

PROBUS PARISH COUNCIL

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Minutes of the **Ordinary Meeting of Probus Parish Council** held on **Thursday, the 20th June 2024** in **Probus Village Hall** at **19:00**

Members Present: Cllrs N. Gillard (the Chair), A. Cook (Vice-Chair), C Dutton, J Faulk

Also attending: Mrs M Roper (Parish Clerk), I. Peters (candidate for co-option), 2 members of the public

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

24/142 Apologies

Apologies received from Cllr Cook and Goldsworthy. **Cllr Gillard proposed** to accept the apologies. **Seconded by Cllr Faulk** and **RESOLVED**. Unanimous. Carried.

24/143 To receive the Vice-Chairman's Declaration of Acceptance of Office;

Cllr Cook duly signed the declaration.

24/144 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 Gillard declared a non-pecuniary interest in the Village Hall – partner being the Chair, Cllr Cook declared an interest in the Finance Committee, Cllr Dutton declared an interest in the Playing Field committee being a member, and School PTA being the Chair.

24/145 Public Participation (15 mins) – A member of the public came to discuss the planning agenda related to the previous planning application PA21/08887. He explained that he is considering purchasing the plot but would like to be confident that vehicular access can be created, which would require relocating the Parish Council's assets: the seat, the memorial plaque, and the commemorative oak tree.

Cllr Gillard proposed to bring the related item of the agenda forward. **Seconded by Cllr Dutton** and **RESOLVED**. Unanimous. Carried.

24/146 It was clarified that the construction of the dwelling was approved but the vehicular access, if it goes forward, would need to be considered under reserved matters. The existing gated access is used by the farmer. Cllr Gillard explained that the Council will not be able to give any advice at this stage to avoid predetermination. He further added that the council objected to vehicular access in the past when the planning application PA21/08887 was discussed. However, any formal consideration would have to be reserved for the time when any reserve matters or amendments to the application are logged with Cornwall Council.

The member of the public left at 19:21 hrs.

Cllr Gillard proposed to reinstate the order of the agenda. **Seconded** by **Cllr Faull** and **RESOLVED**. Unanimous. Carried.

24/147 Minutes - to confirm the minutes of the Ordinary Meeting of **22nd May 2024**

Proposed by **Cllr Faull**, **seconded** by **Cllr Gillard** and **RESOLVED** to approve the minutes as true and accurate record of the meeting of **22nd May 2024**. The Chair duly signed the minutes

24/148 Planning matters:

- a. Planning applications received: None
- b. Planning applications received after the despatch of the agenda
[PA24/04303](#) - Construction of a ground floor extension with balcony above. Replacement of existing first floor window with French doors Rivendell Wagg Lane Probus Truro Cornwall TR2 4JX.-
The Council considered the application and didn't note any issues of concern. **Cllr Gillard proposed** to support it. **Seconded** by **Cllr Faull** and **RESOLVED**. Unanimous. Carried.
- c. Planning decisions and appeals – List of decisions since last meeting was circulated by the clerk and noted by the Council.
- d. Any decisions and appeals received after the despatch of the agenda. None
- e. Correspondence before despatch of the agenda
 - Correspondence ref PA22/08846 – The letter was circulated by the Clerk and noted by the Council
 - Correspondence ref – Verge off Fore street – discussed earlier – **min 24/146**
- f. Any correspondence received after the despatch of the agenda. - None

24/149 Co-option applications –

The council received applications from the following candidates:

- Ian Peters – in attendance.
Ian Peters introduced himself and informed the Council that he he'd been living in the village since 2007, knows a lot of people in the village and is aware of the challenges within the community. He continued to say that he would like to play more active part in the community and be able influence changes. The Councillors commended his intentions. **Cllr Gillard proposed** to accept the application and the co-option of Ian Peters to Probus Parish Council. **Seconded** by Cllr Cook and **RESOLVED**. Unanimous. Carried
- Ivan Myles - not in attendance.
The Clerk circulated the application prior to the meeting. The Councillors considered the application and commented that Ivan is already known to the Council through his involvement in the Village Hall and previously the church. Councillors confirmed that Ivan already contributes to the community through his work with the Village Hall Committee and with Tregony view Residents Group and that his experience would be of benefit to the Council.
Cllr Glasson proposed to accept the application and the co-option of Ivan Myles to Probus Parish Council. **Seconded** by **Cllr Dutton** and **RESOLVED**. Unanimous. Carried.

