

PROBUS PARISH COUNCIL

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Minutes of the Meeting of **Probus Parish Council** held on **Wednesday, the 22nd February 2023** 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, N. Glasson

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

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

23/021 Apologies for absence. Cllr J. Faulk

23/022 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 declared a non-registerable interest in the Probus Parish Players Committee (Member)

Cllr Tofts declared a non-registerable interest in the Probus Carnival (Fun Week) Committee (friend of committee members)

No gifts received.

23/023 Public participation (15 minutes). No members of the public present

22/024 Police report. PC James Hosking joined the meeting and introduced himself as the Neighbourhood Police Officer for Truro, Roseland, Tregony & Probus. He further updated the council that Mr Kerr has become new Chief Constable for Devon and Cornwall police. In response to Cllr Sutherland, he informed the Council that Tregony police station had been shut down and the telephone number is no longer in use. Any reports should be made using 101 number or 999 for emergencies. He continued to say that he was available via email for any reports of antisocial behaviour or other concerns. Cllr Gillard shared details of the upcoming S106 project involving improvement works at the square.

Cllrs K Glasson reported that the community speed watch yields good results, and they are awaiting decision on introduction of 20mph limits. PC Hosking added that the police is fully supportive of the speed watch initiative and can enforce the penalties.

PC Hosking left at 19:48hrs

23/025 To confirm the minutes of the Ordinary Meeting of 18th January 2023

Cllr N Glasson remarked that his updated declaration of interest was not included in the minutes. It was proposed by **Cllr Quinlan** to approve the minutes once the correction is made. **Seconded by Cllr Sutherland and RESOLVED.** Unanimous. Carried.

23/026 Matters arising (report only):

- a) 22/103 – Play Area chain-link fencing – update on work - Cllr Gillard reported that the contractor has formally withdrawn. The fence does not require urgent intervention but he contacted a couple of other potential contractors.
- b) 22/233 – Skate ramp – sound insulation 2nd phase – new contractor. Cllr Gillard reported that since the withdrawal of the previous contractor, he got in touch with another specialised company from further afield, who will most likely be able to come for assessment of works.
- c) 22/235 – Progress - additional hedge trimming & associate works – has a date been agreed? Complete.
- d) 22/237 – Relocation of the portacabin to the VH car park – timescale and progress. It was reported that the relocation of the portacabin has been successfully carried out thanks to Cllr Glasson and 3 other members of the Village Hall Committee. Services apart from drains have been connected. Wi-Fi is being installed.
- e) 22/260 - Invoicing to Cormac – £280.00 reimbursement for costs towards the artwork on the information board. Complete.
- f) 22/288 – Review of Signage at the car park, parking bays and pavilion - update – Cllr Gillard, Cllr Glasson. – No progress
- g) 22/232 - Damage to Jubilee Lamp - updates– Cllrs Gillard and Glasson reported that they received 1 quote and expecting another 2. Cllr Gillard is liaising with a company in Tresillian which need confirming whether the post base can be taken off and transported to their workshop so the repair takes place in their premisses. Depending on the findings, the quote will be issued for the on-site or off-site repairs.
An update was posted on the Facebook page.
- h) 22/293 – Grass cutting contract – arrangements and timescale for review process – updates – Cllr Gillard and Clerk reported that a meeting with the grass cutting contractor took place and a new contract was signed moving the start date to February. The contractor agreed to regular reviews and Clerk will be monitoring the works.
Cllr N Glasson suggested to publish the grass cutting maps on the Facebook Page in order to keep the public aware of which areas the Parish Council is responsible for.
- i) 22/304 – Nominations following resignation of Cllr Deards:
 - a. Internal Control vacancy – Cllr Gillard informed the Council that following a discussion, Cllr Faull agreed to accept the position. Cllr Gillard proposed to approve the candidacy of Cllr Faull, seconded by Cllr Neil and RESOLVED. Unanimous. Carried.

