

# PROBUS PARISH COUNCIL

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Minutes of the **Ordinary Meeting of Probus Parish Council** held on **Wednesday, the 16<sup>th</sup> October 2024** in **Probus Village Hall at 19:00**

**Members Present:** Cllrs N. Gillard (the Chair), A Cook, R Goldsworthy, I Myles, I Peters

**Also attending:** Mrs M Roper (Parish Clerk), Cornwall Councillor K Glasson (in part)

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

## **24/228 Apologies**

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

Cllr Peters apologised for being on standby for an urgent phone call.

## **24/229 Resignation of Cllr Glasson - to acknowledge and consider the draft letter of thanks-**

Cllr Gillard read out a draft letter of thanks to Cllr Glasson. It was suggested to add a sentence thanking him for his assistance with the payments until changes were made.

## **24/230 Working groups and Committees – to review existing arrangements following the resignation of Cllr Glasson**

Resignation of Cllr Glasson left 4 vacancies in the following groups and committees: Finance Committee, Staffing Committee, Village Hall representative and NDP steering group.

It was **proposed by Cllr Gillard, seconded by Cllr Myles** and **RESOLVED** by the Council that Cllr Peters is elected as a member of the finance Committee. Unanimous Carried

Cllr Gillard prompted that the issues of the Village Hall representations will be discussed as a separate agenda item

No nominations were received for the Staffing Committee and NDP steering group.

## **24/231 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

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

**24/232 Public Participation (15 mins) - None**

**24/233 Minutes - to confirm the minutes of the Full Council Meeting of 18th September 2024.**

It was **proposed by Cllr Gillard**, **seconded by Cllr Myles** and **RESOLVED** by the Council to approve the minutes as true and accurate record of the meeting of 18<sup>th</sup> September 2024. Unanimous Carried  
The Chair duly signed the minutes

**24/234 Planning matters:**

a. Planning applications received:

- PA24/07142 - Elm View, Tresowga Lane, Probus, Truro, Cornwall, TR2 4LP Proposal to include block up 1x window, 2x doors and Install external door to back garden. Replace single glazed windows/doors to double glazing. Replace Asbestos/cement roof tiles; extend current dormer to accommodate additional bedroom and bathroom. Removal of 2x chimneys. |  
The Council reviewed the application and raised no concerns. It was **proposed by Cllr Myles**, **seconded by Cllr Gillard** and **RESOLVED** by the Council to support the application. Unanimous Carried
- PA24/07399 - Glenvale House, Fore Street, Probus, Truro, Cornwall, TR2 4LQ Works to trees within a Conservation Area works include Drimys Tree - Crown thin to reduce to 50% which would leave the remaining tree 5 metres high for a 4 metre length. Rear of property is a group of apple trees thin them out to 50%  
The Council reviewed the application and agreed to defer the decision to the tree preservations officer

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

c. Planning decisions and appeals:

- PA24/06790 - St Grace Cottage Wagg Lane Probus Truro Cornwall TR2 4JX  
**Decided not to make a TPO**
- PA24/05110 - Probus School Filling Station, Fore Street, Probus, Truro, Cornwall, TR2 4LZ,  
Proposed front extension to existing shop **APPROVED** 30 Sep 2024
- PA24/05126 - Trelowthas Manor Farm, Probus, Truro, Cornwall, TR2 4HU  
Roofing a farmyard manure store and livestock feed area. Concrete renewal **APPROVED** 13 Sept 2024

The above decisions were duly noted by the Council

d. Any decisions and appeals received after the despatch of the agenda.

e. Correspondence before despatch of the agenda

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

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

**24/233 Reports from Clerk and Councillors on previously resolved agenda items:**

- 24/069 - Fence replacement at the play area –  
The Contractor hasn't attended yet. The Councillors noted that the gates often stay open. It was suggested to consider adding a new sign. Th Clerk informed the Council that the contractor advised

against installing a spring shut mechanism on metal gates. The Councillors suggested that there are many suitable options, including hydraulic mechanisms

