

# PROBUS PARISH COUNCIL

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Minutes of the Annual **Meeting of Probus Parish Council** held on **Wednesday, the 22<sup>nd</sup> May 2024** in **Probus Village Hall** at **19:00**

**Members Present:** Cllrs N. Gillard, C Dutton, J Faull, N. Glasson

**Also attending:** Mrs M Roper (Parish Clerk)

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

## Prayer

### 24/104 Election of Chair

**Cllr Cook nominated** Cllr Gillard via email. The nomination **seconded** by **Cllr Glasson** and **RESOLVED**. Unanimous. Carried

**24/105 To receive the Chairman's Declaration of Acceptance of Office** or, if the Chairman is not present, to resolve that such Declaration be made at or before the next Ordinary Meeting of the Council.  
The elected Chair duly signed the declaration of Acceptance of Office

### 24/106 Election of Vice Chairman.

**Cllr Gillard nominated** Cllr Cook to become the Vice Chair of the Council. **Seconded** by **Cllr Faull** and **RESOLVED**. Unanimous. Carried

**24/107 To receive the Vice-Chairman's Declaration of Acceptance of Office** or, if the Vice Chairman is not present, to resolve that such Declaration be made at or before the next Ordinary Meeting of the Council:

Cllr Cook is not present. Deferred until next meeting.

### 24/108 Apologies for Absence.

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

**24/109 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 Glasson declared an interest in the Village Hall being the Treasurer, Cllr Dutton declared an interest in the Playing Field committee being a member, and School PTA being the Chair.

**24/110 Public Participation (15 mins)** - No members of the public present

**24/111 Minutes** - to confirm the minutes of the Ordinary Meeting of 17<sup>th</sup> April 2024

**Proposed by Cllr Faull, seconded by Cllr Glasson and RESOLVED** to approve the minutes as true and accurate record of the meeting of 17<sup>th</sup> April 2024. The Chair duly signed the minutes

**24/112 Planning matters:**

a. Planning applications received:

[PA23/05342](#) - Erection of general-purpose farm building - Trevorva Probus Truro Cornwall TR2 4HN. The Councillors observed that the building is the same size as the original . No concerns were raised. **Cllr Gillard proposed** to support the application. **Seconded by Cllr Faull and RESOLVED.** Unanimous. Carried

[PA24/02801](#) - Provision of an outdoor sandschool for private equestrian use - Swallows Court Ladock Truro Cornwall

The Councillors noted that the proposed sandschool is fenced and is intended for private use. **Cllr Gillard proposed** to support the application, seconded by **Cllr Glasson and RESOLVED.** Unanimous. Carried

[PA24/03221](#) – First floor extension over existing garage, dormer extension and single storey front porch extension. - 1 Carne View Road Probus Truro Cornwall

It was noted that the neighbouring house has the same extension, hence there is already a precedent.

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

b. Planning applications received after the despatch of the agenda

c. Planning decisions and appeals

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

e. Correspondence before despatch of the agenda

f. Any correspondence received after the despatch of the agenda.

**24/113 Delegation arrangements** – to review delegation arrangements to committees, subcommittees and staff

The Clerk circulated a summary of the delegation arrangement prior to the meeting.

Having reviewed the arrangements, **Cllr Gillard proposed** that the existing authority previously delegated to the Clerk - *min ref Min ref 24/034*, be amended as follows:

In consultation with the Chairman of the Staffing Committee, the Clerk is authorised to make decisions on hours for staff in excess of core hours needed in order to deal with staff absence and emergency cover or in exceptional circumstances , but not exceeding 3 consecutive months and/or £1500 a year.

**Seconded** by Cllr Dutton and **RESOLVED.** Unanimous. Carried

**Gillard proposed** that in consultation with the Chairman of the Staffing Committee the Clerk is authorised to recruit new or additional members of staff required to maintain services provided by Parish council within the agreed budget. **Seconded by Cllr Glasson and RESOLVED.** Unanimous. Carried.

The Councillors considered having an emergency delegation scheme, to enable the Council to carry out its function in extraordinary circumstances.

