

PROBUS PARISH COUNCIL

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Minutes of the **Meeting of Probus Parish Council** held on **Wednesday, the 17th January 2024** in **Probus Village Hall at 19:00**

Members Present: Cllrs N. Gillard (Chairman), N. Glasson, J Faull, B. Sutherland

Also attending: Mrs M Roper (Parish Clerk), 1 member of the public (present in part)

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

24/001 Apologies for absences – Cllrs A Cook, C Dutton, R Goldsworthy, P Quinlan. **Cllr Gillard proposed** accepting the apologies. **Seconded by Cllr Faull** and **RESOLVED**. Unanimous. Carried.

24/002 Declarations of Interest - Register both pecuniary and non-pecuniary under the Code of Conduct (to receive a new Declaration of Interest form and declare interests on agenda items).
Cllr Glasson declared an interest being the Village Hall Treasurer, Cllr Gillard declared a non-pecuniary interest –partner being the Chair of the Village Hall

24/003 Public Participation (15 mins) - None

24/004 To confirm the minutes of the Ordinary Meeting of 21st December 2023

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

24/005 Planning matters:

- a. Planning applications received:
PA23/09796 Having reviewed the application, the Council felt that the existing parking at the front of the property is limited, it, therefore, seemed rationale that the owners seek to extend it. It was, however, questioned why additional access to the field was required, provided that there is already an existing access further down the lane. **Cllr Faull proposed** to support the application but to note the existing access to the field, **seconded by Cllr Glasson** and **RESOLVED**. Unanimous. Carried
- b. Planning applications received after the despatch of the agenda. - None
- c. Planning decisions and appeals - A list of applications resolved since November meeting was circulated by the Clerk and noted by the Councillors
- d. Any decisions and appeals received after the despatch of the agenda – None
- e. Correspondence before despatch of the agenda – The clerk updated the council that a letter was received from Cornwall Council advising on the introduction of new policies ensuring adherence to the timeline. This could have the consequence of extensions for comments submission not being granted.
- f. Any correspondence received after the despatch of the agenda – None

24/006 Reports from Clerk and Councillors on previously resolved agenda items:

- a. S106 updates:
 - Road edge resurfacing at the Square– The contractors returned to the site to carry out remedial works to the road surface. However, it was observed that the works were only done to some parts and not the entire length of the road edge.
 - Remedial works to the planters: The damage was reported to Cornwall Council, and they will look into having a permanent solution to ensure the planters are not moved off the stands on impact with cars. The Councillors would like to know the procedures for reporting and rectifying the damage in the future.
- b. - 23/222 Replacement gates at the cemetery – To Consider the quote and resolve to approve if appropriate – Deferred until next month as further quotes are expected.
- 23/197 Installation of benches by the MUGA – The works are scheduled for the next day with anticipated completion by the end of the week
- 22/107 Skate ramp noise reduction measures (Progress report) – Cllr Gillard reported that works are now completed. The ramp was filled with foam and secured with a foam backed plywood. The report to be sent to the Environmental Protection Officer next week.
- 23/205 Replacement of Newell Posts on the bank behind the churchyard (Progress report) – The works are scheduled for next week.
- 23/245c – Clearance of the hedges on the Western side of the play park – The grass cutting contractor quoted £120 for the works. The Clerk instructed the contractor to carry out the works at the earliest opportunity.

24/007 Cornwall Councillor report

Cornwall Cllr K Glasson provided a written report covering the following issues:
20mph, Speed watch, Sewage, Civility and Respect Pledge.
The full report will be published separately online.

24/008 The Roseland & Truro 20mph consultation Update – Cllr Gillard has written to Adam O’Neil but received no response yet.

24/009 Neighbourhood Development Plan – receive progress report and consider any proposed next steps – Cllr Gillard reported that the nominated Councillors met up to discuss a way forward. A draft letter will be prepared and distributed in the community. A presentation and engagement plan will be prepared for the Annual Parish Meeting which is scheduled for the week commencing 22nd of April 2024. **Cllr Glasson proposed** to hold the Annual Meeting on the 26th April 2024, **seconded by Cllr Faul** and **RESOLVED**. Unanimous. Carried.

