

# PROBUS PARISH COUNCIL

CLERK: Maria Roper

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Telephone Number: 07749 626021

**Minutes of the Meeting of Probus Parish Council held on Thursday, the 21<sup>st</sup> March 2024 in Probus Village Hall at 19:00**

**Members Present:** Cllrs N. Gillard (Chairman), C. Dutton, J Faull, N. Glasson (present in part), R. Goldsworthy, B. Sutherland

**Also attending:** Mrs M Roper (Parish Clerk)

A short prayer was spoken by the Clerk – Maria Roper

## **24/054 Apologies for Absence**

Apology received from Cllr Cook. **Cllr Gillard proposed** accepting the apology, **seconded** by Cllr Faull and **RESOLVED**. Unanimous. Carried

## **24/055 Declarations of Interest** - Register both pecuniary and non-pecuniary interests under the Code of Conduct (to receive a new Declaration of Interest form and declare interests on agenda items).

Cllr Glasson declared an interest in the Agenda item 13 being the Village Hall Treasurer.

Cllr Goldsworthy declared an interest in the Agenda item 13 being the Vice Chairman of the Village Hall Committee.

Cllr Gillard declared a non-pecuniary interest in the Agenda item 13 partner being the Chair of the Village Hall.

Cllr Dutton declared an interest in the Agenda 6 being the Chair of Probus PTA.

Cllr Faull declared an interest in the agenda item 6a – planning application PA24/01097.

The Clerk received a dispensation request from Cllr Gillard to participate in the discussion and vote in the Agenda item 13, so the quorum is achieved. **Proposed by Cllr Faull** to issue a dispensation to Cllr Gillard to discuss and vote in the agenda item 13. **Seconded by Cllr Dutton** and **RESOLVED**. Unanimous. Carried.

## **24/056 Public Participation (15 mins)** None

## **24/057 Minutes** - to confirm the minutes of the Ordinary Meeting of 22<sup>nd</sup> February 2024.

**Proposed by Cllr Sutherland, seconded by Cllr Faull** and **RESOLVED** to approve the minutes as accurate. The minutes were approved and signed by the Chair.

## 24/058 Planning matters:

### a. Planning applications received:

[PA24/01435](#) - Cherry Trees Tregony Road Probus Truro.

Demolition of poor-quality bungalow and garage and replacement with new single storey, two bedroom dwelling and detached garage without compliance with conditions 2, 5 and 6 of decision PA23/04284 dated 12.09.2023

The Council considered the application and noted a slight configuration in the proposed plans. No concerns were raised. **Cllr Gillard proposed** to support the application, **seconded** by **Cllr Glasson** and **RESOLVED**. Unanimous. Carried.

[PA24/01097](#) - Tresowga Cottage Truck Probus Truro. Construction of open front Carport with Artist Studio Over

**Proposed** by **Cllr Gillard** to issue a dispensation to Cllr Faull to stay in the room and answer questions. **Seconded** by **Cllr Dutton** and **RESOLVED**. Unanimous. Carried

Cllr Faull pointed out the location of the proposed building on the map and clarified that it is replacing the existing structure. He further confirmed that the proposed materials are similar to the ones used in the existing surroundings.

### **19:20 Cllr Faull left the room**

The Council noted that the proposed structure seemed large but not visible from the main road and not affecting the neighbourhood. **Cllr Sutherland proposed** to support the application, **seconded** by **Cllr Goldsworthy** and **RESOLVED**. Unanimous. Carried.

### **19:21 Cllr Faull re entered the room and was informed of the Council's decision.**

### b. Planning applications received after the despatch of the agenda:

PA24/01858 Application for a Lawful Development Certificate for an existing use of a building as a dwellinghouse. Suffree Farm Probus Truro Cornwall

Cllr Gillard explained that the application is to ratify the existing structure. A static caravan initially used for a family, now hosting Ukrainian refugees. The owners applied for a certificate of lawful use, as the dwelling is permanently occupied.

The Councillors felt that the expertise of the Council is limited in this field, and the outcome should be determined by the planners. **Proposed** by **Cllr Gillard** to defer the decision on the lawfulness of the proposed scheme to the planning team. **Seconded** by **Cllr Sutherland** and **RESOLVED**. Unanimous. Carried.

