

PROBUS PARISH COUNCIL

CLERK: Mrs A Kendall, Foxleigh, Treviglas Lane, Probus, Truro, TR2 4LH
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Minutes of the Ordinary Meeting of Probus Parish Council held on Wednesday 21st July 2021 in the Probus Village Hall commencing at 7.30pm.

Members Present: Cllrs Sutherland, Gillard, Deards, Dalton, Maskill, Saunders-Fern, Baker, Tofts & Glasson.
Cornwall Cllr Glasson.
The Chairman welcomed the 3 new members.

21/153 Apologies for Absence.

Cllr Goldsworthy. Absent Cllr Faull.

21/154 Declarations of Interest Register both registerable and non-registerable under the Code of Conduct (to declare interests on agenda items) & to consider & resolve Dispensation requests (Cllrs Gillard, Goldsworthy, Maskill & Saunders-Fern and any other).

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).

Cllr Sutherland declared his wife was helping with the Jubilee Gardens as a volunteer, but he did not have an interest.

21/155 Public Participation

Public had no issues to raise.

21/156 Police report.

May report- police were called and 6 crimes recorded, 1 'other theft' Ladock Road, 1 drugs Ladock Road, 1 violence High Street, 1 violence Cullen View, 1 anti-social behaviour Fore Street & 1 violence Treviglas Lane.

21/157 To confirm the minutes of the meeting of 16th June 2021 & 21st June 2021.

The minutes of the ordinary meeting held on 16th June 2021 and extra-ordinary meeting of 21st June 2021 were declared as correct by Councillor Deards and seconded by Councillor Saunders-Fern all agreed; the Chairman signed them as a correct record.

21/158 Matters Arising

- a) 20/130- Fixed VAR St Austell Road- fitted.
- b) 20/183- update from Cllr Gillard on progress of Parish Council taking responsibility of Tregony View Open Space. Meeting scheduled early July but Cllr Gillard received info. from Wainhomes stating the legal rep. was not able to attend, therefore this has been rolled forward until they are able to attend.

- Parish Council has received spec. for management and may need to go back to planning to ascertain what is happening with the O/S in phase 2, this info. is needed to understand the financial implications for the whole community.
- c) 21/072 – Speedwatch update- no update.
 - d) 21/120d- Police Liaison, 22nd June, Cllr Gillard to report, to include Feel Safe initiative. Cllr Gillard has sent around info. via email- noted.
 - e) 21/137- Holy Well phase 2; plaque in situ and pump delivered and fitted, seat o/s, wood sleeper has arrived. Cllr Gillard will fit the bench during August. Members need to look at the Well and consider whether it is gated; c/f to consider safety issue.
 - f) 21/142- Oak tree- Cllr Deards & Clerk have completed a ‘Landmark Tree’ application, through Cornwall Council, if successful tree will be ready for planting in November.
 - g) 21/142- Cemetery grass store- update from Cllr Sutherland; this has been completed.
 - h) Pavement weeds- spraying of weeds has been approved, as circulated via email to all members- noted.
 - i) Trees- resident has cut off limbs from their trees which border play area and left them in play area. Cllr Gillard and Cornwall Cllr Glasson have visited the resident, and they have confirmed they are going to remove them. The resident has had issues with children in the Play Area climbing the trees.

21/159 Cornwall Councillor’s report to Parish Council.

Written report circulated via email available in file copy.

Cornwall Councillor Glasson reported she had an update from Adam O’Neill, ready for the Sustainable Transport Working Group.

No update regarding Wainhomes Phase 2.

21/160 To receive the financial statement of accounts for the year to date and approve payments.

- a) Payments schedule circulated to members totalling £7732.34 for July 2021, monthly forecast sheet against projected and expenditure to budget.

BACS	Kernowek Gardeners Ltd- grass cutting	£720.00
BACS	SWW- toilets	£29.20
BACS	Probus Village hall- rent	£16.00
BACS	Mr A Inglefield- Play inspections & repairs	£412.90
BACS	Safety Signs 4 Less- Play Area signs	£203.40
BACS	St Enoder PC- Qtr1 photocopier	£91.82
BACS	CIS- toilet supplies	£31.62
BACS	MA Grigg- Weedkiller	£36.73
BACS	EDF- Streetlights	£31.17
BACS	Phone, postage	£42.75
BACS	Staff salaries, expenses & pension	£2,712.15
DD-21 Jul	Cheaper Waste	£63.72