24/010 Reports and feedback from local community groups/committees and organisations:

No reports from the Community Groups

24/011 Parish Council Committees – feedback from various committees/working groups.

- a. Village Hall committee – update on business & developments.
Cllrs N Glasson reported that the Village Hall is making progress with the grant application and an officer has been assigned to the case.
- b. Playing Field committee – update on business and development –
No updates.

The Constitution of the playing fields was discussed. It is logged with the Charity Commission and needs to be reviewed to ensure it reflects the current set up.

- c. Staffing committee - Report on progress hiring a maintenance officer –
The Clerk informed the Council that the contract of employment has been issued & signed, and that the new employee is doing really well. It was agreed that his salary will be averaged.
- d. Finance committee – To receive a report and consider recommendations following the meeting on the 4th January 2024
- I. Workplan 2024/25 - To consider adopting Parish council workplan 2024/25 as reviewed and recommended by the Finance Committee.
The report and a briefing note were circulated prior to the meeting. Cllr Gillard added that if some works scheduled for this year are not completed, they will be rolled over to the next year.
Proposed by Cllr Faull, seconded by Cllr Glasson and RESOLVED to adopt the Parish Council workplan as recommended by the Finance Committee.
- II. Grant application 2024/25 – consider recommendations for approval of grant application.
Finance Committee considered grant applications and recommended to allocate a maximum budget of £6,000 for grants. The Council reviewed grants applications and noted that some documents are still missing. **Cllr Gillard proposed** to approve in principle the grants to a maximum of £5,745 but withhold the payments until all the application criteria were fulfilled, **seconded by Cllr Glasson and RESOLVED**. Unanimous. Carried.

24/012 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 circulated the budget control sheet and the following schedule of payments for approval:

Invoice date	Company		Amount gross	VAT
BACS PAYMENTS				
17/01/2024	Staff	Salary and expenses	£2,022.39	
02/01/2024	EDF	Streetlights Oct -Dec	£463.28	£7.98
	Microsoft	License December	£12.36	
10/01/2024	Victoria Kindon Moon	Treeeagle Christmas Tree	£90.00	
		Play area inspection		
27/11/2023	Greens Ground and Trees	+maintenance	£302.68	£50.44
02/01/2024	Probus Village Hall	Village hall hire	£119.28	
03/01/2023	Source for Business	Water toilets	£17.27	
	Cornish Industrial	Start-up supplies maintenance		
11/01/2024	Supplies	officer	£412.25	£68.71
10/01/2024	SLCC	Subscription	£183.00	
TOTAL			£3,622.51	£155.13
DIRECT DEBIT PAYMENTS				
19/10/2023	EDF	Electricity Toilets	£10.00	£0.50
19/10/2023	EDF	Electricity MUGA	£23.00	£1.15

13/01/2024	Tesco mobile	mobile clerk	£13.48	
18/01/2024	Pension contributions	clerk	£59.98	
08/12/2023	Cheaper Waste	Waste removal	£51.48	£8.58
	NIC + HMRC	Tax + National Ins Contributions	£232.96	
TOTAL			£390.90	£10.23

PAYMENTS MADE UNDER PREVIOUS RESOLUTIONS				
11/01/2024	Bradfords	Skate ramp materials	£288.05	£48.02
08/12/2023	Sarah Daniels	Pengelly nurseries plants	£600.00	£100.02
TOTAL			£888.05	£148.04

Cllr Gillard proposed to approve the payments as above, **seconded** by **Cllr Faull** and **RESOLVED**. Unanimous. Carried

24/013 Community Area Partnership & Levelling Up/Good Growth funding, update on applications/expressions of interest – To receive report - Cllr Gillard:

Cllr Gillard informed the Council that the update will be circulated after the meeting. The information will contain the overview of the applications received. The process is ongoing and the timescale for consideration is not clear. Some of the applications are affecting more than one community, so called “cross-community” applications.

