

PROBUS PARISH COUNCIL

Clerk: Maria Roper (Parish Council)

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Minutes of the **Ordinary Meeting of Probus Parish Council** held on **Thursday, the 18th July 2024** in **Probus Village Hall at 19:00**

Members Present: Cllrs N. Gillard (the Chair), A. Cook (Vice-Chair), J Faull, N Glasson, R Goldsworthy, I Myles, I Peters

Also attending: Mrs M Roper (Parish Clerk), Cornwall Councillor – K Glasson, 3 members of the public (in part)

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

24/169 Apologies

Apologies received from Cllr Dutton. **Cllr Gillard proposed** to accept the apologies. **Seconded by Cllr Peters** and **RESOLVED**. Unanimous. Carried.

24/170 Minutes - to confirm the minutes of the Ordinary Meeting of **20th June 2024**

Proposed by Cllr Faull, seconded by Cllr Gillard and **RESOLVED** to approve the minutes as true and accurate record of the meeting of **20th June 2024**. The Chair duly signed the minutes

24/171 Public Participation (15 mins) –

A member of the public informed the Council that she wanted to offer additional information in relation to the planning application PA24/04509. She explained that the property was bought in 2020 with a planning permission to convert the barn into a 4 bedroom dwelling. The current application is for a one-bedroom dwelling to accommodate parents who currently live about 5 hours away. The conversion will be sensitive to the existing surroundings. There is no plan to create a separate access and care will be taken to preserve the existing trees.

Another member of the public came to discuss the planning application PA24/05035. He explained that he recently purchased the plot with the outline planning permission, which presented an opportunity to design and build a house around the family needs. They considered comments made under the previous planning application and mitigated concerns by designing a single storeyed dwelling with a smaller footprint and no windows directly opposite the nearest neighbour. The lower part of the garden will be retained as a garden. He added that this will be a self-build family home not for resale.

24/172 Planning matters:

a. Planning applications received:

- [PA24/04509](#) - Proposed conversion of the out-building to a self-contained annexe.
Tredinnick Barn, Grampound Road, Truro Cornwall TR2 4BY
The Councillors felt that the additional information provided by the resident was useful. They added that any design and material considerations are normally dealt with by the planning authority. The Councillors agreed that the proposed scheme suggested good use of space and the existing structure. It was **proposed** by **Cllr Faull**, **seconded** by **Cllr Goldsworthy** and **RESOLVED** by the Council to support the application. Unanimous. Carried
- [PA24/04767](#) - Erection of a conservatory to the North elevation of the property
3 Lelissick Gardens Probus Truro Cornwall TR2 4JJ
The Councillors agreed that the proposed scheme is straightforward and doesn't raise any concerns. It was **proposed** by **Cllr Gillard**, **seconded** by **Cllr Glasson** and **RESOLVED** by the Council to support the application. Unanimous. Carried
- [PA24/05035](#) – Reserved matters application for appearance, landscaping, layout and scale (Plot 1) following outline approval PA22/08846 dated 05.12.22 for two dwellings
Chapel Cottage Chapel Street Probus Truro Cornwall TR2 4LD
Cllr Gillard provided additional information on the planning history of the site and commended the applicant for addressing previous concerns. The council agreed that the proposed scheme is much better suited for the development. It was **proposed** by **Cllr Gillard**, **seconded** by **Cllr Glasson** and **RESOLVED** by the Council to support the application. Unanimous. Carried

b. Planning applications received after the despatch of the agenda

- [PA24/05464](#) - Single storey side extension. 34 College Close Probus Truro Cornwall TR2 4LW.
The council reviewed the application and didn't note any concerns. It was **proposed** by Cllr **Cook**, **seconded** by **Cllr Myles** and **RESOLVED** by the Council to support the application. Unanimous. Carried
- [PA24/01851](#) – The Council agreed to defer the decision to the planning authority and leave no comment.

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 - None

f. Any correspondence received after the despatch of the agenda. - None

24/173 The Chair suspended the agenda to include the declaration of interests, as it's been omitted from the agenda. The Councillors declared the following non-pecuniary interest – Cllr Faull – Poor Trust representative, Cllr Myles – Chair of the Tregony View Management committee and a Trustee of the Village Hall, Cllr Glasson – Treasurer of the Village Hall, Cllr Goldsworthy – Vice Chair of the Village Hall. Cllr Gillard – partner being the Chair of the Village Hall Committee and no other interest in the agenda items.

Two members of the public left at 19:56

The Chair reinstated the Standard order of the Agenda

24/174 Declaration of acceptance of Office and declaration of Interests– to receive declarations from the newly coopted councillors – Cllrs Myles, Peters duly signed the declarations.