**Cllr Glasson proposed** that the Clerk drafts an emergency delegation scheme in time for September meeting when it can be reviewed by the Council. **Seconded** by **Cllr Gillard** and **RESOLVED**. Unanimous. Carried

**24/114 ToR for the Parish Council committees and sub-committees-** to review of the terms of reference for committees/sub-committees:

a. Finance Committee ToR

Cllr Gillard circulated a briefing note suggesting the following changes to the Terms of Reference of the Finance Committee:

- *Probus Parish Council will consider reviewing and updating the Terms of Reference at every Annual Parish Council meeting*
- *The Committee shall consist of five (5) councillors (voting) elected as required to maintain membership and reviewed at each Annual Parish Council Meeting.*
- *The Finance Committee may consider and make decisions at any of its scheduled Meetings on any matters which in the opinion of the Chairman of Council after consultation with the Clerk are of an urgent nature and where it is considered that it is in the interests of the Council to take action before the next ordinary meeting of the Council. Any such decisions must be recorded in writing and submitted for ratification at the next scheduled meeting of full council.*

**Cllr Glasson proposed** to update the changes as above. **Seconded** by **Cllr Dutton** and **RESOLVED**. Unanimous. Carried

b. Staffing Committee ToR

The existing Terms of Reference were reviewed and the following changes were proposed:

- The first paragraph to be updated as follows:  
*The Committee shall consist of five (5) councillors (voting) elected as required to maintain membership and reviewed each year at the Annual Parish Council meeting*  
*Councillors appointed to the Staffing Committee must be willing to commit to undertake employment law awareness training as soon as they are elected to the committee. The Council recognises that a stable membership of the committee is desirable and as such membership of the committee should be seen as a long-term commitment.*
- *Delegate authority to review remuneration to the Committee*

**Cllr Gillard proposed** to adopt the revised ToR. **Seconded** by **Cllr Glasson** and **RESOLVED**. Unanimous. Carried

**24/115 Committees structure** - Appointment of members to existing committees.

The resignation of Cllr Sutherland left a vacancy the Staffing committee and the Burial Board. Prior to the meeting, Cllr Cook offered to step down from the Staffing Committee Appeal Panel to become a member of the Staffing Committee instead. **Cllr Gillard proposed** to accept the suggested change, and when required recruit a Councillor from a neighbouring parish to the Appeal Panel for an independent input. **Seconded** by **Cllr Classon** and **RESOLVED**. Unanimous. Carried

**Cllr Gillard proposed** that **Cllr Dutton** becomes a member of the burial board. **Seconded** by **Cllr Faulk** and **RESOLVED**. Unanimous. Carried

**24/116 Establishment of any new committees.**

The Council reviewed the existing committees and agreed that no further changes are necessary.

**24/117 Standing orders and financial regulations:**

- a. The Council reviewed and as adopted new model of standing orders in December 2023 and agreed that no further updates were required at present.
- b. updated model of financial regulations.

The Clerk informed the Council that a new model of Financial Regulations was issued by NALC in April. **Cllr Gillard proposed** that the review of the new model is included in the agenda for the next Finance committee meeting scheduled for the 13<sup>th</sup> of June 2024 and reported to the Full council on the 20<sup>th</sup> of June 2024, **seconded** by **Cllr Faulk** and **RESOLVED**. Unanimous. Carried

**24/118 To review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses:**

- a. Aalgaard Renshaw – internal audits and RFO – to review current arrangements and consider the appointment.  
Aalgaard Renshaw quoted £325 for carrying out the internal audit.  
**Cllr Gillard proposed** to accept the quote of £325.00 plus VAT and nominate Jacqui Peskett of Aalgaard Renshaw as the internal auditor. **Seconded** by **Cllr Dutton** and **RESOLVED**. Unanimous. Carried
- b. St Erme –  
The Clerk circulated the proposed draft of Service Level Agreement with St Erme for consideration. **Cllr Gillard proposed** to accept it and share with St Erme. **Seconded** by **Cllr Faulk** and **RESOLVED**. Unanimous. Carried.
- c. Cornwall Council - SLA/LMP for Grass Cutting & Footpath Maintenance - The existing arrangements were noted by the Council.
- d. TP Trees Ltd - Grass Cutting Contract – to confirm existing arrangements. The existing arrangements were noted by the Council. The Clerk to include a report in the future agenda items.

