

PROBUS PARISH COUNCIL

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

Members Present: Cllrs N. Gillard (the Chair), C Dutton, J Faull, R Goldsworthy, I Myles, I Peters

Also attending: Mrs M Roper (Parish Clerk)

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

24/207 Apologies

Apologies received from Cllrs Cook, Glasson. **Cllr Gillard proposed** to accept the apologies. **Seconded** by **Cllr Faull** and **RESOLVED**. Unanimous. Carried.

24/208 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 non pecuniary interest in the Village Hall (partner Chair of the Village Hall Committee), Cllr Myles declared an interest in the Village Hall being a Trustee and Tregony View Committee being the Chair, Cllr Goldsworthy declared an interest in the Village Hall being the Vice Chair of the Committee, Cllr Dutton declared an interest in the Playing Field being a member of the Playing Field Committee and an interest in Probus PTA being the Chair

The Clerk declared an interest in the agenda item related to report from the Staffing Committee

24/209 Public Participation (15 mins) - No members of the public present

24/210 Minutes - to confirm the minutes of the Ordinary Meeting of 18th of July 2024, extraordinary meeting of 8th of August 2024 and extraordinary meeting of 16th of August 2024

Cllr Goldsworthy noted an error in the minute 24/195 of the 8th of August meeting.

It was **proposed** by **Cllr Gillard**, **seconded** by **Cllr Dutton** and **RESOLVED** by the Council to approve the minutes as true and accurate record of the meetings of 18th of July, 8th of August and 18th of August 2024 with the amendment in the minutes of the 8th of August as suggested by Cllr Goldsworthy. The Chair duly signed the minutes

24/211 Planning matters:

a. Planning applications received:

- [PA24/06189](#) - Trewithen Home Farm Grampound Road Truro Cornwall TR2 4DD

The repair and conversion of the building known as the Trevithick Barn to an estate office, including roof and masonry repairs, alterations to fenestration, addition of an external fire escape stair and installation of associated building services.

- [PA24/06190](#) – Trewithen Home Farm Grampound Road Truro Cornwall TR2 4DD
Listed Building Consent for the repair and conversion of the building known as the Trevithick Barn to an estate office, including roof and masonry repairs, alterations to fenestration, addition of an external fire escape stair and installation of associated building services.
Cllr Gillard remarked that these planning applications are part of a larger project that had been previously approved. Some councillors had the opportunity to visit the site and assess the overall proposal in situ. No concerns were raised. It was **proposed** by **Cllr Gillard**, **seconded** by **Cllr Faulk** and **RESOLVED** by the Council to support the above applications.
 - [PA24/06790](#) - **TO NOTE** - St Grace Cottage Wagg Lane Probus Truro Cornwall TR2 4JX
Notification of works to trees in a Conservation Area. T
The proposed works were noted by the Council
- b. Planning applications received after the despatch of the agenda - None
- c. Planning decisions and appeals:
- [PA24/04767](#) - 3 Lelissick Gardens Probus Truro Cornwall TR2 4JJ
Erection of a conservatory to the North elevation of the property
Approved with conditions - 20 Aug 2024
 - [PA24/04509](#) - Tredinnick Barn Grampound Road Truro Cornwall TR2 4BY Proposed conversion of the outbuilding to a self-contained annexe
Approved with conditions 01 Aug 2024
 - [PA24/04303](#) - Rivendell Wagg Lane Probus Truro Cornwall TR2 4JX Construction of a ground floor extension with balcony above. Replacement of existing first floor window with French doors
Approved with conditions - 07 Aug 2024
 - [PA24/06796](#) - Treviglas Lane Probus Cornwall The Electronic Communications Code (Conditions and restrictions) (Amendment) Regulations 2017 BT intends to install fixed line broadband electronic communications apparatus
Closed - advice given - 02 Sep 2024
Cllr Gillard commented that this notice is likely to be related to the application [PA24/05259](#) and added that the Parish council is not consulted on notices of intentions for moving of BT equipment. The Councillors expect that all the relevant road work licences will be obtained prior to the beginning of the works.
 - [PA24/05259](#) - Land Adjacent To Fairclose Cottage Fore Street Probus Truro Cornwall TR2 4LQ
Application for Permission in Principle for the construction of a single dwelling with on plot parking including relocation of existing bench, commemorative Oak tree and bin -
Granted (CAADs, PIPs and LUs only)-02 Sep 2024
 - [PA24/05035](#) - Chapel Cottage Chapel Street Probus Truro Cornwall TR2 4LD
Reserved matters application for appearance, landscaping, layout and scale (Plot 1) following outline approval PA22/08846 dated 06.12.22 for two dwellings
Approved with conditions - 09 Sep 2024
The above decisions were duly noted by the Council.
- d. Any 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

24/212 Reports from Clerk and Councillors on previously resolved agenda items:

