

PROBUS PARISH COUNCIL

CLERK: Maria Roper

Lee Ho, Ashdown Close, Sticker, PL26 7EU

Telephone Number: 07749 626021

Minutes of the Meeting of Probus Parish Council held on Wednesday, the 17th April 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: Karen Glasson (Cornwall Councillor) Mrs M Roper (Parish Clerk)

A short prayer was spoken by the Clerk – Maria Roper

24/078 Apologies for Absence - None

24/079 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 being the Village Hall Treasurer.

Cllr Goldsworthy declared an interest being the Vice Chairman of the Village Hall Committee.

Cllr Gillard declared in the Playing field being a member of the Playing Field Committee and a non-pecuniary interest the Village Hall partner being the Chair of the Village Hall.

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

24/080 Public Participation (15 mins) None

24/081 Minutes - to confirm the minutes of the **Ordinary Meeting of 21st March 2024**.

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.

24/082 Planning matters:

a. Planning applications received:

[PA24/02336](#) - Demolition of existing flat roof garage and formation of new flat roof rear extension and pitched roof side extension, including rear decking area, internal alterations and raised western boundary - 10 Lewman Road Probus Truro Cornwall TR2 4LL

Councillors concluded that the proposed scheme does not raise significant cause for concern in terms of "overlooking" for neighbours and aligns with the architectural character of properties along the road.

Proposed by Cllr Gillard to support the application. **Seconded by Cllr Faull and RESOLVED.** Unanimous. Carried

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

[PA23/05342](#) Erection of general-purpose farm building - Trevorva Probus Truro Cornwall TR2 4HN. It was agreed to defer the consideration of the until next meeting.

c. Planning decisions and appeals since last meeting. **Noted.**

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

24/083 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 received a response from Kate Dixon, advising that the remedial works to the planters were scheduled for the 11th of April and re-surfacing of the roads when the weather allows. However, as of today, no works were carried out. The Clerk is to send another letter to Kate Dixon and Rebecca Lyle stating that work was not carried out and for confirmation of revised date. Cornwall Cllr Glasson volunteered to contact them.
- 24/030 - The Roseland & Truro 20mph consultation Update
Following correspondence from Cllr Gillard, a response was received from Cormac with the details of the updated scheme. Cormac advised that the works are scheduled for late May.
- 24/039 – Replacement gates at the cemetery –
The Clerk placed the order with Duchy Timbers. The gates had been removed and taken away by the supplier to produce a replica.
- 24/037 - Annual Parish Meeting 2024 –
The Council agreed to change the date to the 24th of May. The village hall booking was amended.
- 24/066 – Request for match funding from the village hall committee.
The Clerk updated the Village Hall of the Council’s decision to provide match funding.
- 24/067 – Website updates
It was agreed to defer this until the next full council meeting on 16th May.
- 24/040 – Installation of a pathway around the skate ramp
The Clerk reported that RoSPA advised that any compound material will be suitable for the path. The Clerk to present options for consideration of the Council at the next meeting.
- 24/069 – Fence replacement at the play area
The Clerk reported that the contractor has scheduled the works for May. He was advised to avoid school holidays.

24/084 Cornwall Councillor report – to receive a report from Cornwall Councillor K Glasson.

Cornwall Councillor Glasson submitted a written report in which she covered the following issues: Wildanet working until 2am, which she had reported to Cornwall Council, following which the contractors were fined for the breach of the environmental health legislation. The relevant parties were inspecting road defects earlier in the week. Wildanet and Dynamic Fibre will, hopefully, be on site this week to get on with repairs.

20mph scheme – It was noted that the bus stop on Fore St was missing from the recently issued drawing. It had been excluded previously as it was expected to be dealt with in the “new financial year”. This was raised with Cormac and revised drawings are expected.

24/085 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 asking for further updates. The residents group is trying to meet with “First Point”, the newly appointed estates management company. No meeting has taken place to date. Bank statements for the residents group were requested by the Clerk to enable payment of approved grant funds. If bank statements are not available then production of a statement may be discussed and approved at the next residents’ meeting.

