

# PROBUS PARISH COUNCIL

CLERK: Maria Roper

Lee Ho, Ashdown Close, Sticker, PL26 7EU

Telephone Number: 07749 626021

## TO MEMBERS OF THE COUNCIL

You are hereby summoned to attend the **Annual Meeting of Probus Parish Council in Probus Village Hall on Thursday, 16th May 2024** commencing at **7.00pm** for the purpose of transacting the following business:

### Prayer

1. **Election of Chair**
2. **To receive the Chairman's Declaration of Acceptance of Office** or, if the Chairman is not present, to resolve that such Declaration be made at or before the next Ordinary Meeting of the Council.
3. **Election of Vice Chairman.**
4. **To receive the Vice-Chairman's Declaration of Acceptance of Office** or, if the Vice Chairman is not present, to resolve that such Declaration be made at or before the next Ordinary Meeting of the Council;
5. **Apologies for Absence.**
6. **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).
7. **Public Participation (15 mins)**
8. **Minutes** - to confirm the minutes of the Ordinary Meeting of 17<sup>th</sup> April 2024
9. **Planning matters:**
  - a. Planning applications received:
    - [PA23/05342](#) - Erection of general-purpose farm building - Trevorva Probus Truro Cornwall TR2 4HN.
    - [PA24/02801](#) - Provision of an outdoor sandschool for private equestrian use - Swallows Court Ladock Truro Cornwall
    - [PA24/03221](#) – First floor extension over existing garage, dormer extension and single storey front porch extension. - 1 Carne View Road Probus Truro Cornwall
  - b. Planning applications received after the despatch of the agenda
  - c. Planning decisions and appeals
  - d. Any decisions and appeals received after the despatch of the agenda.
  - e. Correspondence before despatch of the agenda
  - f. Any correspondence received after the despatch of the agenda.
10. **Delegation arrangements** – to review of delegation arrangements to committees, subcommittees and staff
11. **ToR for parish council committees and sub-committees**- to review of the terms of reference for committees/sub-committees:
  - a. Finance
  - b. Staffing

12. **Committees structure** - Appointment of members to existing committees.
13. **Establishment of any new committees.**
14. **Standing orders and financial regulations:**
  - a. standing orders as adopted dec 2023 confirmed.
  - b. updated model of financial regulations .
15. **To review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses:**
  - a. Aalgaard Renshaw – internal audits and RFO – to review current arrangements and consider the appointment.
  - b. St Erme – Contract for services provided
  - c. Cornwall Council - SLA/LMP for Grass Cutting & Footpath Maintenance
  - d. TP Trees Ltd - Grass Cutting Contract – to confirm existing arrangements.
16. **To review representation on, or work with external and/or associated bodies and arrangements for reporting back:**
  - Probus Village Hall Committee - representation
  - Probus Playing Field Committee – representation.
  - Tredenham Charities - Poor Trust – representation.
  - The Roseland & Truro Community Area Partnership – representation.
  - Interschool Link – Probus primary school – representation.
  - Police liaison Group – representation.
17. **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 - **Clerk**
  - 24/030 - The Roseland & Truro 20mph consultation Update – **Cllr Gillard**
  - 24/039 – Replacement gates at the cemetery – updates **Clerk**
  - 24/037 - Annual Parish Meeting 2024 – updates **Cllr Gillard**
  - 24/067 - Website updates — **Clerk**
  - 24/040 - Installation of a pathway around the skate ramp – updates - **Clerk**
  - 24/069 - Fence replacement at the play area – updates –**Clerk**
  - 24/092 Waste bin by the bus shelter at the Square – updates - Clerk
  - 24/093 Commercial waste removal contract– updates - Clerk
18. **Cornwall Councillor report** – to receive a report from Cornwall Councillor K Glasson
19. **Reports and feedback from local community groups/committees and organisations**
  - a. Tregony View and Tower Park Open Spaces. Progress with residents’ management group and any action required by the Parish Council - **Cllr Gillard**
  - b. Poor trust – updates – **Cllr Gillard**
20. **Parish Council Committees and associated committees/working groups** – to receive reports and minutes from various committees/working groups and consider recommendations:
  - a. Village Hall committee – update on business & developments. - **Cllrs N Glasson & R Goldsworthy**
  - b. Playing Field committee – Update report - **Cllrs Dutton & Gillard**
  - c. Finance Committee – update & schedule of meetings
  - d. Neighbourhood Development Plan – receive progress report - **Cllr Gillard**

21. **To consider and resolve to exclude press & public during consideration of the next agenda item due to the confidential nature of the business to be discussed under the Admission to Meetings Act 1960.**
22. **Staffing Committee** - to consider Service Agreement with St Erme– *Cllr Dutton, Clerk*
23. **To receive the financial statement of accounts for the year to date**, including forecast expenditure, budget control sheet, expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence, CIL report and to approve a schedule of payments.
24. **Review of inventory of land and other assets including buildings and office equipment.**
25. **Insurance cover in respect of all insured risks** - to consider quotes and resolve to accept associated expenditure
26. **Council's and/or staff subscriptions to other bodies**
27. **Grant applications** – to review applications and consider approving the grant payments – *All Cllrs*
28. **Civility & Respect Pledge** - to consider committing to the Civility & Respect Pledge – *All Cllrs*
29. **Parish council's policies – to review and consider for adoption:**
  - a. Dignity at Work
  - b. Co-option policy
30. **Policies to review as part of standing orders:**
  - a. Council's complaints procedure.
  - b. Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21).
  - c. Council's policy for dealing with the press/media.
  - d. Council's employment policies and procedures.
31. **Celebration of the 80<sup>th</sup> anniversary of the D-Day** – to consider options for supporting the event and resolve to approve any associated expenditure if any – *All Cllrs*.
32. **Correspondence received – Clerk**
  - a. Various emails circulated to members on receipt during month for information to note.
  - b. Correspondence to note/to consider:
    - Appeal from a resident ref Gravestone measurements
  - c. Urgent correspondence received after the despatch of the agenda.
33. **Sign exclusive right of burial**
34. **Future Agenda Items** - Councillors to review current list, adjust priorities and consider adding any new items to the future agendas list – *All Cllrs*
35. **Meeting schedule** – to review time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.
36. **The next Full Council Meeting** of The Parish Council will be held on **Thursday, 20<sup>th</sup> June 2024** in **Probus Village Hall** at **19.00 hrs**
37. **To close the meeting.**

11<sup>th</sup> May 2024

*M Roper*

*Clerk to the Council*