**24/119 To review representation on, or work with external and/or associated bodies and arrangements for reporting back:**

- Probus Village Hall Committee - representation
- Probus Playing Field Committee – representation.

Cllr Gillard circulated a briefing note prior to the meeting which referred to a recommendation made by ACRE (Action with Communities in Rural England) that a representative from the Council should not hold an officer role within the Committees of Charitable bodies where the Parish Council is identified as a “custodian trustee”. It was agreed by the Council that this may be perceived as a conflict of interest.

In addition, having two Cllr representatives on each body representing the custodian trustee means that a disproportionate number of Cllrs are deployed to too few groups, leaving it difficult to have representatives on other local groups.

The Council recognised that currently both committees are working on expanding their membership. The nomination of parish Councillor representatives to the Village Hall Committee and Playing field committee will be reviewed in June.

The Council acknowledged that the goal of providing written monthly reports has proved to be unattainable for the committee members. Consequently, the requirement should be changed in the interest of being achievable.

**Cllr Gillard proposed** that the committees, ordinarily, submit verbal reports and a written report twice a year – in May/June and December/January. In addition, copies of any minutes of the regular monthly (or however frequent) meetings are to be sent by the representative to the Clerk. It was also **proposed** that in June one representative member of each Committee writes to the respective chair with a request to step down from the officer role. **Seconded by Cllr Faull and RESOLVED.** Unanimous. Carried.

- Tredenham Charities - Poor Trust – representation. - Cllr Dutton and Cllr Faull will continue to represent the charity and will submit a report once a year.
- The Roseland & Truro Community Area Partnership – representation. - Cllr Gillard and Cornwall Cllr Glasson will continue representing the parish.
- Interschool Link – Probus primary school – representation. Cllr Dutton confirmed that he is happy to continue being the nominated Councillors for the Interschool Link.
- Police liaison Group – representation. Cllr Gillard confirmed that will remain the lead for the PLG Cllr Dutton questioned about representation of the Tregony View Management Committee.

**Cllr Gillard proposed** that one member is nominated, and that the membership is reviewed annually. He volunteered to step up for the role. **Seconded by Cllr Faull and RESOLVED.** Unanimous. Carried

#### **24/120 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  
Cormac responded on the 15<sup>th</sup> of May clarifying that no further works will be done to the surface at the edge of the road as it was determined that there is no failure with the High Friction Surface and no remedial works are required. No indication was given to when the remedial works to the planters can be expected. The Clerk to write a letter to Cormac stating that the Council expects to be able to report on completion of works to the planters at the next Full Council meeting which is scheduled for the 20<sup>th</sup> of June 2024.
- 24/030 - The Roseland & Truro 20mph consultation– No update
- 24/039 – Replacement gates at the cemetery – The gates have been manufactured and delivery will be coordinated with the installer.
- 24/037 - Annual Parish Meeting 2024 – It was noted that the preparation for the Annual Parish Meeting was delayed. However, leaflets were distributed with Probus News. The annual report from the Chairman of the Parish Council was circulated prior to the meeting and noted by the Councillors
- 24/067 - Website updates —*carried forward*
- 24/040 - Installation of a pathway around the skate ramp – updates – The clerk obtained an indicative cost from the installers. The Council suggested that a formal quote is obtained.
- 24/069 - Fence replacement at the play area –The Clerk updated the Council that the works are scheduled for the 1<sup>st</sup> week of June.
- 24/092 Waste bin by the bus shelter at the Square – The Clerk confirmed that the order was placed with the suppliers.

- 24/093 Commercial waste removal contract– The Clerk notified new contractors of their offer being accepted by the Council.

**24/121 Cornwall Councillor report** –Cornwall Councillor K Glasson submitted a written report which will be published separately.

**24/122 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 to the Council that Tregony View Management Committee does not have a bank account and, therefore, is unable to receive the grant. The Chair of the group has said that details of its finance can be provided but for the time being the grant award is not a pressing issue. A further update will be provided later in the year.
- b. Poor trust – updates  
Cllr Gillard approached Andy McCartney requesting to become a representative for the Poor trust. Rev Foot who represented the trust previously has been contacted via email and will support the change of the bank mandate. If this isn’t achievable in the short term, cheques can be sent out to the authorised signatories for completion. A meeting of the Poor Trust will need to be arranged to agree the necessary actions.