- b. Staffing Committee Appeals vacancy – nominations. The Clerk informed the Council that having reviewed the list of Committees, Cllr Quinlan is the only viable option. Cllr Gillard proposed to accept the nomination of Cllr Quinlan, seconded by Cllr Glasson and RESOLVED. Unanimous. Carried.
- j) 22/315 - Weed control – update. Cllr Sutherland informed the Council that the weed control chemicals had been purchased. A meeting with the appointed contractor took place and the trial is to commence in March (depending on weather and growth).
- k) 22/309 – S106 fund - Meeting with CORMAC S106 committee. Cllrs Gillard, Sutherland, Cornwall Councillor K Glasson and the Clerk attended the meeting with CORMAC, represented by Tom Coombs - coordinator, Kate Dixon – Project Manager, Adam Warden – Designer and Helen Nicholson – Community Link officer. The works are to commence on the 27th of February and will be carried out in stages. It is planned to complete the works within a month. CORMAC will be putting up the notice boards with information and contact details.
Cllr Gillard updated the business owners about the project.
The works on the steps were planned to commence the same day (to be confirmed with CORMAC).
- l) 23/010 - S106 fund – Update: Construction of information Board – Cllr Sutherland informed the Council that everything was sent off for production. He received no confirmation yet that it has been manufactured.
Draft copyright agreement - Cllr Glasson has not received a reply yet. Cllr Gillard suggested that a proposed arrangement is sent to the artist with the view of going ahead unless an objection is received.
- m) 23/011 - Neighbourhood Development Plan – Community engagement and communication policy strategy – No progress
- n) 23/014 - Confirmation on any changes required to the current tenancy in respect of land adjacent to the cemetery, owned by the parish council. To confirm and apply any changes required to the current tenancy. Clerk was advised by Cllr Glasson that the original deeds need to be located in order to proceed with the land registration. Clerk contacted the solicitors who carried out various land acquisitions for Probus Parish Council in the past, and asked to check if they were in the possession of the deeds. Awaiting reply.
Cllr Sutherland brought the wording in the heading of the tenancy agreement to the attention of the Council and suggested that a legal advice might be necessary in relation to potential use of the plot.
- o) 23/015 - Coronation celebrations – community involvement – social media appeal – Following the appeal on social media, Clerk received an expression of interest from a member of community. Cllr Tofts added that a remainder of funds held with the Jubilee Committee will be relinquished in favour of the Coronation Committee once it is formed. She added that she was reluctant to form a committee with just once member of the public, as the work is more likely to require involvement of more people.

23/027 Cornwall Councillor report – Cllr K Glasson circulated the following written report prior to the meeting:

20 mph rollout

As you know since this Administration is currently rolling out the 20 mph speed limits through Towns and Parishes where they are wanted. I am a great supporter of the 20 is plenty campaign and so wanted to update you on the latest position. As you will be aware from the CNP feedback, Truro and Roseland Network are the next phase for the rollout which will include Probus Parish.

Regarding the 20mph speed limit there are many questions on enforcement, so I thought it might be helpful to share the message from Superintendent Ben Deer:

I have got to the bottom of what is required to enforce a 20mph speed limit.

Having spoken to the manager of the team there is now an ability to enforce and there is a route to enforcement agreement in place agreed with our roads policing Chief Inspector.

To do this the following needs to happen;

Community Speedwatch ask for the area to be assessed due to speed concerns, A site and risk assessment takes place,

Speed concerns are monitored and if data suggests non compliance a media campaign is completed,

A speed detection officer is then put in amongst the community speedwatch group with the ability to enforce, Once all complete enforcement activity can take place.

The reason for this is to ensure we bring the public with us and to promote compliance as opposed to enforcement.

I hope this reassures you that if we do get 20mph through our villages, then enforcement is possible. I also think this shows how valued the Community Speedwatch is and I hope that will encourage more volunteers and supporters.

County Deal

As you know the Devolution Consultation ended on 17th February. I understand that CC have had thousands of responses but this is not a done deal and has further scrutiny and debate to go through. As you know I am still not 100% certain that this is the right thing for Cornwall and will look at the responses when published. If anyone has any questions, I am happy to help. I am happy to take any feedback as per the agenda item for this month.

