

PROBUS PARISH COUNCIL

Clerk: Maria Roper (Parish Council)

Address: Lee Ho, Ashdown Close, Sticker, PL26 7EU

Telephone Number 07749 626021

Email: clerk@probusparishcouncil.gov.uk

Minutes of the **Meeting of Probus Parish Council** held on **Thursday, the 22nd February 2024** in **Probus Village Hall at 19:00**

Members Present: Cllrs N. Gillard (Chairman), A. Cook, C. Dutton, J Faull, N. Glasson, R. Goldsworthy, B. Sutherland

Also attending: Mrs M Roper (Parish Clerk), 2 members of the public (present in part)

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

24/022 Apologies for absences – Cllr P Quinlan. **Cllr Gillard proposed** accepting the apologies. **Seconded by Cllr Faull and RESOLVED.** Unanimous. Carried.

24/023 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 Goldsworthy declared an interest being Vice Chairman of the Village Hall Committee, Cllr Gillard declared a non-pecuniary interest – partner being the Chair of the Village Hall.

The Clerk declared an interest in the part of the Agenda item 13

24/024 Public Participation (15 mins) - None

24/025 To confirm the minutes of the Ordinary Meeting of 17th January 2024

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

24/026 Planning matters:

a. Planning applications received:

PA24/00299 Having reviewed the application, the Council felt that the access is very tight, and the proposed bungalow fills most of the plot. **Cllr Glasson proposed** to support the application subject to satisfactory access assessment of the planning officer. **Seconded by Cllr Goldsworthy and RESOLVED.** Unanimous. Carried

b. Planning applications received after the despatch of the agenda. - None

c. Planning decisions and appeals –

The Clerk advised that **PA23/05461** Vigus Stores The Green Probus Truro Cornwall TR2 4LP was approved on 29/01/2024.

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

24/027 Resignation of Cllr Fogerty - The Chairman advised that Cllr Fogerty submitted his resignation at the end of 2023 and it was formally acknowledged. His resignation left a vacancy in the Staffing Committee. As the Chair of the Staffing Committee, Cllr Dutton advised on the benefits of filling the vacancy. **Cllr Gillard proposed** that Cllr Sutherland becomes a member of the Staffing Committee and Cllr Cook takes his place on the Staffing Appeals panel. **Seconded** by **Cllr Faull** and **RESOLVED**. Unanimous. Carried.

24/028 Reports from Clerk and Councillors on previously resolved agenda items:

a. S106 updates:

Road edge resurfacing at the Square and Remedial works to the planters – The Clerk reported that a communication was received from Cormac offering no further updates. Cllr Gillard added that it is very clear from the agreement that the actual planters are the responsibility of Cornwall Council, and it's important that they fulfil their obligations.

Cllr Dutton added that he received very positive feedback from the school about the planters, and that they are looking at the options of installing something similar.

b. 23/197 Installation of benches by the MUGA – The works completed in January. Cllr Dutton added that, similarly to the planters, he received lots of positive feedback.

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 was sent to the Environmental Protection Officer with accompanying images.

23/205 Replacement of Newell Posts on the bank behind the churchyard (Progress report) – The works are now completed.

24/011 dii – Grants applications – The Clerk reported that all the applicants were notified of the Council's decision. The Playing Field Committee submitted the missing bank statements and confirmed that the latest annual statement of accounts was provided.

23/245c – Clearance of the hedges on the Western side of the play park – The works not carried out to date. The Clerk to chase.

24/029 Cornwall Councillor report

Cornwall Cllr K Glasson provided a written report covering the following issues:

20mph, Traffic Calming Measures and Road Safety, Waste collection, Surface strips in the square.

The full report will be published separately online.

24/030 The Roseland & Truro 20mph consultation Update – Cllr Gillard has written to Adam O'Neil. The updates have been shared by Cornwall Cllr K Glasson and allude that the 20mph speed limit may be introduced in some areas of the village over the next few weeks. Some of the traffic calming measurers are still with the Road Safety Team, the review of which is expected to be completed in March.

24/031 Reports and feedback from local community groups/committees and organisations:

No reports from the Community Groups

24/032 Parish Council Committees – feedback from various committees/working groups.

a. Village Hall committee – update on business & developments.

Cllr Goldsworthy reported that the Hall bookings are increasing. However, the Committee has come across an unexpected hurdle of having to match fund at least 10% of the requested grant from the Community Levelling Fund. They have submitted a letter of request to the Clerk and would like the Council to consider the request at the next meeting.

Cllr Sutherland reminded that it was agreed by the Council that reports from parish council committees should be submitted in writing, and he expected the Clerk to intervene on this matter.

b. Playing Field committee – update on business and development –

No report.