DD- 28 Jul	EDF-Toilets	£9.00
DD-28 Jul	EDF-MUGA	£47.00
Total		£4,447.46
Payments between meetings:		
BACS	Kernow signs- well sign (min 21/137)	£128.00
BACS	Village Hall grant (min 21/133)	£956.80
BACS	Playing Field grant (min 21/134)	£1,006.80
BACS	Vision ICT -website (min 21/117)	£84.00
BACS	CIS - refuse sacks handyman	£111.19
BACS	Probus Church- transfer NOGH Grant	£871.10
BACS	Pump for Well (min 21/137)	£126.99
Grand total		£7,732.34

Proposal by Cllr Maskill to approve payments, seconded Cllr Deards, carried.

The above was duly **resolved**. Budget sheets and bank rec. noted.

- b) Internal Control Checks- Qtr 1 checks; report from Cllr Dalton.
Cllr Dalton reported no issues.
- c) Business rates- Lavatory Act has finally been passed, therefore business rates are now free on the public toilets, Small Business Relief currently on public toilets can be transferred to car park; Clerk has completed application and has been contacted to say application successful and refund of £998 due, should be in the bank account soon.
- d) Grant request- community daffodil planting.
Proposal by Cllr Deards to approve daffodil bulbs up to £60 , seconded by Cllr Saunders-Fern, carried.
The above was duly **resolved**.

21/161 S106- Sustainable Transport Options- to receive update from Working Group, to resolve and approve assoc. expenditure (if any).

Written report circ. prior to the meeting from Cllr Sutherland.

28th June stakeholder meeting on site.

CC, Cormac, Cllr Glasson, Clerk and our 4 group members present to view and discuss so called final design. Agreement that it was nearly right with just a couple of tweaks required which hopefully are being implemented before going out to public consultation.

Adam O'Neill from CC said we are well in budget, and it appears there is still probably £60/70000 available in the s106 fund. At his suggestion, we are investigating several smaller projects that it may be possible to add to the agreed scheme at this time and so be added to the public consultation. These include:

Connecting walkway from West End to the track above Spring cottage.

Fore Street Bus Shelter refurbishment.

A couple of information (Infographic) signs perhaps one at each end of the Village.

We think these will be agreed quite quickly and not delay the main project by much however we could go ahead with the main project now.

There are other more tenuous ideas which we will try to pursue.

Cornwall Cllr Glasson reported bus shelter and information boards had been approved. Walkway from West End to Spring Cottage unlikely to be affordable; Cornwall Cllr Glasson to go back to Adam as unsure if he is fully understanding of what is requested. Outside exercise equipment not approved, Cornwall Cllr Glasson stated can go back to the developer and ask for S106 for money to be re-allocated to Open Space.

Cllr Sutherland reported the petrol station is not interested in electric charging points. Cllr Glasson reported that the Village Hall maybe considered for charging points; ongoing.

Road sweeper not covered under S106.

The Chairman stated Cormac could get on with the main project and then go again for the smaller projects, but this would have a cost implication.

He asked whether the Full Council would support the Working Group if they agreed with Cornwall Council and Cormac to go ahead with the main project; it was agreed that the Sustainable Transport Group had been delegated to consult with Cormac and Cornwall Council so it is their decision. Cllr Gillard felt the Group should go ahead with alterations, planned for The Square. Cornwall Councillor Glasson to arrange meeting with Cormac to discuss further.

21/162 To review Committees etc. and resolve changes, if required, due to co-option of new Cllrs.

Committees circulated with meeting papers.

Proposal by Cllr Deards to approve amended list (attached as Appendix 1) seconded by Cllr Sutherland, carried.

The above was duly **resolved**.

The Chairman altered the order of agenda items due to Cllr Gillard needing to leave early.

21/163 NDP- to receive update from Cllr Gillard and consider setting up working group.

Written report circulated prior to the meeting via email.

Cllr Gillard stated the Parish Council had already resolved to approve a plan; before Covid and physical meetings were not permitted. In order to move this forward need to review and update Terms of Reference, complete grant for £10,000 from Locality, and set up a steering group.

Proposal by Cllr Sutherland to reaffirm resolution of 16th March 2020 to go ahead with NDP and consider in September how to take this forward, seconded Cllr Gillard, carried.

The above was duly **resolved**.

Cllr Gillard left the meeting.

21/164 Village Hall report- update from Village Hall representative and email from Chairman of Village Hall offering to attend a meeting, if required

Written report circ. with meeting papers from Cllr Goldsworthy.

