

PROBUS PARISH COUNCIL

Clerk: Maria Roper (Parish Council)

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Minutes of the Meeting of **Probus Parish Council** held on **Wednesday, the 21st December 2022** in the **Probus Village Hall** at **19:30**.

Members Present: Cllrs. N Gillard (Chairman), W Sutherland, R Tofts, M Maskill, P. Quinlan, C. Dutton, R. Goldsworthy. Also attending. Mrs M Roper (Parish Clerk),

A short prayer was spoken by the Clerk – Maria Roper.

22/300 Apologies for absence. Cllr J. Faull, Cllr N. Glasson, Cornwall Councillor K Glasson

22/301 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 Gillard declared a non-registerable interest in the Village Hall (partner Chairman)

No gifts received.

Cllr Tofts declared a non-registerable interest in the Carnival group Committee

22/302 Public participation (15 minutes). No members of the public present.

22/303 Police report. Reported crimes since **September 2022** have not yet been uploaded to the "Police UK" web site.

22/304 Resignation of Cllr Deards - Parish Councillor Vacancy – Cllr Gillard drafted a letter to Cllr Deards thanking her for her services and expressing gratification of knowing that she'll continue working with PEAT for the benefit of the local community.

- a) Internal Control vacancy – nominations** Cllr Gillard reported that there is no immediate urgency to fill the vacancy. Frequency of required reviews varies but is anticipated to be on average about twice a year. He undertook to prepare a description of the role and distribute it to the councillors. It was proposed and agreed to defer the nominations.
- b) Staffing Committee Appeals vacancy – nominations.** It was proposed to defer the nominations
- c) Burial Board vacancy – nominations.** Expected commitments were outlined, and it was agreed that Cllr Goldsworthy will fill the vacancy.

- d) **S106 Sustainable working group vacancy – nominations** Cllr Sutherland explained that as a part of the group report he intends to discuss the need for continuing with this working group.
- e) **Poor Trust representative vacancy – nominations.** Cllr Gillard explained that the role involves liaising with Rev Foot on a roughly biannual basis to determine the distribution of the grant from Tredenham Lands Charity. The grant value is based on the income to the Trust and varies each year (between £1200 and £2000) and there is an existing list of recipients in place. Cllr Dutton put himself forward and his nominations was accepted.

Cllr Gillard proposed to accept the nominations as above, **seconded by Cllr Maskill and RESOLVED.** Unanimous. **Carried.**

22/305 To correct enumeration of the previously approved minutes and sign the corrected copies

The Clerk presented proposed rectified enumeration of the previous minutes. **Cllr Gillard proposed** to accept the corrections and bring the corrected copies to future meetings for signing, seconded by **Cllr Tofts** and **RESOLVED.** Unanimous. **Carried.**

22/306 To confirm the minutes of the Ordinary Meeting of 16th November 2022.

The minutes of the ordinary meetings held on the 16th November 2022 were declared as correct by **Cllr Gillard**, **seconded by Cllr Sutherland** and **RESOLVED.** The Chairman signed them as a correct record.

22/307 Matters arising (report only):

- a) 22/103 – Play Area chain-link fencing – Cllr Gillard has informed the Council that the contractor didn't want to finish the works; however, he agreed to finish the works on the fence. A new contractor would have to be found to finish the works on the skate ramp. The members of the council were invited to come up with recommendations for a new contractor.
The foam was delivered. Cllr Gillard had to purchase plastic sheeting & tarpaulin for the foam as it has to be stored outside and protected from the weather. The costs will be submitted to the Council.
- b) 22/114 – The Green at the Bank – No progress. It was suggested to defer the works till April.
- c) 22/231 – Meeting with staff to confirm more frequent emptying of bin at probus square but stop. Clerk – complete.
- c) 22/232 – Skate ramp – sound insulation 2nd phase – No progress. Works delayed due to bereavement in the contractor's family. Some materials yet to be purchased, these have been checked with the previous contractors and an order placed by the Clerk once a new contractor has been identified.
- d) 22/235 – Progress - additional hedge trimming & associate works – has a date been agreed. No date agreed. Originally works used to be done before March. Car park area at the village hall needs to be monitored. Clerk to liaise with the contractor regarding works progress.
- f) 22/237 – Relocation of the portacabin to the VH car park – timescale and progress –Cllr Gillard updated the council that the quotes for relocation of the portacabin are being

obtained and the works should be progressing soon. Cllr Glasson should be soon in a position to advise of a date.