The Chairman advised the Council that he emailed to the members of the Playing Field Committee with information on the Constitution. The Constitution logged with the Charity Commission dates to 1938. Cllr Sutherland added that it was reviewed in 2017.

c. Neighbourhood Development Plan – No updates.

24/033 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
Cllr Gillard proposed, seconded by Cllr Sutherland and RESOLVED to exclude the members of the public.

19:45 The members of the public left

24/034 To receive a report and consider recommendations of the Staffing Committee following the meeting on the 20th February 2024-

The Staffing Committee provided report and recommendations following the meeting on the 20th February 2024

20:05 End of closed session.

24/035 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 the budgeted control sheet, income and expenditure up to date and the following schedule of payment for approval:

Invoice date	Company		Amount gross	VAT
BACS PAYMENTS				
22/02/2024	Staff	Salary and expenses	1860.39	£2.90
17/01/2024	D May	skate ramp remedial works	£53.72	£8.96
05/02/2024	Microsoft	License December	£12.36	
31/01/2024	CALC	Training member	£36.00	£6.00
31/01/2024	CALC	Training member + clerk	£108.00	£18.00
30/01/2024	Greens Ground and Trees	Play area inspection +maintenance	£179.42	£29.90
02/01/2024	Probus Village Hall	Village hall hire	£67.29	
02/02/2024	Source for Business	Water toilets	£23.00	
13/02/2024	Cornish Industrial Supplies	Toilet supplies	£183.73	£30.62
17/01/2024	Cornish Industrial Supplies	Bin liners, brush	£31.98	£6.40

24/01/2024	Cornish Industrial Supplies	Bin liners	£50.25	£10.05
TOTAL			£2,606.14	£112.83

DIRECT DEBIT PAYMENTS				
06/02/2024	EDF	Electricity Toilets	£10.00	£0.50
	EDF	Electricity MUGA	£23.00	£1.15
	Tesco mobile	mobile clerk	£13.48	
	Pension contributions	clerk	£59.98	
	Cheaper Waste	Waste removal	£51.48	£8.58
	NIC + HMRC	Tax + National Ins Contributions	£284.16	
TOTAL			£442.10	£10.23

02/02/2024	Happy Fencer	Skate ramp, benches, bank posts	£1,898.00	
26/01/2024	Glasdon	Street trolley	£1,610.33	£268.39
26/01/2024	Kernow Training	Weed spraying training	£495.00	
TOTAL			£4,003.33	£268.39

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

24/036 Community Area Partnership & Levelling Up/Good Growth funding, update on applications/expressions of interest:

Cllr Gillard circulated a briefing note prior to the meeting and reported to the Council that circa £413,000 was allocated to the Roseland Community Area for local projects, and applications can still be made. In total 16 EOIs received out of which 5 were for Cross Community projects. He further added that 9 out of 10 EOIs are invited to submit full application, and about 50% of the initial applications are expected not to proceed further. He, along with Cornwall Councillor K Glasson, is part of the review panel.

Village Hall and Probus Church have applied. Application for the Pavilion cannot be made as there is no planning permission.

24/037 Annual Parish Meeting 2024 - consider format and Attendees.

Cllr Gillard informed the council that he will draft letters to the community groups inviting them to the Annual Parish Meeting.

24/038 Village Hall and Playing Field car parks Off Street Parking Order.

Cllr Gillard briefed the Council that the Parish council owes 2 car parks – near the MUGA and the Village Hall. Part of the car park by the MUGA is leased to probus Surgery and part of the car park by the village hall is rented out to residents. With exception of the rented spaces, overnight parking is not allowed at either site. There had been previous incidents when cars (sometimes not road worthy) were left on site for prolonged periods. Without a parking order the Council is not able to enforce the rules.

Cllr Sutherland proposed to apply for the order. **Seconded** by **Cllr Goldsworthy** and **RESOLVED**. Unanimous. Carried. Clerk to work with Cllrs Sutherland and Cook on the draft order

24/039 Replacement gates at the cemetery

The Council considered the quotes and estimates for the gate replacement circulated by the Clerk. **Cllr Sutherland proposed** to accept the quote from Dutchy Timber for the supply of the gates with the proviso that they will replicate the existing gates. He further proposed to accept the quote from Happy Fencer for the installation. **Seconded** by **Cllr Faull** and **RESOLVED**. Unanimous. Carried.

The Clerk to request that Duchy Timber collect the existing gates for the proposed delivery charge and Cllr Gillard to ensure the gates are made to match the existing specification.

24/040 Installation of a pathway around skate ramp

A regular user of the skate ramp suggested that a pathway be installed around to prevent mud treads on the ramp. The council considered various options, including honeycomb matting and recycled rubber surface. **Cllr Sutherland proposed** to seek advice from Greens and consider it upon receipt. **Seconded** by **Cllr Faull** and **RESOLVED**. Unanimous. Carried.