24/175 Parish Council committees and working groups – to review existing arrangements –

The council agreed to the following changes:

- Cllr Peters – appointed as a member of the Burial Board
- Cllr Myles – appointed as a member of the Staffing Committee Appeal

In addition, it was agreed that Cllr Peters will be added to the bank mandate.

The Clerk will write to the Village Hall Chair, requesting a review of the roles within the committee to ensure that the Council representatives don't hold officers' roles.

The Clerk will approach Probus walking group with a request to consider representation on the Council Committee.

24/176 Reports from Clerk and Councillors on previously resolved agenda items:

- 24/006 - S106 Square project: Remedial works to the planters – The remedial works have been carried out. The standard of works and the reporting procedure did not prove satisfactory.
- 24/030 - The Roseland & Truro 20mph scheme introduction Update – Cllr Gillard reported that the scheme is nearly completed and becomes enforceable on the 22nd of July. The buildout by Truck Hill is to be constructed. Cornwall Cllr Glasson is liaising with authorities in this regard. The residents noted that plastic bollards were installed outside of the filling station and expressed their dislike. Cornwall Cllr Glasson ensured that this is the current standard.
- 24/069 - Fence replacement at the play area —Cllr Gillard informed the Council that the contractor sustained an accident and should be on site tomorrow. The Clerk to ask for the intended completion date.
- 24/092 - Waste bin by the bus shelter at the Square – the Clerk updated the Council that the bin has been delivered and will be installed by the maintenance officer in the next few days.
- 24/158 – Remedial works at the play area following RoSPA report – The Clerk instructed the regular safety inspection contractor to provide a quote for the remedial works. The quote will be provided following the monthly inspection.
- 24/160 - Replacement gates at the cemetery – Cllr Gillard reported that the gates have been installed.
- 24/161 - Off street parking order – The Clerk reported that the date needs to be identified for the Order to come in force. It was agreed to set the date as 1st of September 2024.
- 24/162 - Parking Lease with Probus surgery – a draft letter to the Surgery was prepared. The Clerk to send the letter to the surgery and write to Coodes solicitors requesting a copy of the lease agreement.

24/177 Cornwall Councillor report –Cornwall Councillor K Glasson prepared a written report which will be published separately

24/178 Reports and feedback from local community groups/committees and organisations

- a. Tregony View and Tower Park Open Spaces. – Cllr Myles reported that First Port came for an inspection of the unfinished works. Awaiting further actions.

Cornwall Council adopted all the streetlamps and installed LED lights. The Clerk added that the maintenance officer reported large quantity of litter in the playing park due to absence of litter bins.

- b. Probus Fun week – Probus Fun Week Committee provided a written report which will be published separately
- c. Poor trust – no further progress.

24/179 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’s bid to the Community Levelling Up fund was successful and the Parish Council has transferred £12,500 of the match funding to them in accordance with the previous resolution. Cllr Glasson reported that some bookings would need to be cancelled due to the forthcoming works as it is important to ensure that the project is delivered on time and on budget. Cllr Gillard added that the project is of great value to the entire community and the Village Hall needs to publicise the project as much as possible.
- b. Playing Field committee – No meeting was held. Cllr Gillard to contact the Chair about arranging a meeting of the Playing field Committee and report at the following Full Council meeting.
- c. Neighbourhood Development Plan.
 - i. Consider applying for the NDP grant – The Clerk informed the Council that Locality is now receiving applications for NDP grants. The basic grant is for £10,000 and can be used for support with producing a Neighbourhood Development Plan. It was **proposed** by **Cllr Faull**, seconded by **Cllr Glasson** and **RESOLVED** by the Council to apply for a grant.
 - ii. . Coordinator recruitment – approve the budget.
It was proposed by Cllr Gillard, seconded by Cllr Faull and **RESOLVED** by the Council to allocate an annual budget of £8,000, subject to verifying costs with the neighbouring parishes who used services of external coordinators.

24/180 Roseland & Truro Community Area Partnership (CAP) – Cllr Gillard reported that the last CAP meeting focused on affordable housing and understanding the issues surrounding it.

In addition, the panel members encouraged Parish Councils to dedicate time and effort to promoting well-being in the community. It was agreed to include this in the future agendas list.

24/181 To receive the financial statement of accounts for the year to date, including forecast expenditure, budget control sheet, CIL report, internal control and to approve a schedule of payments.

The Clerk reported that the current expenditure exceeds the budget by approximately 6% due to additional staff costs and higher than anticipated electric bills. However, some costs will be less than forecasted as the year progresses, and it is likely that that the total annual expenditure will be below the budget.

The available balance of CIL monies to be spent before April 2029 is £21,886.96, with the earliest tranche of £11,895.42 expiring in October 2028.