**24/123 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. - **Cllrs N Glasson & R Goldsworthy**  
Cllr Glasson reported that the existing officers were re-elected at the recent AGM. The grant application to the Community Levelling Up fund is in progress and the business is as expected with some customers slow to pay. He continued to say that the Village Hall is aiming to accrue a bit of surplus to build a contingency fund.  
Cllr Gillard provided an additional report covering the issue of land registry and grant application to the Community Levelling Up Fund.  
**Cllr Gillard proposed** to support the Village Hall in its pursuit of the land registration for the Village Hall land & premises. **Seconded by Cllr Faulk** and **RESOLVED**. Unanimous. Carried
- b. Playing Field committee – Updates  
Cllr Gillard circulated a copy of the minutes of the latest Playing Field Committee meeting and updated the Councillors that the constitution was revised and logged with the Charity Commission along with the updated list of the current members.  
An expression of interest was logged with the County CIL fund for a grant to finance the repair of the Pavilion and the county farmers were contacted asking about land which may be available for a football pitch.  
Minutes of the playing field committee circulated prior to the meeting and will be published separately.
- c. Finance Committee – Last meeting of the Finance Committee took place in January 2024 and the next meeting is scheduled for the 13<sup>th</sup> of June 2024
- d. Neighbourhood Development Plan – receive progress report – No progress. It is hoped that the some interest can be raised among the community at the Annual Parish Meeting.

**24/125 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.**

No members of the public present

**20:41 Confidential session**

**24/126 Staffing Committee** - to consider Service Agreement with St Erme–

A draft copy of the proposed Service Level Agreement with St Erme was circulated prior to the meeting. **Cllr Gillard proposed, seconded by Dutton and RESOLVED** to approve the draft and send it to St Erme for consideration.

**20:43 Public meeting reinstated**

**24/127 To receive the financial statement of accounts for the year to date**, including forecast expenditure, budget control sheet, expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence, CIL report and to approve a schedule of payments.

The Clerk informed the Council that the total expenditure in April amounted to £6,590.04 (excluding CIL and earmarked reserves), which is at 11% of the total budget . Projected overspent in energy costs due to the end of the fixed tariff for the street lighting and difficulty to forecast expenditure as there was no consumption in 2022/23. However, last year the PC accumulated general reserves of £19,092 which can be used to cover the increased costs.

The Council agreed that it could be beneficial to seek quotes from the energy broker firms. Expenditure incurred under the general power of competence for the year 2023/24 - £50

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

**SCHEDULE OF PAYMENTS - May 2024**

Invoice		Amount		
date	Company		gross	VAT
<b>BACS PAYMENTS</b>				
	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
	Kingfisher direct	Bus shelter bin	£141.24	£23.54
	Viking direct	Stationery and office equipment	£577.16	£85.64
<b>TOTAL</b>			<b>£2,197.93</b>	<b>£329.17</b>
<b>DIRECT DEBIT PAYMENTS</b>				
	EDF	Electricity Toilets	£10.00	£0.50
	EDF	Electricity MUGA	£23.00	£1.15
	<b>Pension contributions</b>	clerk	£71.75	

12/05/2024	Cheaper Waste	Waste removal	£166.68	£27.78
	NIC + HMRC	Tax + National Ins Contributions	£288.90	
<b>TOTAL</b>			<b>£560.33</b>	<b>£29.43</b>
<b>PAID</b>				
	<b>Staff</b>	<b>salaries</b>	<b>£1,755.59</b>	
<b>TOTAL</b>			<b>£1,755.59</b>	

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

**24/128 Review of inventory of land and other assets including buildings and office equipment.**

Asset list was circulated and noted by the Council. It was acknowledged that valuing pavilion due to its state and lack of vehicular access is difficult.

**Cllr Gillard proposed** to approve the asset register as presented, **seconded** by **Cllr Glasson** and **RESOLVED**. Unanimous. Carried

**24/129 Insurance cover in respect of all insured risks - to consider quotes and resolve to accept associated expenditure**

The Clerk presented 3 quotes to the Council. **Cllr Glasson proposed** to accept the 3 year fixed price quote from Zurich insurance. **Seconded** by **Cllr Dutton** and **RESOLVED**. Unanimous. Carried

**24/130 Council's and/or staff subscriptions to other bodies**

The existing subscriptions include membership to CALC and SLCC. It was agreed to research a membership to a burial advisory authority.