Probus School

Just before half-term I visited the school to meet with the Head, Angela Praed and a school hub councillor, Gemma. Some parents have continued concerns about the lack of crossing patrol in the village and are worried about the access to the school at Ladock Road. I do share these concerns and have asked the Head to send out requests for parents to contact me via their school newsletter.

I will also be helping the school to hold a walk to school week and the details of this will be communicated to parents through school channels. I will, of course, let Maria know when this is arranged.

Mrs Praed also stated that they would very much welcome more volunteers to the school, in the form of gardeners, readers and school hub councillors (governors). If anyone knows of anyone who would like to help please do let me know.

I am happy, at the discretion of the Chair, to come in on any agenda items, and as ever, happy to help in anyway I can.

23/028 Parish Council Committees:

Village Hall committee – update on business & developments.

Cllr Glasson reported that the finances are under strain as the roof repair was quoted at £18,000. There are currently other improvement works being funded as well, such as the addition of the access at the rear of the building and portacabin. One of the regular hirers discontinued decided to discontinue the classes.

Playing Field Committee Report December 2022 - Cllr Maskill reported that there were multiple incidents of dog fouling on the playing field. The incident were reported PC Hosking and community enforcement officer.

Probus Environment Action Team (PEAT) – The following report from PEAT was circulated prior to the meeting:

1. The work in the church grounds has progressed very well during the last month and we on target to remove the majority of overgrown vegetation by the middle of March at the latest. Additional volunteers were present on the previous two Wednesday morning sessions and tomorrow, the 10th February, a team of Cormac workers will spend a day on site tackling the more difficult areas with better tools and removing the material already cut. On Saturday morning of the 11th, another open volunteer session will be held which leave us very much towards the final stages of our initial project.

After that, the next stage is to prepare areas for planting and sewing the many plants and seeds that have been donated by residents. Unfortunately, this work is unable to proceed whilst the parish council insist on a grass cutting arrangement with TP Trees that would leave any plants and flowers likely to be destroyed by arbitrary strimming. We have been advised that we must liaise with the clerk over this, but our requests to meet and discuss have been refused. Reluctantly, the PEAT project team have decided to suspend work from February 13th with the hope that a way forward can be found, and the project cancelled at the end of February if not. We cannot ask our volunteers to help us plant and sow knowing their efforts could come to nothing.

In addition, an area at the front of the church has been planted with late-flowering narcissus bulbs donated to us by Cormac.

2. All components of our swift calling system have been delivered and installation and testing is scheduled for February 24th.

3. Many thanks to Councillor Tofts for introducing us to Mrs Praed at Probus school. She has contacted us and we will meet her soon to finalise tree planting arrangements with her pupils. In view of the uncertainty regarding the replacement of the chain link fences in the play area, we have identified an alternative site for the saplings.

4. Horse chestnut trees donated by a resident have been planted in the lay-by below Truck Hill to supplement those already there and replace the few that have died.

5. An insurance policy has been taken out and paid for by PEAT to provide cover for our volunteers.

Clerk added that a meeting was held with the churchwarden during which the issues of the contract management were discussed. It was felt that the meeting was very constructive, and a positive way forward was agreed to the satisfaction of all the parties involved.

- **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:**

Cllr Gillard proposed to move into closed session. **Seconded by Cllr Sutherland and RESOLVED.** Unanimous. Carried.

Cornwall Councillor K Glasson left the room at 20:46

Staffing Committee updates - Cllr Tofts provided the report and recommendations of the staffing committee. **Cllr Gillard proposed** to accept the recommendations of the Staffing Committee. **Seconded by Cllr Sutherland and RESOLVED.** Unanimous. Carried.

It was **proposed by Cllr Sutherland, seconded by Cllr Tofts and RESOLVED** to come out of Closed Session. Unanimous. Carried

23/029 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. A quote for the minor repair works was submitted for the consideration. **Cllr Tofts proposed** to approve the quote, **seconded by Cllr Quinlan and RESOLVED.** Unanimous. Carried.

