proposed** that the Clerk to meet with Cllr Glasson to go over the process of application. **Seconded by Cllr Maskill** and **RESOLVED**. Unanimous. Carried.

23/076 S106 sustainable transport scheme:

- The Square project – no updates
- The steps – Cllrs Gillard, Maskill and Sutherland met with the contractors, and agreed on remedial works. The invoice is on hold until the remedial works are complete.
- List of works which could be funded from the remaining budget – The Council reviewed the project and prioritised them in the following order
 - Installation of missing bus shelters on lower Fore street and Truck Hill – Clerk to locate previous quotes
 - New entrance signs to the village incorporating a style of gate and welcome sign – can be done in conjunction with 20mph programme

- Footpath signage to encourage pedestrian traffic
- Traffic calming measures – incorporated into the 20mph programme
- Fairfields – Chapel St – Allotments footpath – abolish due to the land ownership issues
- EV charging points – gather additional information as to the potential benefits and consider funding through community levelling fund

Proposed by Cllr Gillard, seconded by Cllr Quinlan and RESOLVED to adopt the above project list and prepare quotes for the work involved. Unanimous. Carried

23/077 Grass cutting LMP/SLA

LMP – consider resolving the number of cuts required for the silver paths – Cllr Gillard proposed to cut the silver paths once a year and consider additional cuts if necessary. **Seconded by Cllr Quinlan. RESOLVED.** Unanimous. Carried

23/078 Policies Review and Training Records Updates and recommendations – The Clerk has circulated the following draft policies prior to the meeting:

- Complaints Procedure
- Co-option policy

Cllr Gillard proposed to approve the policies, **seconded by Cllr Quinlan and RESOLVED.** Unanimous. Carried.

23/079 Sign the Certificates of Exclusive Right of Burial – The Clerk has presented the Exclusive Rights of Burials and they were duly signed by the Burial Board members.

23/080 Correspondence before despatch of the Agenda – Clerk

- Various emails circulated to members on receipt during month for information to note.
- Urgent correspondence received after the despatch of the agenda. - None

23/081 Future Agenda Items - current list to be reviewed & priorities adjusted as necessary.

Councillors to consider adding any new items to the future agendas list - All Cllrs

- Report from the Coronation Committee - **May***
- Register the plot with the Land registry ref plot next to the cemetery – **July. Cllr Glasson, Clerk.***
- Make amendments to the tenancy agreement ref plot next to the cemetery -**September***
- Emergency Contingency Plan. To consider and resolve, to approve with any associated expenditure. – **September***
- Renewal of the gates at the cemetery – update quotes for replacement - **October***
- Extension of the village Hall car park*
- Repair to the car park surface.*

23/082 The next Full Council Meeting of The Parish Council will be held on the 17th of May 2023 in the Probus Village Hall at 19.00.

Additional **agenda items** to be submitted to the parish clerk by Friday, **5th of May 2023.**

23/083 The meeting closed at 21:32hrs

Chairman *Cllr N Gillard*

Date *17.05.2023*