24/041 Weed control measures.

Cllr Sutherland made an observation that the maintenance officer is doing a good job, and the village is looking the best it looked in a long time. He would like the Council to consider expanding manual weed clearance to cover the following areas:

- Under the railings at the Square
- Under the railings on Tregony Rd
- Under the railings at Bosnoweth open space
- Area by the MUGA covered by chippings
- Path from Bosnoweth to the Playing Field

Cllr Sutherland felt that additional hours could be covered from the budget set aside for grass cutting, considering that there had been savings due to reduced number of cuts per year.

Cllr Sutherland proposed to expand weed control measures as above, **seconded** by **Cllr Faull** and **RESOLVED**. Unanimous. Carried.

24/042 Inclusion of Fairfields open space into the SLA

The Clerk informed the Council that she received conflicting messages from Cornwall Council about possibility of including the area in the SLA. **Cllr Gillard proposed** that the Clerk continues to liaise with Cornwall Council and provides an update when a definitive answer is obtained. **Seconded** by **Cllr Faull** and **RESOLVED**. Unanimous. Carried

24/043 Local Maintenance Partnership Offer 2024/25

The Clerk circulated the offer prior to the meeting. **Cllr Gillard proposed** to accept the offer. **Seconded** by **Cllr Faull** and **RESOLVED**. Unanimous. Carried

24/044 Waste management options for the year 2024/25

The Clerk advised the Council that the existing waste collection contract can be terminated at the anniversary date, which is 22nd of June. The new company will take over at the same time. **Cllr Gillard proposed** to serve the notice to the existing contractor - Cheaper Waste and instruct First Mile to take over at the same time. **Seconded** by Cllr Sutherland and **RESOLVED**. Unanimous. Carried.

24/045 Wheely bin in the bus shelter at the Square

The Clerk advised the Council that there is a wheely bin in the bus shelter at the Square which reportedly belongs to the Parish Council and is not suitable for the purpose. There is a small litter bin nearby managed by Cornwall Council. **Cllr Gillard proposed** to remove the bin and put in the shed by the MUGA. Review the situation between now and June. **Seconded** by **Cllr Faull** and **RESOLVED**. Unanimous. Carried

24/046 To consider adopting revised Burial Policy

The Clerk circulated the proposed draft policy. Cllr Glasson noted that there is a typing mistake in the name of the road and a repeated sentence in Appendix 2

Cllr Gillard proposed to adopt the policy with the above corrections. **Seconded** by Cllr Glasson and **RESOLVED**. Unanimous. Carried

24/047 To consider adopting revised Data Subject Request policy.

The Clerk circulated the draft policy prior to the meeting. **Cllr Glasson proposed** to adopt the policy. **Seconded** by **Cllr Sutherland** and **RESOLVED**. Unanimous. Carried

24/048 To consider adopting revised Communication policy.

The Clerk circulated the draft policy prior to the meeting **Cllr Sutherland proposed** to adopt the policy. **Seconded** by **Cllr Faull** and **RESOLVED**. Unanimous. Carried

24/049 To consider adopting revised Grievance procedure.

The Clerk circulated the draft policy prior to the meeting. **Cllr Sutherland** noted that there is a reference to Dunnington Parish Council on page 2 which should be replaced with Cornwall Council.

Cllr Gillard proposed to adopt the policy with the above correction. **Seconded** by **Cllr Sutherland** and **RESOLVED**. Unanimous. Carried

24/050 Correspondence received

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

The Clerks presented the following letters:

- Probus Hall Treasurer – a letter of thanks -
- Probus Churchwarden – a letter of thanks
- Cornwall Council - Tregony View adopted roads

Cllr Gillard added that the correspondence regarding road adoption at the Tregony View estate was forwarded to the Tregony View management committee with a request to verify that all the roads were included. No reply was received.

- c. Urgent correspondence received after the despatch of the agenda.
 - i. A letter from Probus Fun Week regarding a payment for a medical insurance was presented to the Council. The Council agreed to consider the proposal at the next Full Council meeting.
 - ii. The Clerk read a letter from Probus Village Hall requesting to consider match funding. The Council agreed to consider the request at the next Full Council meeting for which the Village Hall Committee is to prepare a detailed report.
 - iii. The Clerk notified the Council that she received a letter advising of additional share of S106 monies available through application. The money is to be used on King George Open Space. The Councillors agreed to consider the matter in April.

24/051 Future Agenda Items

Agenda items were reviewed. The Clerk is to circulate the updated list.

24/052 The next Full Council Meeting of The Parish Council will be held on **Thursday, 21st March 2024** in **Probus Village Hall** at **19.00 hrs**

24/053 The meeting closed at 21:37

Chairman *Nicholas Gillard*

Date *21st March 2024*