24/014 To consider a quote for grass cutting of the open space by the Fairfields estate–

The grass contractor quoted £20 per cut for the open space by the Fairfields estate, which will be cut alongside the verges – 7 times a year. **Cllr Gillard proposed** to accept the quote. **Seconded** by **Cllr Sutherland** and **RESOLVED**. Unanimous. Carried.

24/015 To consider options for waste management for the year 2024/25 –

The Clerk presented options for collections of waste from the bins owned by the Parish Council. Having reviewed various options the Council felt that the best way forward would be to accept the proposed rates from Cornwall Council for emptying 5 litter bins and pursue the quote from First Mile. **Cllr Gillard proposed** that the Clerk informs Cornwall Council of the decisions and obtains further details from First Mile. **Seconded** by **Cllr Faull** and **RESOLVED**. Unanimous. Carried.

24/016 Adopted policies review – report on policies reviewed in 2023 and those to be reviewed

The list of existing policies with proposed review dates was circulated by the Clerk. The Council reviewed the list and made amendments. Cllr Gillard proposed to update the schedule and circulate to the Councillors as soon as possible. **Seconded** by **Cllr Faull** and **RESOLVED**. Unanimous. Carried.

24/017 To consider adopting revised burial policy – Deferred until next month

24/018 Correspondence received

- a. Various emails circulated to members on receipt during month for information to note.
- b. Correspondence to consider:

- i. request from Probus Church for financing of the churchyard paths improvement. from CIL funds. The Council considered request and felt that using CIL funds to finance improvements of the pathways may be appropriate. It was noted that documented evidence will be required for reporting. **Cllr Sutherland proposed** to meet the request by contributing £1,000 towards the purchase of the gravel on the condition that the documented evidence is obtained. **Seconded** by **Cllr Gillard** and **RESOLVED**. Unanimous. Carried.
- ii. request from probus Church for funding of the pollarding of trees in the churchyard alongside Wagg Lane from CIL funds - The Council considered the requested and felt that the works will not benefit the wider community and the newly developed estate is not impacted by growth of the trees. **Cllr Gillard proposed** to decline the request for these reasons. **Seconded** by **Cllr Sutherland** and **RESOLVED**. Unanimous. Carried.
- iii. request from Probus Church for raising funds to finance church renovation – The Councillors agreed that the local church needs funding which is evident but there is no power vested with the Council to raise a surcharge on the households. **Proposed** by **Cllr Gillard** to draft a response having sought advice from CALC on recent changes in the relevant legislation before sending it out. **Seconded** by **Cllr Faulk** and **RESOLVED**. Unanimous. Carried
- iv. request from Comrades Club for funding of furniture replacement – The Council felt that such requested could be considered if it was made as a grant application. As the applications are now closed for the next financial year and the budget is also set, it can no longer be accommodated. **Cllr Gillard proposed** that a letter is sent to the Comrades Club advising of the above. **Seconded** by **Cllr Sutherland** and **RESOLVED**. Unanimous. Carried.
- c. Urgent correspondence received after the despatch of the agenda.
- i. The Clerk circulated a letter from the from the Maintenance Officer requesting to buy a new trolley from Glasdon. The existing trolley is not fit for the purpose as too heavy. It could be resold or donated, subject to legal requirements. **Cllr Faulk proposed** to purchase the trolley. **Seconded** by **Cllr Gillard** and **RESOLVED**. Unanimous Carried.
- ii. The Clerk circulated a letter from the Rev Paul Salaman requesting to visit the church for an informal discussion regarding its future development. It was agreed that the Clerk will circulate the letter to the Councillors, and they would confirm attendance if they were able to make it.

24/019 Future Agenda Items - Councillors to review current list, adjust priorities and consider adding any new items to the future agendas list –
Agenda items were reviewed. The Clerk is to circulate the updated list.

24/020 The next Full Council Meeting of The Parish Council will be held on **Thursday, 22nd February 2024** in **Probus Village Hall** at **19.00 hrs**

24/021 The meeting closed at 21:55

Chairman

Nicholas Gillard

Date

22nd February 2024