**24/131 Grant applications – to review applications and consider approving the grant payments**

The Council was informed that Tregony View management Committee doesn't have a bank account and, therefore, doesn't qualify for a grant. It was agreed that the requested sum of £145 will be held in abeyance. The grant to Probus Fun week was administered by paying the event medical insurance **Cllr Gillard proposed** to approve the following outstanding grants. **Seconded** by **Cllr Glasson** and **RESOLVED**. Unanimous. Carried

GRANTS		
	Probus News	£1,000.00
	Village Hall	£1,150.00
	Playing Field	£950.00
	PTA	£1,000.00
<b>TOTAL</b>		<b>£4,100.00</b>

**24/132 Civility & Respect Pledge - to consider committing to the Civility & Respect Pledge**

Cllr Gillard informed the Council that the pledge is a nationwide initiative to condone bullying and harassment. It doesn't cost anything to sign but requires committing to training, including the code of conduct refresher course. Other courses could be attended within the budget and paid by the Council. The Clerk will circulate available training.

**Cllr Faull proposed** to sign the pledge and arrange to support the councillors through training. **Seconded** by **Cllr Gillard** and **RESOLVED**, Unanimous. Carried

**24/133 Parish council's policies – to review and consider for adoption:**

- a. Dignity at Work- The Clerk circulated the updated policy prior to the meeting. Cllr Gillard proposed to adopt the updated version. Seconded by Cllr Faull and **RESOLVED**. Unanimous. Carried
- b. Co-option policy The Council reviewed and re-adopted the policy without any changes

**24/134 Policies to review as part of standing orders:**

- a. Complaints procedure. The Clerk circulated the updated policy prior to the meeting. **Cllr Gillard proposed** to adopt the updated version. **Seconded** by **Cllr Glasson** and **RESOLVED**. Unanimous. Carried

Further policies to be reviewed:

- b. Council's policy & procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21).
- c. Council's policy for dealing with the press/media.
- d. Council's employment policies and procedures.

**Cllr Gillard proposed** to include the above policies in the in the future review schedule. **Seconded** by **Cllr Faull** and **RESOLVED**. Unanimous. Carried

**24/135 Celebration of the 80<sup>th</sup> anniversary of the D-Day – to consider options for supporting the event and resolve to approve any associated expenditure if any**  
Council was asked to support the community event celebrating the 80<sup>th</sup> Anniversary of the D Day and to meet the costs of D-Day 80 light lamp of peace. **Cllr Gillard proposed** that **Cllr Faull** does the reading before lighting of the beacon. **Seconded** by **Cllr Glasson** and **RESOLVED**. Unanimous. Carried  
**Cllr Gillard proposed** that the Council accepts responsibility for funding the lamp of peace. **Seconded** by **Cllr Glasson** and **RESOLVED**. Unanimous carried.

**24/136 Correspondence received – Clerk**

- a. Various emails circulated to members on receipt during month for information to note.
- b. Correspondence to note/to consider:
  - Appeal from a resident ref Gravestone measurements  
The Council received an application to install a memorial higher than permitted by the burial policy . The plot located in the middle row and there is an unused plot behind. The Councillors agreed that a consideration should be given for the future owners. The Council had previously allowed an exception in extraordinary circumstances. Councillors considered all the available information relating to the requested exception. After due consideration the Council determined not to agree to the exception request.
- c. Urgent correspondence received after the despatch of the agenda.

**24/137 Sign exclusive right of burial**

The Exclusive right of burial was duly signed by the Chair and two councillors

**24/138 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 in the future agendas list.

**24/139 Meeting schedule** – to review time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

The proposed meeting schedule was circulated prior to the meeting and noted by the Council.

**24/140 The next Full Council Meeting** of The Parish Council will be held on **Thursday, 20<sup>th</sup> June 2024** in **Probus Village Hall** at **19.00 hrs**

**24/141 To close the meeting.** The meeting closed at 21.56

DRAFT