Poor trust – Cllr Gillard reported that Cllr Maskill together with Rev Foot was the bank signatory for Poor Trust account. Rev Foot was requested to hand over before departure, which did not happen. As a result, Poor Trust didn't carry out its duties in terms of distributing the funds and the bank suspended the account. Rev Salamon is not the "incumbent" vicar and as such not prepared to get involved. Cllr Gillard will approach the Church warden with a request to represent the church at the Poor Trust. Meanwhile a second representative from the Parish Council is required for the payments authorisation. Cllr Faull put himself forward. **Cllr Gillard proposed** to accept the nomination of Cllr Faull, **seconded by Cllr Sutherland** and **RESOLVED**. Unanimous. Carried

24/086 Parish Council Committees and working groups – feedback from various committees/working groups.

- a. Village Hall committee – update on business & developments.
The Village Hall Committee did not submit a written report.
- b. Playing Field committee – Progress report on establishing the committee membership and updating the constitution. Progress on funding options for the pavilion -
The Village Hall Committee did not submit a written report.

Cllr Sutherland felt that verbal reports should not be accepted as this was a breach of a previous resolution.

The Chair suspended the meeting at 19:48

The Chair reinstated the meeting at 19:51 and advised the Councillors that in the future, any issues related to reports or documents submitted need to be dealt with in a constructive manner. Where previously agreed standards, objectives have not been met, this should be explained and recorded with positive suggestions for change or improvement.

- c. Neighbourhood Development Plan – receive progress report and consider any proposed next steps
– No progress to report.

24/087 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. Proposed by Cllr Dutton, seconded by Cllr Gillard and RESOLVED to exclude the members of the public for the next agenda item.

19:54 – Cornwall Cllr Glasson left the room

24/088 Cllr Dutton reported to the members of the staffing committee. **Cllr Dutton proposed** to accept the recommendations of the Staffing Committee, **seconded by Cllr Sutherland** and **RESOLVED**. Unanimous. Carried.

20.03 - Cornwall Cllr Glasson re-entered

24/089 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. The Clerk confirmed that the total overall expenditure for the year 2023/24 was below the planned budget. Some areas of budget activity incurred an overspend, e.g. staff training and litter picking due to the change of employees.

Cllr Gillard suggested that a Finance committee meeting needs to be arranged to consider expenditure to support the work plan agreed for 2024/25. The Clerk & Chair of finance committee to arrange a date.

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

SCHEDULE OF PAYMENTS - April 2024

Invoice date	Company		Amount gross	VAT
BACS PAYMENTS				
	Staff	Salary and Expenses	£1,787.40	
05/04/2024	Microsoft	License March	£12.36	£2.06
	Greens Ground and Trees	Play area inspection +maintenance	£179.42	£29.90
22/03/2024				
17/04/2024	Probus Village Hall	cleaner services	£87.20	
17/04/2024	Probus Village Hall	Village hall hire	£81.33	
01/03/2024	Vision ICT -queried	Email hosting		
01/04/2024	CALC	Membership	£933.89	£128.10
17/04/2024	Jennychem	Weed killer	£130.00	£21.67
14/03/2024	TP Trees	Grass cutting March	£580.00	£96.67
02/04/2024	EDF	Electricity street light	£313.00	£14.86
	Cornwall Training Consultancy	Medical Cover Probus Fun week	£1,881.60	£313.60
09/04/2024				
TOTAL			£5,986.20	£623.26

Cllr Gillard proposed to approve the payment schedule apart from the invoice from Vision ICT. **Seconded** by **Cllr Glasson** and **RESOLVED**. Unanimous. Carried.

24/090 Grant applications – to review applications and consider approving the grant payments –

The Council reviewed all the grants application. It was noted that the bank statements are not available from Tregony View Management Committee, and the updated Playing Field constitution needs to be finalised and logged with the Charity Commission. The grant to Probus Fun Week was administered by purchasing the medical insurance for the event in accordance with the previous resolution ref 24/065.

Cllr Gillard proposed to pay the grants to Probus School PTA and Probus News, **seconded** by **Cllr Faull** and **RESOLVED**. Unanimous. Carried.

24/091 CIL funding – consider submitting expression of interest –

Additional funding is available from Community Infrastructure Levy (CIL) money collected and held by Cornwall Council. Expressions of interests are accepted until the end of April. Cllr Gillard recommended that the Village Hall and the Playing field Committee consider applying. The Village Hall Committee opted to persevere with the CLUP application.