- **24/069 - Fence replacement at the play area –**
The Clerk reported that the installation was completed. She added that it was noticed by Councillors that protective powder coating was damaged on a section of the fence and sleeves for drop bolt are missing at the gates. The Contractor had been informed and intends to visit at the weekend. The Clerk to notify the Council of the scheduled visit, so a Councillor can attend.
- **24/158 – Remedial works at the play area following RoSPA report –**
The Clerk is expecting a quote from Greens
- **24/184 Installation of a pathway around the skate ramp –**
The Clerk informed the Council that the works are scheduled for the 23rd of September and completion on the 26th September 2024.
- **24/183 MUGA –terms of use and regulations –**
The Clerk reported that the signs will be manufactured once the payment is made.
- **24/182 Website update — receive updates –** The Clerk presented a draft of new website. The Council considered the presented draft. No amendments were proposed to the initial setting out of the web site. Further work will continue to populate the website with detailed information. There will be regular progress reports at future meetings with the expectation that the transition is completed by December.

24/213 Cornwall Councillor report – to receive a report from Cornwall Councillor K Glasson

Cornwall Councillor not in attendance

24/214 Reports and feedback from local community groups/committees and organisations

- a) Tregony View and Tower Park Open Spaces. Progress with residents' management group
Cllr Myles reported that there is no progress with First Port. The secretary is arranging a meeting with Tregony View Residents Committee. He continued to say that the fees charged by the management company doubled since 2022-23. Cllr Gillard added that the Parish Council is looking forward to the Tregony View residents taking over the management of the site.
- b) Probus Fun week – updates
Cllr Gillard spoke of successful completion of the second annual event and importance of continuing to support it. It was **proposed** by **Cllr Gillard**, **seconded** by **Cllr Dutton** and **RESOLVED** by the Council to send a letter of support to the organised. Unanimous. Carried
- c) Poor trust – update – No updates

24/215 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 and progress with land registration. –
Cllr Goldsworthy reported that the improvement works are progressing really well thanks to the efforts of Cllr Myles. The works on insulation and retractable seating are complete. Next stage is the kitchen update. The kitchen will be temporarily moved to the rear of the hall. Some bookings had to be cancelled to allow for the works to proceed. However, there is a sign that bookings are picking up.
- b) Playing Field committee – Update on planning application and funding
Cllr Gillard reported that a bid for £80,000 was submitted to Cornwall Council CIL Fund for the pavilion improvement works. Cllr Gillard had contacted the architect with a request to review the

plans for renovation, including moving of the toilet block and storage. The playing field committee will review the proposals at its next meeting on 14th October.

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Pursuant to Section 1(2) of the above Act and due to the confidential nature of the following business to be transacted, it was **proposed** by **Cllr Gillard**, **seconded** by **Cllr Faulk** and **RESOLVED** by the Council that the public and press should not be present.

No members of the public present

20:10 Clerk, Cllr Goldsworthy and Cllr Myles left the room due to their declared interest

c) Staffing Committee – to receive updates following the meeting and consider recommendations –

It was **proposed**, **seconded** and **RESOLVED** to reinstate the public session of the meeting.

d) Neighbourhood Development Plan –

i. NDP grant application - updates

ii. Coordinator recruitment – to receive updates and resolve to approve associated costs

Cllr Gillard reported that contact had been made with an external agency “Plansupport” to provide support. Unfortunately the lead person, Steve Besford-Foster, sent a reply this week to explain that he has decided to retire.

This is disappointing news as the Clerk had prepared the grant application for submission. The council has a further contact to approach for support and will do so.

20:25 Clerk, Cllr Goldsworthy and Cllr Myles re-entered the room

24/216 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 provided a verbal update, explaining that current expenditure is still above the budget plan due to larger payments made at the start of the year. However, the overspend is declining as the year progresses and the overall annual expenditure is expected to be below the budget.

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

SCHEDULE OF PAYMENTS - September 2024

Invoice date	Company		Amount gross	VAT
BACS PAYMENTS				
	Staff	staff salary and expenses	£2,178.30	
05/09/2024	Microsoft	License August	£12.36	£2.06
	Greens Ground and			
13/09/2024	Trees	Play area inspection	£179.42	£29.90
29/08/2024	Probus Village Hall	Village hall hire	£35.10	
06/08/2024	TP Trees	Grass cutting August	£920.00	£153.35

01/08/2024	Vision ICT	website hosting	£180.00	£30.00
29/08/2024	BDO	external audit	£378.00	£63.00
16/08/2024	Probus Church	Gravel CIL funding	£571.00	
23/07/2024	Cumbria Clock	Clock service	£222.00	£756.00
27/08/2024	NALC	NDP training	£52.04	£8.67
19/08/2024	Cornish Industrial Supplies	Toilet roll dispenser	£99.07	£16.51
03/09/24	SW Water	Water toilets	£59.6	