- g) 22/257 – Update on the public appeal leaflet for the removal of vegetation offcuts – Clerk to verify with Cllr Glasson if printing and distributions of leaflets is still being considered.
- h) 22/254 - Invoicing to CORMAC – £250.00 reimbursement for costs towards the artwork on the information board – Deferred until next meeting due to absence of Locum Clerk (Carolyn May)
- i) 22/288 – Review of Signage at the car park, parking bays and pavilion - update – Cllr Gillard, Cllr Glasson. No progress since the November meeting.
- j) 22/294 – Christmas Tree on the Church Cobbles – Update – Cllr Sutherland has reported that the Christmas tree had been installed and decorated.
- k) 22/293 - Grass cutting contract – arrangements & timescale for review process – Cllrs Gillard, Dutton and Clerk to liaise with Cllr Sutherland to confirm the works specs and agreed number of cuts. It is planned to arrange a review for the end of February.
- l) 22/232 - Damage to Jubilee Lamp - updates– Cllr Gillard has informed the council that all the documents had been submitted to the insurance company, apart from the quotes for repair. Once complete, it would be a matter of waiting for them to progress the matter. Cllr Tofts had asked if there is a plan to remove the damaged lamp from its current location, and was advised that there's currently no alternative provision in place

22/308 Cornwall Councillor report – Cllr K Glasson has not submitted a report.

22/309 Parish Council Committees:

Village Hall committee – update on business & developments. Cllr N Glasson has submitted the following report prior to the meeting:

- *While bookings are stronger we do have a very large backlog of tasks needing attention so a grant application for funds is still necessary, an attempt to reach out to the Big Lottery needs to be a priority.*
- *As a charity we also need to formally adopt a reserves policy in accordance with Charity Commission's recommendations. Currently the holding of just £2,000 was not reached through any particular formal process and is historic. Before this a full review of all running costs against the hall is being performed as a priority.*
- *The attempt to launch a Community Market was not successful due to the complete lack of interest from the residents of Probus. We are no longer running this event.*
- *The issue of a grit bin was discussed, and it was agreed a locked one would be acquired and be the responsibility of hirers who would take the risk to grit if necessary but would be reminded that they are entitled to a refund in the case of adverse weather impacting their hire.*

Playing Field Committee Report December 2022 - Cllr Maskill circulated a report prior to the meeting in which had provided a summary of his meeting with Graham Smith and Cllr Quinlan. During this meeting the following issues were discussed:

- *Future of Pavilion*
- *Membership of the Playing Field Committee*

- *Fund Raising*

He also informed that the current bank balance is £150 which is low but with pitch fees should be OK until Council grant in April

Cllr Quinlan stressed further that there is a distinct disparity between the financial contributions of the youth club and the seniors. He felt that there should be found a way to engage the youth section. Cllr Gillard remarked that there is currently no formal representation of the youth club, and the matter requires sensitive handling. Cllr Dutton volunteered to become a part of the Probus Council Playing Field Committee, hoping to be able to facilitate community engagement.

Probus Environment Action Team (PEAT) - Cllr Gillard informed the council of the correspondence received from PEAT representatives proposing to continue working with the Council. Cllr Gillard said he was very pleased and keen for their involvement to continue.

106 Sustainable Working Group - Cllr Sutherland circulated an email prior to the meeting, in which he advised the member of the council that:

- *Tregony Road steps now have a start date of 27/02/23, the same as the square project.*
- *The Information board requires final input from Cllr N Glasson*
- *The kissing gate replacement on the footpath at Bosnoweth will unfortunately not go ahead, as there is no viable option which would meet current accessibility regulations due to the path width restrictions.*
- *As referred to in the 12th January 22 minutes (22/013), now the current S.T.W.G undertakings have start dates, the group would like the parish council to respond to any enquiries/comments which may naturally occur when the work begins and direct these to the appropriate C/C or Cormac destination.*

It has been further added that the remaining balance of the fund had not been disclosed by Cornwall Council, and it would be difficult to plan any further improvement works without such information.

Cllr Maskill questioned if there was a contract in place, to which Cllr Sutherland replied negatively.