24/092 Waste bin by the bus shelter at the Square – to consider options

The Clerk informed the Council that since the removal of the 220L wheelie bin from the bus shelter on Fore St, there were regular reports of discarded litter left in the same place, including take away packages and empty bottles.

Cllr Sutherland proposed to install a smaller bin, similar to the one at the period bus shelter. To be

actioned by the Clerk if the total cost is under £500 including the installation. **Seconded by Cllr Dutton and RESOLVED.** Unanimous. Carried

24/093 Commercial waste removal – to consider options and resolve to accept quotes if appropriate -

The Clerk presented various quotes for consideration of the Council and advised that a decision can be made at present or the next meeting. **Cllr Gillard proposed** to accept the offer of BIFFA, and that the Clerk confirms this contract will commence in June this year. Performance and costs will be reviewed in March/April 2025 . **Seconded by Cllr Glasson and RESOLVED.** Unanimous. Carried

24/094 Village Hall and Playing Field car parks Off Street Parking Order – to receive report and consider adopting the proposed draft –

Cllr Cook reported that they had a very useful meeting with Cornwall Council enforcement team, and received further clarification via email from the Parking Assets and Systems Manager. She felt that the process is a lot clearer now. **Cllr Cook proposed** to progress the draft order in time for the meeting in May/June with the view of submitting it to Cornwall Council at the end of the year once the parking charges for the year 2025/26 are set by the Finance Committee. **Seconded by Cllr Glasson and RESOLVED.** Unanimous. Carried

24/095 Car Parks: Village Hall +MUGA/Playing Field -to review and consider repairs required –

No progress. It was agreed to include it in the Future Agenda items

24/096 SLA agreement 2024/25 – to consider and resolve to sign if appropriate

The Clerk circulated the Service Level Agreement proposed by Cornwall Council for grass cutting of open spaces, verges and churchyard prior to the meeting. **Cllr Gillard proposed** to accept the proposed agreement. **Seconded by Cllr Dutton and RESOLVED.** Unanimous. Carried

24/097 Dignity at work to consider revised policy and resolve to adopt if appropriate.

It was agreed to defer this item to the next meeting on 16th May.

24/098 Civility & Respect Pledge – to consider committing to the Civility and Respect Pledge

It was agreed to defer this item to the next meeting on 16th May.

24/099 Emergency Contingency Plan - to consider and resolve to approve with any associated expenditure

Cllr Glasson reported that he obtained a draft from St Erme and will need more time to revise it and adopt it for Probus. It was agreed to defer it until the meeting on 20th June.

24/100 Correspondence received

- a. Various emails circulated to members on receipt during month for information to note.
- b. Correspondence to note/to consider:
 - Correspondence with a resident querying the increase in Parish Council portion of the Council Tax. The Clerk circulated the correspondence prior to the meeting. It was noted by the Councillors.
- c. Urgent correspondence received after the despatch of the agenda.
 - The Clerk circulated a letter from a resident enquiring about the installation of railings around the trunk of a tree at Bosnoweth open space to deter children from climbing it. The Council considered that it was not necessary to take action at this stage and asked that the Clerk will draft a response to be ratified by the Council.
 - The Clerk received a query from a Councillor regarding the Chairman's allowance paid in March. Councillors were informed that the proposal to include such an allowance in the council budget

was not put forward by the Chair and was put forward by a member of the finance committee as part of the budget/precept review process. The proposal was considered carefully at the Finance Committee meeting, presented as part of the budget for 2024/25 and approved by Full Council. The correct legal procedures were followed. Declaration of interests were not necessary at relevant meeting as the allowance was included in the budget for 2024/25 to be available to Chair following election at the annual parish council meeting in May. The payment made in March has been refunded and it will be available to the elected Chair to draw upon following the AGM on May 16th.

CLlr Sutherland submitted his written resignation which was acknowledged by the Chair

24/101 Future Agenda Items - Councillors to review current list, adjust priorities and consider adding any new items to the future agendas list.

Items deferred at this meeting to be added to the Future Agendas list.

24/102 The next Full Council Meeting of The Parish Council will be held on 16th May 2024 in Probus Village Hall at 19.00 hrs

24/103 The meeting closed at 21:30

Chairman

Date