- 24/158 – Remedial works at the play area following RoSPA report – No updates. It was agreed that the Clerk will approach other contractors.
- 24/184 Installation of a pathway around the skate ramp – The installation of the pathway around the skate ramp was completed, the area around the peddling circle has incurred additional £500 due to the misunderstanding of the scope of work by the contractor. Unfortunately, the newly laid surface was vandalised over night. The contractor informed that the repair can be done, but it will be visible. Costs to be confirmed.
- 24/183 MUGA –terms of use and regulations – The Clerk to liaise with the Football Youth Club regarding the charges.
- 24/182 Website update — The Clerk informed the Council that the website development is progressing with all the minutes and agendas now uploaded onto the new website. A possibility of updating the logo was discussed and agreed that the Clerk will enquire about new logo design which would still include the lamp post.
- 24/217 - Parking Lease with Probus surgery – updates – Cllr Peters reported to the council that he had a valuation from an estate agent. The current prices are set at about £50 per week per car. This would equate to an approximate sum for the 10 year lease of £260,000. . Councillors considered this to be a high figure It was agreed that the next step forward would be to set up a meeting between the Surgery, Cllr Peters and the Clerk. Cllr Peters to arrange an informal meeting. –
- 24/220 - Pollarding of the overgrown tree by the playing field – The Clerk confirmed that she had given instructions to the contractor and is awaiting a conformation of the date from the contractor.

#### **24/234 Cornwall Councillor report – to receive a report from Cornwall Councillor K Glasson**

Cornwall Councillor circulated the report prior to the meeting which will be published separately. She added that there were concerns about the flooding at the junction of Amelia Close and Gwel-an-Naans. She continued to say that this was an isolated issue and is due to extreme level of rain fall.

#### **19:53 Cllr Glasson left the meeting**

#### **24/235 Parish Council Custodian Trustee representative on the Village Hall Charity (300953). – To identify the nominated parish council custodian trustee.**

The Clerk reported that she had written to the Chair and the Vice Chair of the Village Hall requesting to consider changes in the committee in line with ACRE (Action with Communities in Rural England) recommendation, which states that it is not advisable that the PC representative for the Village Hall hold an officer role in the Village Hall Committee.

Cllr Goldsworthy informed the Council that he had considered and discussed the options with the Village Hall Committee and decided to step away from the representative role for the Parish Council. It was **proposed** by Cllr Gillard, **seconded** by Cllr Peters and **RESOLVED** by the Council to accept the resignation of Cllr Goldsworthy as the Village Hall representative. Unanimous. Carries

#### **24/236 Reports and feedback from local community groups/committees and organisations**

- a. Poor trust – No updates.

**24/237 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 - Cllr R Goldsworthy informed the Council that there are no updates on the current state of accounts and added that some bookings had to be cancelled due to the ongoing improvement works. However, there are also some new customers. He invited the members of the Council to fill in the questionnaire which is part of the CLUP evaluation process.
- b. Playing Field committee – Update on planning application and funding – Cllr Gillard reported that he had attended the last meeting of the Playing Field committee which now consists of 7 people. He continued to say that the Committee is ready to submit the planning application and the Paris Council has previously resolved to meet the cost of the planning application fees from its earmarked reserves. It was confirmed that the year end accounts for the playing field committee had been filed with the charities commission.
- c. Neighbourhood Development Plan – Cllr Gillard informed the council that there is limited progress and suggested that the Council considers meeting bimonthly with alternate months working on NDP. It was agreed to include this in November agenda.
- d. Finance Committee – to receive updates following the meeting and consider recommendations
  - i. **Part 1 - Report on business**

Under the 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, SECONDED and RESOLVED that the public and press should not be present.

**20:21 The Clerk, Cllr Goldsworthy and Cllr Myles left the room due to the interest in the business to be transacted.**

**20:53 The Clerk, Cllr Goldsworthy and Cllr Myles re-entered the room**

- ii. **Part 2 - Report on business carried out at the meeting on 10th Oct including plans for the budget review and precept setting process for 2025/26**

Cllr Gillard reported that the Finance committee met on the 10<sup>th</sup> of October and reviewed the process. The next meeting is scheduled for the 7<sup>th</sup> of November

**24/238 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 reports prior to the meeting and added that the expenditure is within the budget and the Council is likely to end the year under the budget. She reminded the Council that extra S106 funding has been allocated and is available for the King George Playing Field and Open Spaces.