- c. Planning decisions and appeals since last meeting. **Deferred until next meeting.**
- d. Any decisions and appeals received after the despatch of the agenda. - None
- e. Correspondence before despatch of the agenda. - None
- f. Any correspondence received after the despatch of the agenda. - None

**24/059 Resignation of Cllr Quinlan** – To note and review membership of the committees/working groups as necessary.

The Council regretfully noted the resignation of Cllr Quinlan due to the increased workload. Suggestion was passed to Cllr Quinlan that he stays on the Playing Field Committee. A letter of thanks was drafted and will be posted shortly.

**Cllr Sutherland proposed** that Cllr Gillard replaces Cllr Quinlan in the Playing Field Committee.

**Seconded by Cllr Glasson and RESOLVED.** Unanimous. Carried

**Cllr Gillard proposed** that Cllr Goldsworthy replaces Cllr Quinlan in the Finance Committee. **Seconded by Cllr Sutherland and RESOLVED.** Unanimous. Carried.

**24/060 Reports from Clerk and Councillors on previously resolved agenda items:**

24/006 - S106 Square project: Road edge resurfacing at the Square & Remedial works to the planters

The Clerk informed the Council that a reply was received from Cormac, indicating that no progress was made. The Councillors felt that the current reporting methods are ineffective and that the issues need escalating. It was suggested that the Clerk drafts a letter to Rebecca Lyle requesting that the planter is mended and repositioned as per existing agreement and that the procedure for reporting and resolving similar issues in future is clarified and confirmed, and that the road edge resurfacing is completed. The Parish Council requests that both of these actions are undertaken before then end of April.

24/011 dii – Grants applications –

The bank statements and a statement of accounts submitted by Probus PTA were presented to the Council. Bank statements and accounts from Tregony View management committee are still missing. The Playing Field Committee has not submitted an updated constitution. However, it was noted that the existing constitution is valid until the revised version is logged with the Charity Commission.

23/245c - Clearance of the hedges on the Western side of the play park – Completed

24/030 - The Roseland & Truro 20mph consultation Update

Cllr Gillard reported that no further updates were received despite asking. The last update implied that the scheme would be completed before the end of March 2024. It was suggested that an email is sent to Cllr K Glasson requesting an update.

24/039 – Replacement gates at the cemetery – The Clerk confirmed that the order was placed with the chosen contractor. The price, including collection charge was confirmed. The manufacturing timescales to be confirmed.

23/135, 24/041 – Weed control measures –

The Clerk confirmed that the manual weed clearance was carried out as agreed by the Council. The maintenance officer completed the relevant training and will start weed spraying as soon as all the supplies are received. The Clerk is to instruct TP Trees to stop weed treatment in the areas maintained by the maintenance officer.

24/015 – Waste Management options –

The Clerk confirmed that the cancellation notice was given to the existing contractor and the new contractor was informed of the proposed starting date. However, the new contractor informed the Clerk that they would require the waste collection to be carried out on a weekly basis. It was suggested that the Clerk confirms that collections are to be done on a fortnightly basis or seeks alternative options.

24/037 - Annual Parish Meeting 2024 –

Cllr Gillard reported that work is progressing, and the letters of invitation are drafted out. A suggestion was received from Cllr K Glasson to invite the speed watch group.

24/038 - Village Hall and Playing Field car parks Off Street Parking Order –  
 Cllrs Cook, Gillard, Sutherland met and reviewed the draft parking order. Changes were made and sent back to the Clerk. The proposed draft of the parking order needs to include Information about the current parking permit arrangements at the village hall car park. The Village Hall Committee will be asked to comment on the proposed time restriction for the use of the Village Hall car park A Zoom meeting with the parking enforcement team of Cornwall Council will be arranged as soon as possible.

**24/061 Cornwall Councillor report** – to receive a report from Cornwall Councillor K Glasson.

Cornwall Council Glasson submitted a written report which was read by the Clerk and will be published separately.

**24/062 Reports and feedback from local community groups/committees and organisations**

Tregony View and Tower Park Open Spaces. Progress with residents’ management group and any action required by the Parish Council. –

Cllr Gillard emailed the Chair of the group and was informed that a meeting is scheduled in April during which a proposal of the Football Club will be discussed.

**24/063 Parish Council Committees and working groups** – feedback from various committees/working groups.

- a. Village Hall committee – update on business & developments.  
*Discussed as part of the agenda item 13*
- b. Playing Field committee – Progress report on establishing the committee membership and updating the constitution. Progress on funding options for the pavilion -  
 Cllr Gillard reported that he met with Graham Smith and Matthew Bowen and it was a useful meeting during which a draft version of the updated constitution was reviewed. He added that the Charity Commission is requesting less information than previously, and that the Chairman’s name needs to be updated. The next meeting is scheduled for April and an updated constitution should be agreed and submitted to the Council as part of the grant application process.
- c. Neighbourhood Development Plan – receive progress report and consider any proposed next steps – No progress.