The Village Hall Committee last met on 9 June 2021.

Various options for grant funding are being explored, with the following options for improvement being considered and costed:

- *kitchen refurbishment*
- *main boiler replacement*
- *stage improvements*
- *back-room improvements - installation of a mezzanine for storage, possible new emergency exit if space permits.*
- *committee room - installation of white boards and fixed flip chart rails for meetings and training events*
- *main hall - installation of equipment for community cinema events, installation of track for wall and ceiling curtains, re-marking of badminton court, purchase of 12 round 5ft tables and trolley for cabaret style events, explore possibility of a more easily manageable raised seating system.*
- *exterior – re-facing the steps at the main entrance, re-facing the steps at the southern emergency exit from the hall, possible installation of ramp from the emergency exit to help wheelchair users and improve access for equipment from the car park.*

Noted.

Cllr Glasson reported the Village Hall were trying to raise Charitable Funds, he felt they were taking vibrant steps forward.

Request from Chairman of Village Hall to attend a Parish Council meeting to update members. The Chairman asked whether members require the Chairman of the Village Hall to attend and queried what she could bring that the Rep. couldn't, or would members prefer a written report. Cllr Dalton felt her attendance was not necessary, Cllr Deards stated we had 2 representatives and felt that was adequate, it was **agreed** not to invite the Chairman to a Ordinary Parish Council meeting. Cllr Maskill felt once a year it would be good to hear from the different organisations. The Clerk explained that was historically what had happened at the Annual Meeting of Parishioners, and for several years the Chairman of the Village Hall was a Cllr, so that had been achieved, although the last few years the practise of different organisations attending and reporting on what had occurred has dropped off.

Cllr Glasson stated that as he had now also been appointed Parish Council Rep. and is also Probus Village Hall Treasurer, then that would help to keep everything transparent.

Proposal by Cllr Sutherland to re-instate the practice of various Chairmen speaking at Annual Meeting of Parishioners, seconded Cllr Deards, carried. The above was duly **resolved**.

21/165 Playing Field- update from Playing Field representatives.

Written report circ. prior to the meeting from Cllr Maskill.

Football

Preseason for the seniors has started.

Impact of changes to Covid regulations will have to be assessed once they have been confirmed.

Playing Field

Cleaning of dugouts – Done. As satisfactory as the material allows.

Footpath adjacent to football pitch. The trees are overhanging quite a bit but are too tall to reach so quotes will be obtained before taking any further. The MUGA section is Parish Council land along with the car park.

Toilets - Toilet door was kicked in yet again along with the usual unpleasant mess. Extra locks will be incorporated in the door. Graham believes the gate idea will not work practically.

Bowling Club

Nothing further to report.

It was reported 2 ash trees have potential Ash Dieback, Clerk has arranged for a quote, as the tree surgeon is in the Village in August dealing with another tree and will pass to Cllr Maskill for Playing Field Committee. Clerk reminded members, as Custodial Trustees, we are not permitted to get involved with the management of the Playing Field unless requested to do so.

21/166 Risk Assessments- Play Area to note Risk Assessment, to approve assoc. expenditure (if any).

Pedal roundabout and repairs to MUGA complete. Chain link fencing instructed for repair on MUGA- noted.

21/167 Parish Council Facebook page- to review draft policy and adopt. To delegate persons responsible for setting up.

Draft policy circulated with meeting papers.

Proposal by Cllr Sutherland to delegate to Cllr Glasson and Cllr Tofts to research, and adopt policy as circulated with acronym spelt out in full, seconded Cllr Maskill, carried. Cllr Glasson stated he would come back with examples to the September meeting.

The above was duly **resolved**.

21/168 Bus Shelter repair- to receive quotes, consider and resolve, to approve assoc. expenditure (if any)- deferred from last meeting.

No further quotes obtained, as referred to Sustainable Transport.

21/169 Jubilee Lamp- to receive quotes for repainting, to consider and resolve, to approve assoc. expenditure (if any)- deferred from last meeting.

Quote not received.

21/170 Weed-controller- Staffing Committee has resolved not to recruit against the vacancy, following resignation of current weed-controller, for this season- for noting only.

Noted.

21/171 Tree planting- to consider extending this to cover all green issues; to consider help setting up a self-governing Green Working Group (PEAT), to include weed control for next season, to ratify magazine article as circulated via email.

Report circulated prior to the meeting.

Proposal by Cllr Sutherland to ratify magazine article as circulated via email with amendments, seconded Cllr Maskill, carried.