TOTAL			£4,886.79	£1,059.49
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DIRECT DEBIT PAYMENTS				
	EDF	Electricity Toilets	£10.00	£0.50
	EDF	Electricity MUGA	£23.00	£1.15
	Pension contributions	clerk	£71.75	
	Biffa	Waste removal	£21.84	£3.64
	NIC + HMRC	Tax + National Ins Contributions	£381.36	
TOTAL			£507.95	£5.29

PAYMENT MADE UNER PREVIOUS RESOLUTIONS				
	Jennychem	Weed treatment	£70.00	£11.67
TOTAL			£70.00	£11.67

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

24/217 Parking Lease with Probus surgery – to consider terms of lease

The Clerk reported that she had contacted the Surgery to enquire about the extension of the lease and was informed that the Surgery would likely be interested in extending it, but they would like to review a proposal. The current use is from 7 am to 7 pm with no use over the weekend. The value of the parking spaces is difficult to determine, so it was suggested to invite an estate agent for a valuation. Cllr Peters offered to make arrangements with estate agents for a valuation. The Clerk to liaise with solicitor. It was **proposed** by Cllr Gillard, **seconded** by Cllr Dutton, and **RESOLVED** by the Council that Cllr Peters would arrange to have valuations done before the next meeting.

24/218 Off street parking order – to consider next steps –

The Clerk informed the council that Cornwall Council approved the draft parking order and the next step would be to notify the relevant parties, such the police, transport and courier services and start the public consultation. It was **proposed** by Cllr Gillard, **seconded** by Cllr Dutton and **RESOLVED** by the Council to introduce the parking order on the 1st of April 2025. The clerk to confirm with Cornwall Council if the proposed parking charges can be changed at this stage, and to make any amendments as necessary before the final version is agreed for submission to enable the off street parking order to be in place with effect from 1st April 2025.

24/219 Village Hall car park alterations - To consider the Village Hall proposed alterations to the car parking area and approve any associated expenditure if appropriate –

The Village Hall requested permission to make alterations to the car parking area, due to the loss of vehicular access as a result of the newly installed ramp at the rear of the Hall. The quote for the works was procured and the costs will be met by the Community Levelling Up Fund. It was **proposed by Cllr Gillard, seconded by Cllr Faull and RESOLVED** by the Council to permit the requested alterations with the proviso that all responsibility and accounting for the works stays with the village hall.

24/220 Pollarding of the overgrown tree by the playing field - to consider and approve any associated expenditure if appropriate –

An overgrown tree encroaching on the private gardens located at Bosnoweth was reported by residents. The tree is planted on the side of the playing field, and thus, is responsibility of the Council. The Clerk requested some quotes and received one quote which is reasonable. It was **proposed by Cllr Gillard, seconded by Cllr Faull and RESOLVED** by the Council to delegate the selection of a contractor for the pollarding of a tree near the playing field to the Clerk. A quote to be accepted by the end of the following week.

24/221 Replacement of bins at the playing park – to consider and approve any associated expenditure if appropriate –

It was reported by the maintenance officer that open bins around the playing field and the park are deteriorating. The bags get filled up with water and larger waste is disposed off in them. It was suggested to replace them with covered lockable bins. The Clerk circulated estimates for various options. It was **proposed by Cllr Faull, seconded by Cllr Gillard and RESOLVED** by the Council to consult the maintenance officer on the most suitable option for replacing deteriorating bins.

24/222 Parish council's policies – to review and consider for adoption: -

a) Data Retention and Disposal policy

b) Inventory of data captured, stored and processes

The draft policies were circulated prior to the meeting. It was **proposed by Cllr Gillard, seconded by Cllr Dutton and RESOLVED** by the Council to accept the Data Retention policy and Inventory of Data.

c) Health and Safety policy

The draft policy was considered and amended by the Staffing Committee prior to the meeting. It was agreed that risk assessments must be carried out for all Council's assets. It was **proposed by Cllr Gillard, seconded by Cllr Faull and RESOLVED** by the Council to adopt the Health and Safety Policy with Cllr Dutton appointed as Health and Safety Lead.

24/223 Correspondence received – Clerk

a) Various emails circulated to members on receipt during month for information to note.

b) Correspondence to note/to consider

The Clerk reported that she received a quote for the hedge trimming opposite Treviglas Lane which was requested previously. It was **proposed by Cllr Peters, seconded by Cllr Fall and RESOLVED** by the Council to accept the quote.

c) Urgent correspondence received after the despatch of the agenda.

24/224 To sign exclusive right of burial -

The certificates were circulated and duly signed by the Council

24/225 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 by the Council and no changes were proposed.

24/226 The next Full Council Meeting of The Parish Council will be held on **Wednesday, 16th October 2024** in **Probus Village Hall at 19.00 hrs**

24/227 The meeting closed at 21:50

Chair _____

Date _____