**24/064 To receive the financial statement of accounts for the year to date**, including forecast expenditure, budget sheet and to approve a schedule of payments.

The Clerk presented to the Council the cash book and the budget control sheet. She informed the Council that the expenditure is currently below the budget but will increase in March due to the staff training and additional maintenance supplies.

The following schedule of payments was presented to the council for approval:

**SCHEDULE OF PAYMENTS - MARCH 2024**

Invoice date	Company		Amount gross	VAT
<b>BACS PAYMENTS</b>				
	Staff	Salary and expenses	£2,515.97	£45.92
05/03/2024	Microsoft	License December	£12.36	£2.06
	N Gillard	expenses skate ramp	£100.62	£20.12
21/03/2024	N Gillard	chairman's allowance	£500.00	

01/03/2024	Greens Ground and Trees	Play area inspection +maintenance	£179.42	£29.90
05/03/2024	Probus Village Hall	cleaner services	£38.15	
04/03/2024	Probus Village Hall	Village hall hire	£20.49	
04/03/2024	Source for Business Cornish Industrial	Water toilets	£27.91	
08/03/2024	Supplies	Spill kit	£29.71	£4.95
14/03/2024	Jennychem	Weed killer	£116.02	£19.34
14/03/2024	TP Trees	Grass cutting February	£300.00	£50.01
11/03/2024	3D storage system	COSHH cabinet	£314.13	£52.35
26/02/2024	Cornwall Council	FPN training	£120.00	
<b>TOTAL</b>			<b>£4,274.78</b>	<b>£224.65</b>
<b>DIRECT DEBIT PAYMENTS</b>				
	EDF	Electricity Toilets	£10.00	£0.50
	EDF	Electricity MUGA	£23.00	£1.15
	Tesco mobile	mobile clerk	£14.04	
	<b>Pension contributions</b>	clerk	£71.89	
	Cheaper Waste	Waste removal	£51.48	£8.58
	<b>NIC + HMRC</b>	Tax + National Ins Contributions	£438.02	
<b>TOTAL</b>			<b>£608.43</b>	<b>£10.23</b>
<b>PAYMENT BY CHEQUE</b>				
	Vic Coop		£50.00	
<b>TOTAL</b>			<b>£50.00</b>	<b>£0.00</b>

**Clr Gillard proposed** to approve the payment schedule. **Seconded** by **Clr Faull** and **RESOLVED**. Unanimous. Carried.

**24/065 Request of Probus Fun week regarding the payment for a medical insurance** - to consider and resolve to approve if appropriate – Probus Fun Week organisers approached the Council with a request to use their approved grant of £1,500 for a purchase of a medical insurance. They suggested that the Council pays directly to the insurers. This will allow Probus Fun Week to save approximately £300 of VAT which can be reclaimed by the Parish Council.

**Clr Gillard proposed** to meet the request of using the allocated grant to purchase the medical cover on behalf of Probus Fun Week Committee. **Seconded** by **Clr Faull** and **RESOLVED**. Unanimous. Carried. The Clerk to obtain the bill and arrange the payment.

**24/066 Request for match funding from the Village Hall Committee** - to consider options for funding and resolve to approve if appropriate– The Village Hall committee circulated a briefing note prior to the meeting in which they requested the Council to consider a contribution of match funding as required by the CLUP fund.

The Clerk at the Chair's request wrote to the CLUP and was informed that the fund is oversubscribed. There are 12m projects in the pipeline, but only 6m available. The programme has a 10% requirement match overall. It is not an absolute number, but a strong guidance.

Cllr Sutherland queried the calculations, as the bid submitted by the Village Hall is for approximately £126k. However, the requested 10% of the match funding is for £17k, which does not correlate. He added that it is not clear where the difference of £4,600 comes from.

Cllr Glasson explained that the numbers are not the actual figures, but estimates put forward for a bid. The adjustments were made by the officers assisting with the application and the information was not always consistent or complete.

Cllr Gillard asked if there was a scope for reducing the bid. Cllr Glasson replied affirmatively as these are improvement works which means there is always a scope for cost reduction.

The Council had no further questions.

***20:58 Cllrs Glasson and Goldsworthy left the room***

By large, the Council was dissatisfied with how the information was presented. However, it was noted that the money cannot be spent until the full application is received.