The above was duly **resolved**.

Cllr Dalton stated a Facebook page had been set up for volunteers to join, or they will contact the Clerk if they are not a Facebook user. Cllr Dalton stated he would need to ensure there are enough volunteers to make the group viable.

Could organise litter-picks and other Green issues, the group would not be governed by the Parish Council but carry out enhancements to the Village.

Cllr Dalton will report back to the next meeting on responses. Pavement weeds will remain Parish Council responsibility, this group could help; to place on next agenda.

21/172 Delegated Authority- clarity over when this will be used.

Delegated Authority was extended at the last meeting until a further review in September. This covers the day to day running of the Council up to £5,000 delegated to Chair, Vice-Chair and Clerk. This is to be reviewed in September.

21/173 Jubilee Gardens- to receive update on work to date and consider next action; to approve assoc. expenditure (if any).

Written report circulated via email prior to the meeting. Cllr Deards reported that the Trewithen Gardens end garden can be rectified for £353.84. Cllr Deards stated the one at Truck needed mechanical help, especially with the blackthorn. Cllr Baker stated she may have a volunteer, Cllr Deards to meet with volunteer to explain what is needed.

Cllr Dalton felt it may be useful to ask Pengelly to support with plants. Cllr Sutherland felt as it was the entrance to the Village it should be done professionally.

Proposal by Cllr Sutherland to obtain quotes for preparation/refurbishment to a standard, delegated to Cllr Deards and the Clerk and bring back to September meeting, seconded Cllr Dalton, carried.

The above was duly **resolved**.

21/174 Play Area- to consider cleared space and to approve assoc. expenditure (if any).

Proposal by Cllr Maskill to approve Cllr Gillard & the Clerk to obtain quotes for broken fence before cleared open space is decided, seconded Cllr Sutherland, carried.

The above was duly **resolved**.

21/175 Seal Exclusive Right of Burial- to resolve.

Proposal by Cllr Maskill to seal ERB 45, seconded Cllr Deards, carried.

The above was duly **resolved**.

Cllr Deards left the meeting.

21/176 Correspondence

- a) Various emails circulated to members on receipt for information, noted.
- b) Email from Cornwall Council requesting feedback- to send feedback to the Clerk to collate for the September meeting.
- c) Email from resident regarding Platinum Jubilee- to defer to September agenda.
- d) List of areas in Probus covered by alcohol ban- for info only- noted.

Proposal by Cllr Sutherland to extend the meeting, seconded Cllr Maskill, carried.

*The above was duly **resolved**.*

- e) Wainhomes- requesting street name suggestions for phase 2- Cllr Tofts has produced a list of names, for consideration. It was **agreed** Cllr Tofts will forward the list to the Clerk for circulation to all Cllrs, to be agreed and responded.
- f) Email regarding clearing weeds around the Village Hall- to take back to the Village Hall letting secretary, Clerk to reply to resident regarding the area is a public car park. Clerk to forward resident's email to Cllr Glasson.

21/177 Items for the Next Agenda

- Trewithen meeting- 1 footpath plus land.
- Climate Emergency Grant- Cllr Dalton reported this had changed to crowdfunder.
- Play Area Strategy.
- Porta-cabin review of use (December agenda).

21/178 It was agreed the next Ordinary Meeting of the Parish Council will be 15th September 2021 7.30pm in the Village Hall.

The meeting closed at 10.20pm.

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

Appendix 1

Committees & Representatives 2021 as updated 22/7/2021

Poor Trust- Cllrs Deards & Maskill (recently appointed)
Playing Field Committee- Cllrs Maskill & Saunders- Fern.
Village Hall Committee- Cllrs Goldsworthy & Glasson.
Inter-school link- Cllrs Baker & Tofts.
Police Liaison Rep- Cllr Gillard
Community Network Rep- Cllr Gillard
Footpaths Officer- Cllr Maskill

Burial Board- Cllrs Deards, Dalton, Sutherland, Gillard.
Planning Committee- Full Council.
Staffing Committee- Cllrs Dalton, Gillard, Maskill & Faull
Staffing Committee Appeal- Cllrs Sutherland, Deards, Goldsworthy & Saunders-
Fern
Internal Control- Cllr Dalton
S106- Sustainable Transport Working Group- Cllr Dalton, Deards, Maskill &
Sutherland.
General Purposes Committee- (to deal with Play Area & Cemetery issues)- Cllrs
Dalton, Maskill, Deards.