Cllr Sutherland invited suggestions for any further potential works that could be covered by S106 funding.

Cllr Gillard suggested that a meeting between Cornwall Council and Probus Parish Council needs to take place. It has been agreed that Cllr Sutherland will email the Clerk with details of the latest progress and contact names along with some key points for the clerk to include in a letter to CC & Cormac requesting a meeting to discuss the works and any remaining resources.

Finance Committee - Report back from Finance Committee meeting of 23rd Nov 2022 – recommendations for consideration by full council: Cllr Gillard reported that the finance committee had discussed at length the 2023/2024 budget options.

The revised earmarked reserves have been set at a slightly higher level in comparison to last year numbers.

22/310 Budget and precept for the year 2023/2024 – To review the budget proposed following the Finance Committee meetings held on the 2nd & 23rd of November 2022 :

The parish council is asked to consider and approve with any associated expenditure the :

- **Proposed budget for 2023/24**
- **Proposed earmarked reserves for 2023/24**
- **Proposed associated workplan for 2023/24**
- **Proposed precept submission for 2023/24 (submission date 31/12/22)**
 - Finance committee proposed for consideration the following budget options:
Version 1 – £59,700 and Version 2 - £57,600.
Cllr Gillard explained that the budget is roughly split as follows: 58% for running costs (including staff costs, admin, insurances, web site etc), and 41 % for infrastructure costs (including contracted & non contract environment mgt, maintenance of assets and energy costs).
Cllr Gillard further explained that if the council were to opt for the lower budget increase, any deficit would have to be met from reserves. Given that several budget items have already been identified to be met from reserves for 2023/24, any further transfers would mean there may not be enough funding to cover costs for all the projects.
Cllr Sutherland remarked that all the budgeted costs had been discussed in detail at the finance committee. Cllr Goldsworthy commented that Version 1 of the budget is more realistic, and he is happy to support it.
 - The suggested earmarked reserves for 2023/24 were set at £74,508.93 (this includes S 106 payments and CIL contributions paid to the parish council in 2022/23 to be carried forward and used on specific projects in line with the terms & conditions of their allocation)
 - Proposed associated workplan was circulated prior to the meeting
 - Precept request and submission process to Cornwall Council to be coordinated between the Clerk and Locum Clerk

Cllr Gillard proposed to approve Version 1 of the budget proposal, accept the earmarked reserved as recommended by the Finance Committee and adopt the workplan, **seconded** by **Cllr Goldsworthy** and **RESOLVED**. Unanimous. **Carried**

22/311 To receive the financial statement of accounts for the year to date including forecast expenditure, budget sheet and to approve payments. –

Locum Clerk submitted a spreadsheet of expenditures from April 2022 to date, totalling to £60,813.46. Noted

Locum Clerk has presented the following schedule of payments to the Council for approval:

Approval Date	Payee	Description	Gross
21/12/2022	Staff, including Locum Services	Remuneration and salaries	£2585.28
21/12/2022	Microsoft	IT	£11.28
21/12/2022	Cheaper Waste	Commercial Waste	£51.48
21/12/2022	Probus Village Hall	Hall Rent	£68.30
21/12/2022	Greens	Playground Inspections	£179.42
21/12/2022	CALC	Councillors training	£48.00

21/12/2022	EDF	Electricity MUGA	£29.00
21/12/2022	EDF	Electricity Toilets	£8.00
21/12/2022	PFK Littlejohn	External Audit	£360.00
21/12/2022	TP Gardening	Grass Cutting	£96.00
21/12/2022	SBR Electrical	Electrical Work	£118.80
21/12/2022	HMRC		£329.10
21/12/2022	P M Lakeman - Wallart	Artwork for information board	£30.00
Total			£3914.66

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

22/312 Trewithen Estate – does the parish council wish to continue exploring the possibility of acquiring land from Trewithen estate for recreation use by residents? - Cllr Goldsworthy advised the council that the only piece of land that was offered for acquisition was on the outskirts of Grampound parish and not very accessible. The Council agreed that this particular plot of land wasn't suitable for the purpose. **Cllr Gillard** proposed not to pursue this matter until such opportunity arises in the future. It was **seconded by Cllr Tofts** and **RESOLVED**. Unanimous. **Carried**

22/313 Risk Assessments - Play Area - to note and consider any remedial works and associated expenditure. The latest risk assessment report highlighted a few minor maintenance issues, such as lack of contact telephone number on the signage, bent railings, broken basketball net, weeds around equipment. **Cllr Gillard proposed** that the Clerk is to contact the Play Area inspectors to see if they can provide a quote for repairs. **Seconded by Cllr Tofts** and **RESOLVED**. Unanimous. **Carried**.