24/150 Reports from Clerk and Councillors on previously resolved agenda items:

- 24/006 - S106 Square project: Remedial works to the planters – The Clerk reported that another letter had been sent to Cormac and no response was received. It was agreed to continue chasing and involve Cornwall Cllr Glasson
- 24/030 - The Roseland & Truro 20mph scheme introduction Update – Cllr Gillard reported that the scheme is underway and should be completed in July. He added that it is important to ensure that the scheme is coherent and all other signage such as flashing VAR signs are updated in line with the new speed limit.
- 24/037 - Annual Parish Meeting 2024 – feedback report - Cllr Gillard reported that the meeting was well attended, and the community is engaging in the event. Cllr Dutton added that it was useful for networking and beneficial for Probus PTA.
- 24/067 - Website updates — The clerk reported that customers’ feedback/experience of the pre-selected contractors had been received, and both were very positive. The Councillors added the importance of user experience when designing the website. The Clerk to obtain firm quotes.
- 24/040 - Installation of a pathway around the skate ramp – The Clerk requested quotes from 2 companies, one of which had already visited the site.
- 24/069 - Fence replacement at the play area —Cllr Gillard updated that the works are scheduled to start in the beginning of July 1st.
- 24/092 - Waste bin by the bus shelter at the Square – the Clerk updated the Council that the delivery is delayed as the item is out of stock. The delivery is scheduled for July.
- 24/126 - St Erme SLA – The Clerk confirmed that the SLA agreement was signed with the starting date for the enforcement patrolling of St Erme on 1st of July.
- 24/093 - Commercial waste removal contract— The Clerk updated the Council that the new contract with BIFFA was in place and the container had been delivered.
- 24/135 - Celebration of the 80th anniversary of the D-Day– Cllr Gillard reported that the celebration went well. The beacon was lit in the field by the surgery. Parish council supported the event by purchasing the light.
- 24/132 - Civility and respect pledge – update –Cllr Gillard informed the Council that the pledge was signed, and the certificate was sent to the Council. The Clerk informed the Council of training opportunities. It was agreed that the Clerk will circulate them via email.
- 24/129 - Insurance cover in respect of all insured risks – confirmation of cover – The clerk confirmed that the cover was in place from the 1st of June with Zurich Insurance.

24/151 Cornwall Councillor report –Cornwall Councillor K Glasson not in attendance

24/152 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 reported that he attends regularly the meetings of the Tregony View management committee and supports them in their endeavour to take over the management of the open spaces, which is delayed due to the outstanding works by the developers.
- b. Probus Fun week – no updates
- c. Poor trust – no updates .

24/153 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. – The Village Hall representatives are not in attendance. No updates
- b. Playing Field committee – No updates
- c. Neighbourhood Development Plan – No updates.

24/154 To receive the financial statement of accounts for the year to date, including forecast expenditure, budget control sheet, CIL report and to approve a schedule of payments.

The Clerk circulated the budget control sheet and reported that the Council is currently overspending on some budget line, although at this point, the predictions are not very accurate as the expenditure isn't evenly spread through the year and the combined balance at the end of May 2024 is £132,851, including restricted reserves. Available CIL budget is £19,992

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

SCHEDULE OF PAYMENTS - June 2024

Invoice date	Company		Amount gross	VAT
BACS PAYMENTS				
	Staff	Salary and expenses	£1988.49	
05/06/2024	Microsoft	License May	£12.36	£2.06
29/05/2024	Greens Ground and Trees	Play area inspection	£179.42	£29.90
03/06/2024	Probus Village Hall	Village hall hire	£97.14	
21/06/2024	Cornwall Council	Bin emptying 2023-25	£900.83	£150.14
18/06/2024	Jennychem	Weed killer	£130.00	£21.67
17/06/2024	TP Trees	Grass cutting May	£850.00	£141.68
28/05/2024	Zurich Insurance	Insurance cover	£2,184.06	
10/06/2024	Aalgaard Renshaw	Internal audit	£390.00	£65.00
19/06/2024	Printerland	Printer Cartridges	£264.17	£44.03
13/06/2024	ROSPA	Annual play safety inspection	£136.80	£22.80
24/05/2024	Cornish Industrial Supplies	Toilet supplies	£68.92	£11.48
04/06/2024	Cornish Industrial Supplies	Toilet supplies	£135.89	£22.65
04/06/2024	SW water	Water toilet	£30.35	
03/05/2024	Duchy Timber	Cemetery gates balance	£400.00	£80.00
TOTAL			£7,768.43	£591.41