23/030 To receive the financial statement of accounts for the year to date including forecast expenditure, budget sheet and to approve payments. – Clerk has circulated income and expenditure reports prior to the meeting. The following schedule of payments was presented to the Council for approval:

SCHEDULE OF PAYMENTS - FEBRUARY 2023

Approval date	Company	Amount gross	VAT
22/02/2023	Staff	£1507.37	
22/02/2023	GREENS (play area inspections)	£179.42	29.9
22/02/2023	SBR Electrical	£133.20	22.2
22/02/2023	Probus Village Hall	£81.96	
22/02/2023	Cornwall Drains	£132.00	22
22/02/2023	Cheaper waste	£51.48	8.58
22/02/2023	Microsoft February 2023	£11.28	1.88
22/02/2023	EDF	£8.00	1.52
22/02/2023	EDF	£18.00	0.68
22/02/2023	EDF		
22/02/2023	Tesco mobile	£18.49	£0.92
22/02/2023	South West Water	£16.80	
22/02/2023	GREENS play area maintenance	£508.70	84.78
22/02/2023	NIC	£32.10	

22/02/2023	HMRC	£182.10	
22/02/2023	Pension contributions	£23.53	
TOTAL		£2,904.43	172.46

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

23/031 Devolution Deal – provide feedback to Cornwall Councillor – K Glasson – Cllr K Glasson has covered the matter in her written report.

23/032 Cemetery gates renewal and new bin – Cllr Sutherland suggested to consider cemetery gates replacement. **Cllr Goldsworthy proposed** to look at the potential costs and give this item further consideration in October. **Seconded** by **Cllr Quinlan** and **RESOLVED**. Unanimous. Carried.
Clerk to obtain the quotes and liaise with the grass contractor regarding the bin replacement.

21:00hrs Cllr Tofts left the meeting.

23/034 Village Hall Car Park permits – Clerk circulated proposed draft car permit policy for consideration and explained that currently the permits are not tied to specific car registrations but to users. Such system is open to potential sublets and makes difficult to trace the car owners who use the spaces. **Cllr Gillard proposed** that the Councillors send their comments on the policy to the Clerk. **Seconded** by **Cllr Maskill** and **RESOLVED**. Unanimous. Carried.

23/035 Correspondence before despatch of the Agenda:

- a) Various emails circulated to members on receipt during month for information to note.
- b) **20mph programme – proposal on use of the remaining S106 fund** – Cllr K Glasson suggested to wait until the decision on 20mph zone is made. She indicated that a meeting discussing Probus area is scheduled for the beginning of April.
- c) **Freedom of Information Request from PEAT– TO NOTE**
- d) **Correspondence from PEAT ref Jubilee Gardens** – Clerk to liaise with the grass cutting contractor.
- e) **Correspondence from CORMAC | Highways & Environment** – Cllr Gillard agreed to attend the meeting.
- f) **Urgent correspondence received after the despatch of the agenda** - None

23/036 Future Agenda Items – Future Agenda Items – The future agenda items were reviewed and amended as follows:

- a) *Policies review and training records – Updates and recommendations – Clerk – March*
- b) *Bin replacement at the cemetery - Obtain quotes and liaise with the grass contractor – Clerk - March*
- c) *Update on S106 projects - Square and Steps - March*
- d) *New entrance signs to the village –April.*

- e) *Emergency Contingency Plan. To consider and resolve, to approve with any associated expenditure. – September*
- f) *Gate replacement at the cemetery – October*

23/037 The **next Full Council Meeting** of The Parish Council will be held on the **22nd of March 2023** in the **Probus Village Hall** at **19.30**

Additional **agenda items** to be submitted to the parish clerk by Friday, **11th of March 2023**.

23/038 The meeting closed at 21:35hrs

Chairman *Cllr N Gillard*

Date *22.03.2023*