The following payment schedule was presented to the Council for approval:

Invoice date	Company		Amount	
			gross	VAT
<b>BACS PAYMENTS</b>				
	Staff	Salary and expenses	£2,221.98	
05/10/2024	Microsoft	License August	£12.36	£2.06
30/09/2024	Greens Ground and Trees	Play area inspection	£278.42	£46.40
11/10/2024	Probus Village Hall	Village hall hire	£50.91	
01/10/2024	TP Trees	Grass cutting August	£1,109.60	£153.35
30/09/2024	Action Fire SW	Fire inspection pavilion	£82.80	£13.80
01/10/2024	SW water	water toilets	£28.34	
<b>TOTAL</b>			<b>£3,784.41</b>	<b>£215.61</b>
<b>DIRECT DEBIT PAYMENTS</b>				
	EDF	Electricity Toilets	£10.00	£0.50
	EDF	Electricity MUGA	£23.00	£1.15
	Pension contributions	clerk	£71.75	
	Biffa	Waste removal	£52.50	£8.75
	NIC + HMRC	Tax + National Ins Contributions	£374.36	
<b>TOTAL</b>			<b>£531.61</b>	<b>£10.40</b>

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

**24/239 Off street parking order – to consider next steps –**

The Clerk reported that the documents are ready for the consultation and a date needs to be established. It was proposed by Cllr Gillard, seconded by Cllr Myles and **RESSOLVED** by the council to advertise the 13<sup>th</sup> of January as the deadline for the public consultation response. Unanimous. Carried  
The Clerk to submit the notice to Probus News and all relevant parties.

**24/240 Emergency contingency plan – to consider way forward –**

The Clerk updated the council that the Council will need to invite the members of the public for nominations. It is a multi-phase process which requires a structured approach. She shared an example announcement from Feock Parish council for information purposes. It was agreed to include this in the December agenda.

**24/241 Replacement of bins at the playing park – to consider and approve any associated expenditure if appropriate –**

The Clerk had received a recommendation from the maintenance officer for the type of bin which will best serve the purpose. The total cost, including VAT and delivery will be £1,763.90. It was **proposed** by **Cllr Gillard**, **seconded** by **Cllr Myles** and **RESOLVED** by the council to approve the associated expenditure

**24/242 Roseland & Truro Community Area - Report back from previous meetings of the CAP & its Action Plan and how this relates to the role and work of the Parish Council. –**

Cllr Gillard circulated reports prior to the meeting and added that included in the reports is information on establishing a community hub in Probus. Both, Probus Village Hall and Probus and St Grace Church submitted their application to volunteer Cornwall. Representatives of the Church and the Village Hall are scheduling a meeting to consider further steps.

He encouraged the Councillors to allocate time to read & review the presentation

**24/243 Parish council's policies – to review and consider for adoption: -**

- a) Data Protection policy - **Deferred until November**
- b) Privacy Notice - **Deferred until November**
- c) Data Breach Policy – **Deferred until November**
- d) Publication Scheme – **Deferred until November**
- e) Emergency delegation scheme – The Clerk circulated the draft Scheme of Delegation prior to the meeting. It was **proposed** by **Cllr Gillard**, **seconded** by **Cllr Peters** and **RESOLVED** by the Council to adopt the Scheme of Delegation. Unanimous. Carried

**24/244 Correspondence received –**

- a) Various emails circulated to members on receipt during month for information to note.
- b) Correspondence to note/to consider –  
Pursuant to Section 1(2) of the Public Bodies (admission to meetings) Act 1960 and due to the confidential nature of the following business to be transacted it was **proposed** by **Cllr Gillard**, **seconded** by **Cllr Goldsworthy** and **RESOLVED** that the public and press should not be present. Unanimous. Carried
- i. Request for exhumation of ashes – to consider the request and implications.  
The council discussed the request and implications. It was **proposed** by **Cllr Gillard** to approve the request provided that all due processes are followed. **Seconded** by **Cllr Cook** and **RESOLVED** by the Council. Unanimous. Carried.

***The Chair reinstated the standard order of the Agenda***

- c) Urgent correspondence received after the despatch of the agenda.  
The clerk informed the Council that she received a letter from Cornwall council concerning the planters which were knocked off their position. It was agreed to include it in the next month's Agenda.

**24/245 To sign exclusive right of burial -*Deferred until November***

**24/246 Future Agenda Items - Councillors to review current list, adjust priorities and consider adding any new items to the future agendas list –**

The Agenda items were reviewed and no amendments proposed apart from the earlier suggestions.

**24/247 The next Full Council Meeting** of The Parish Council will be held on **Wednesday, 20th November 2024** in Probus Village Hall at **19.00 hrs**

**24/248 The meeting closed at 21:59**

DRAFT