DIRECT DEBIT PAYMENTS				
	EDF	Electricity Toilets	£10.00	£0.50
	EDF	Electricity MUGA	£23.00	£1.15
	Pension contributions	clerk	£71.75	
12/04/2024	Cheaper Waste	Waste removal	£51.48	£8.58

	NIC + HMRC	Tax + National Ins Contributions	£339.50	
TOTAL			£495.73	£10.23

Cllr Faull proposed to approve the above schedule of payment, **seconded** by **Cllr Dutton** and **RESOLVED**. Unanimous. Carried.

In addition, the following updated payment schedule was presented to the council for ratification.

SCHEDULE OF PAYMENTS - May 2024

Invoice date	Company		Amount gross	VAT
BACS PAYMENTS				
	I Roper	Bin emptying (holiday cover)	£62.50	
	Maria Roper	clerk's expenses	£81.80	£10.03
05/05/2024	Microsoft	License March	£12.36	£2.06
30/04/2024	Greens Ground and Trees	Play area inspection	£179.42	£29.90
03/05/2024	Probus Village Hall	Village hall hire	£90.37	
01/03/2024	Vision ICT	Email hosting	£151.20	£25.20
15/04/2024	South West Water	water toilets	£57.88	
29/04/2024	Printout	leaflet APM	£80.00	
	Premier Forest Products Ltd	Cemetery gates	£764.00	£152.80
24/05/2024	Kingfisher direct	Bus shelter bin	£134.40	£22.40
	Viking direct	Stationery and office equipment	£569.56	£84.33
22/05/2024				
19/05/2024	TP trees	Grass cutting	£920.00	£153.35
TOTAL			£3,103.49	£480.07
DIRECT DEBIT PAYMENTS				
	EDF	Electricity Toilets	£10.00	£0.50
	EDF	Electricity MUGA	£23.00	£1.15
	Pension contributions	clerk	£71.75	
12/05/2024	Cheaper Waste	Waste removal	£166.68	£27.78
	NIC + HMRC	Tax + National Ins Contributions	£288.90	
TOTAL			£560.33	£29.43
GRANTS				
	Probus News		£1,000.00	
	Village Hall		£1,150.00	
	Playing Field		£950.00	
	PTA		£1,000.00	
TOTAL			£4,100.00	£0.00

PAID				
	Staff	Salaries	£1,755.59	
TOTAL			£1,755.59	£0.00

Cllr Gillard proposed to ratify the updated schedule of payment, **seconded** by **Cllr Dutton** and **RESOLVED**. Unanimous. Carried

24/155 Internal Audit report-

The Internal audit report was circulated prior to the meeting. The Council reviewed the report and noted that it was satisfactory and no recommendations for improvement were made. It was **proposed** by **Cllr Gillard**, **seconded** by **Cllr Faull** and **RESOLVED** to accept the audit report. Unanimous. Carried

24/156 AGAR forms 2023/24- Review, resolve to approve and sign if appropriate

a. Conflict of interest with BDO LLP

No interest was declared. **Cllr Gillard proposed** to sign the form. **Seconded** by **Cllr Dutton** and **RESOLVED**. The form was duly signed by the Chair

b. Annual Governance Statement for the year 2023-24

The Statement was circulated by the Clerk and reviewed by the Council. **Cllr Gillard proposed** to sign the governance Statement. **Seconded** by **Cllr Faull** and **RESOLVED**. The statement was duly signed by the Chair.

c. Annual Accounting Statements for the year 2023-24

The Statement was circulated by the Clerk and noted by the Council. **Cllr Gillard proposed** to sign the governance Statement. **Seconded** by **Cllr Faull** and **RESOLVED**. The statement was duly signed by the Chair

24/157 Financial regulations – to review the updated version and consider for adoption.