22/314 Neighbourhood Development Plan – Update Cllr Gillard informed the council that there's been no further developments since his initial communication with Cornwall Council.

22/315 Weed Control in Probus - The use of parish council staff/contractor to trial the application of weed killer (non-glyphosate) on pavement edges/kerbs. To consider and approve associated expenditure (if any).

Cllr Sutherland informed the council that he researched possibilities and found a known non-glyphosate product that can be used to spray the weeds. The associated costs are £25 per 5ltr bottle, which needs diluting in 3:1 proportion. It is estimated that 20ltr of solution can treat approx 1600 linear meters (based on a 30cm wide spray area strip). If agreed, the trial would need to start in March (dependent on initial growth).

Cllr Sutherland proposed to allocate a budget of £250 for the trial, which would cover the costs of the product, spraying equipment and labour. Arrangements to be made for purchase of supplies and meeting with staff to agree the schedule of work. **Seconded by Cllr Quinlan** and **RESOLVED**. In favour 6, 1 abstention. **Carried**.

22/316 Playing field pavilion replacement, planning application and review of original plans – update – Deferred

22/317 Adopted policies review:

- a) **Safeguarding policy – update following recommendations from CALC** – The Clerk had distributed a copy of updated safeguarding policy prior to the meeting. At large, there were no changes from the previous version, apart from a recommendation to nominate a whistle-blower lead. **Cllr Gillard proposed** to nominate Cllr Goldsworthy to which he had no objections. **Seconded by Cllr Quinlan and RESOLVED.** Unanimous. **Carried.**
- b) **Burial policy – update to incorporate an agreed period for Exclusive rights of Burial** – The Clerk informed the Council that current burial rules do not set out a pre-determined period for Exclusive Right of Burial. She suggested to incorporate this information. Cllr Dutton asked if there were any precedents, and the Clerk provided some examples. **Cllr Gillard proposed** to set the period of 50 years. **Seconded by Cllr Goldsworthy and RESOLVED.** Unanimous. **Carried.**
- c) **Grants policy – updated version attached for consideration and approval** – Cllr Gillard had prepared and circulated a draft of Grants Allocation Policy. The Councillors had no objections to the proposed document. **Cllr Gillard proposed** to adopt the policy. **Seconded by Cllr Sutherland and RESOLVED.** Unanimous. **Carried.**

22/318 Correspondence before despatch of the Agenda:

- a. Various emails circulated to members on receipt during month for information to note
- b. Correspondence from Probus Carnival Group requesting a grant towards organising a festival week in Probus. It was agreed to invite the Probus Carnival Group to apply for grant.
- c. Urgent correspondence received after the dispatch of the agenda

22/319 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.

It was **proposed** by **Cllr Gillard**, seconded by **Cllr Maskill** and **RESOLVED** that the meeting would enter into Part II Confidential Discussion, in accordance with the pursuant to the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 since publicity would legally prejudice commercial sensitivity and confidentiality. Unanimous. **Carried**

22/320 Consultation on a property following confidential correspondence from Cornwall Council (CONFIDENTIAL)

The Councillors deliberated and agreed on a response to Cornwall Council to be sent out by the Clerk.

22/321 Training records – recording of training undertaken by parish council staff and councillors.

Update on developing training records and any recommended action – Cllr Gillard has stressed the importance of regular training for the councillors and maintenance of proper records. The Clerk verified the accuracy of records on file and will continue to inform the councillors of training opportunities.

22/322 Future Agenda Items - current list to be reviewed & priorities adjusted as necessary – Cllr Gillard to update and circulate the Future Agenda Items list.

**22/323 The next Full Council Meeting of The Parish Council will be held on the 18th January 2022
in the Probus Village Hall at 7.30**

Additional agenda items to be submitted to the parish clerk by Friday, 7th January 2022

22/324 The meeting closed at 9:30

Chairman.....

Date.....

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