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

SCHEDULE OF PAYMENTS - July 2024

Invoice date	Company		Amount gross	VAT
BACS PAYMENTS				
05/07/2024	Staff	salary and expenses	£1,988.49	
	Microsoft	License June	£12.36	£2.06
25/06/2024	Greens Ground and Trees	Play area inspection	£179.42	£29.90
06/07/2024	Probus Village Hall	Village hall hire	£69.63	
14/07/2024	TP Trees	Grass cutting June	£1,198.60	£199.78
25/06/2024	Vision ICT	email hosting	£43.99	£7.33
01/07/2024	EDF	Street light	£304.99	£14.50
02/07/2024	SW water	Water toilet	£28.34	
TOTAL			£3,866.40	£266.13
DIRECT DEBIT PAYMENTS				
	EDF	Electricity Toilets	£10.00	£0.50
	EDF	Electricity MUGA	£23.00	£1.15
	NEST	Pension contributions	£71.75	
	Biffa	Waste removal	£18.38	£3.06
	HMRC	Tax + National Ins Contributions	£329.10	
TOTAL			£452.23	£4.71
PAYMENT MADE UNER PREVIOUS RESOLUTIONS				
	Probus Village Hall	Match funding	£12,500.00	
TOTAL			£12,500.00	

It was **proposed** by **Cllr Glasson**, **seconded** by **Cllr Cook** and **RESOLVED** by the Council to approve the above schedule of payments. Unanimous. Carried.

24/182 Website update — to consider quotes and approve any associated expenditure

The Clerk presented quotes and estimates to the Council with the examples of work. Having reviewed the options, the Council agreed that websites designed by MiHi digital are better suited for the Council's needs. It was **proposed** by **Cllr Glasson**, **seconded** by **Cllr Faull** and **RESOLVED** by the Council to accept the offer of MiHi Digital. Unanimous. Carried

24/183 MUGA –terms of use and regulations – to note report on updates and approve content for signage

The Clerk circulated the suggested terms of use prior to the meeting. The Councillors agreed to set the

opening times between 8:30 and 21:30. It was **proposed** by **Cllr Gillard**, **seconded** by **Cllr Peters** and **RESOLVED** by the Council to update the terms of use with the above amendments and order the sign for the MUGA. Unanimous. Carried

24/184 Installation of a pathway around the skate ramp – to consider quotes and approve any associated expenditure

The clerk presented the quotes to the Council. Having reviewed the options the Council agreed that it is prudent to choose the most cost-effective solution. It was **proposed** by **Cllr Gillard**. **Seconded** by **Cllr Glasson** and **RESOLVED** by the Council to accept the quote from Oltco. Unanimous. Carried.

24/185 Grass cutting contract review and weed control – to not report and consider any recommendations

The clerk circulated the up-to-date schedule of works and payments. She added that the current expenditure is below the allocated budget due to the delayed start of the season because of the weather conditions. Cllr Gillard added that a formal review will be carried out at the end of the year as per the contract terms.

24/186 Parish council's policies – to review and consider for adoption:

- i. Working from home policy
- ii. Lone worker policy

The draft policies were circulated by the clerk prior to the meeting. It was **proposed** by **Cllr Gillard**, **seconded** by **Cllr faull** and **RESOLVED** by the council to adopt the policies with a review scheduled for 2026. Unanimous. Carried.

21:30 Member of the public left

24/187 Correspondence received

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

- i. Correspondence ref Open Space at Carne View Road – to note

The correspondence was circulated prior to the meeting and noted by the Councillors It was added that there is still some debris in the grass, which poses a risk to the grass cutting contractor. It was agreed that the Clerk will write to the resident, requesting they clear the debris.

- ii. Correspondence ref Darley oak tree opposite Treviglass Lane

The Council considered request from PEAT regarding the Commemorative Royal Oak planted at the open space opposite Treviglas Lane . The Council agreed it was not necessary to build a cage around the tree as the stem could be protected by other means. However, the Council agreed to arrange the hedge trimming. It was **proposed** by **Cllr Gillard**, **seconded** by **Cllr Myles** and **RESOLVED** by the Council to arrange for the hedge to be cut back and inform PEAT of the decision.

- c. Urgent correspondence received after the despatch of the agenda. – None

24/188 To sign exclusive right of burial- The exclusive right of burial was duly signed by the Chair and two members of the Council

24/189 Future Agenda Items - Councillors to review current list, adjust priorities and consider adding any new items to the future agendas list

The future agendas list was reviewed, and the following items were added:

- Council nominations for a Wellbeing lead officer
- Grass cutting review for December 2024

24/190 The next Full Council Meeting of The Parish Council will be held on **Wednesday, 18th September 2024** in **Probus Village Hall** at **19.00 hrs**

24/191 To close the meeting.

The meeting closed at 21.51

Chair _____

Date _____

DRAFT