The Clerk advised the Council that the CIL money can be used to meet the request for match funding. CIL budget was reviewed by the Council. The Councillors stipulated that the terms of CIL payments need to be clarified before the funds are committed.

**Cllr Gillard proposed** that the Parish Council writes a letter committing to £12,500 as match funding towards the Village Hall bid to the CLUP programme, subject to verifying legal requirements in respect of allocating CIL funds held by the Parish Council. **Seconded by Cllr Sutherland and RESOLVED.** Unanimous. Carried

***21:15 Cllrs Glasson and Goldsworthy re-entered the room and were informed of the Council's decision***

**24/067 Website updates** – to consider options

The Clerk reported to the Council that the existing website has limited editing capacity, seems outdated and appears to have problems with hosting as often downloads very slowly.

The Councillors cautioned about the danger of losing emails during the process of changing the host, so moving over needs to be carefully planned. The Clerk clarified that the emails can be hosted separately from the website and moved at a later stage if necessary.

A budget of approximately £2000 was allocated for a new website. Two website developers were identified as potential providers. It was suggested that Cllr Glasson works together with the Clerk to explore options and report in May.

**24/068 Car Parks: Village Hall +MUGA/Playing Field** -to review and consider repairs required – ***Deferred until next month***

***21:52 Cllr Glasson left the meeting***

**24/069 Fence replacement at the play area** – to consider quote(s) and resolve to approve of appropriate –  
The Clerk circulated various quotes prior to the meeting. Having looked at available options, the Councillors agreed that a metal fence would be more sustainable. Overall, the Council agreed that the metal mesh fencing proposed by Happy Fencer is the optimal solution. **Cllr Gillard proposed** to accept the quote from Happy Fencer, **seconded by Cllr Faull** and **RESOLVED**. Unanimous. Carried

**21:58 Cllr Sutherland proposed to extend the meeting beyond 10pm. Seconded by Cllr Dutton and RESOLVED. Unanimous. Carried**

**24/070 SLA agreement 2024/25** – to consider and resolve to sign if appropriate –  
The Clerk circulated the proposed SLA agreement with Cornwall Council prior to the meeting. **Cllr Sutherland proposed** to accept the proposed agreement. **Seconded by Cllr Faull** and **RESOLVED**. Unanimous. Carried.

**24/071 SWARCO contract for the Moveable Speed Radar Sign** – to consider the quote and resolve to approve if appropriate –  
The Clerk circulated two quotes prepared by SWARCO. The difference between the proposed contracts being an annual maintenance visit costing approximately £100. **Cllr Sutherland proposed** to accept the contract which includes the maintenance visit. **Seconded by Cllr Faull** and **RESOLVED**. Unanimous. Carried

**24/072 Grants Policy** - to consider revised policy and resolve to adopt if appropriate–  
The Clerk circulated the updated version of the policy, which included minor formatting amendments, prior to the meeting. **Cllr Gillard proposed** to accept the updated policy. **Seconded by Cllr Sutherland** and **RESOLVED**. Unanimous. Carried.

**24/073 Disciplinary Procedure** -to consider revised policy and resolve to adopt if appropriate–  
The Clerk clarified that the proposed draft is based on a standard NALC model. **Cllr Goldsworthy proposed** to accept the revised policy. **Seconded by Cllr Faull** and **RESOLVED**. Unanimous. Carried

**24/074 Correspondence received**

- a. Various emails circulated to members on receipt during month for information to note.  
The Council was informed that a resident sent an email querying the increase in the parish council tax charge. The Clerk responded, having checked it beforehand with the RFO. Copies of the emails to be sent to the Council.
- b. Correspondence to note/to consider:
  - Invitation to join the Cornwall Planning Partnership – to consider nominating a representative  
Cllr Gillard volunteered to be the nominated representative and will submit the application form.
  - Fundraising request from MHA Communities Cornwall – to consider options –  
The Council referred to the grants policy which states that funding is available to local groups and organisations only. It was agreed that financing organisations outside of the community is beyond the means of the Parish Council.
- c. Urgent correspondence received after the despatch of the agenda. None

**24/075 Future Agenda Items** - Councillors to review current list, adjust priorities and consider adding any new items to the future agendas list

The Future Agendas list was reviewed and amended by the Council.

**24/076 The next Full Council Meeting** of The Parish Council will be held on **18<sup>th</sup> April 2024** in **Probus Village Hall** at **19.00 hrs**

**24/077 The meeting closed at 22:15**

Chairman

Date

DRAFT