The proposed model of the financial regulation was reviewed by the members of the finance committee and circulated. In addition to the proposed changes, the Council agreed to make the following amendments:

4.6. *The draft budget with any committee proposals and **annual** forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the finance committee and a recommendation made to the council.*

5.6. *For contracts estimated to exceed **£35,000** including VAT, the Clerk shall **seek formal tenders from at least three suppliers** agreed by the council.*

Tenders shall be invited in accordance with Appendix 1

Cllr Gillard proposed to accept the updated model of the financial regulations. **Seconded** by **Cllr Dutton** and **RESOLVED**. Unanimous. Carried.

24/158. Annual play area safety report from ROSPA – to note and consider recommendations

The Clerk circulated the annual report by RoSPA prior to the meeting. The issues were noted by the Council, and it was agreed to provide Greens with a list of required remedial works. and ask for a quote.

24/159 MUGA – to consider putting in place terms of use and regulations

The Clerk reported that in accordance with the previous resolution of the Council the hire rates were advertised on the website. She continued to say that the Council needs to consider terms of use and regulations as users need to be aware of the arrangements. Councillors added that any income can be

used to boost the revenue of the Playing Field Committee.

Cllr Peters proposed to agree on preferential usage rate of £5 per hour for the youth football team and put up the signs at the MUGA. **Seconded by Cllr Glasson and RESOLVED.** Unanimous. Carried.

24/160 Replacement gates at the cemetery – to consider updated quote

The Clerk reported that the gates had been manufactured and ready for dispatch. However there was a misunderstanding about the total price and there is a balance of £400 due to the manufacturer. The Clerk added that it still remained the most competitive quote.

Cllr Gillard proposed to meet the balance of £400. **Seconded by Cllr Faull and RESOLVED,** Unanimous. Carried

24/161 Off street parking order – to consider draft order

Draft parking order was circulated by prior to the meeting. The Council reviewed the proposed draft and didn't propose any changes. The Clerk reminded the Council that a public consultation needs to be arranged every time the parking fees are reviewed.

Cllr Gillard proposed to accept the draft parking order including the schedules. He further proposed to use the opportunity to consider, at this time not to increase the parking fees for the year 2025/26 and in so doing enable the Council to proceed with making the application to Cornwall Council now, rather than having to wait until April 2025. **Seconded by Cllr Faull and RESOLVED.** Unanimous. Carried

24/162 Parking Lease with Probus surgery – to review current position and consider options

Cllr Gillard informed the council that the current lease with Probus Surgery was signed 25 years ago and expires in March 2025. He continued to say that if another agreement is negotiated with the surgery, income due would have to be included in the budget for the year 2025/26. It is, therefore, important to start the process of engaging with Probus Surgery. It was agreed that Clerk in conjunction with Cllr Dutton will write a letter to the surgery enquiring about their intention.

24/163 Parish council's policies – to review and consider for adoption:

- a. Data protection Deferred until September to be reviewed alongside the other GDPR policies
- b. Privacy notice Deferred until September to be reviewed alongside the other GDPR policies
- c. Statement of Internal Control. The Clerk confirmed that RFO didn't propose any changes to the statement of internal control. **Cllr Gillard proposed** to readopt the policy. **Seconded by Cllr Cook and RESOLVED.** Unanimous. Carried.

24/164 Policies - to review the schedule:

The Clerk circulated the updated schedule for policies review. **Cllr Gillard proposed, seconded by Cllr Faull and RESOLVED** to adopt the revised schedule. Unanimous. Carried

24/165 Correspondence received

- a. Various emails circulated to members on receipt during month for information to note.
- b. Correspondence to note/to consider: None
- c. Urgent correspondence received after the despatch of the agenda: None

24/166 Future Agenda Items - Councillors to review current list, adjust priorities and consider adding any new items to the future agendas list

The Clerk to include deferred items, workplan review and S106 funding to the future agendas list.

24/167 The next Full Council Meeting of The Parish Council will be held on **Thursday, 18th July 2024** in **Probus Village Hall** at **19.00 hrs**

24/168 To close the meeting.
The meeting closed at 21.34

Chair_____

Date_____

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