

PROBUS PARISH COUNCIL

Clerk: Maria Roper (Parish Council)

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Minutes of the **Meeting of Probus Parish Council** held on **Thursday, the 16th November 2023** in **Probus Village Hall at 19:00**

Members Present: Cllrs N. Gillard (Chairman), N. Glasson, P. Quinlan, W. Sutherland

Also attending: Mrs M Roper (Parish Clerk), 2 members of the public

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

23/230 Apologies for absences – Cllrs Cook, Dutton, Goldsworthy, Faull, Fogerty

23/231 Declaration of interest – Cllr Gillard - partner Chair of the Village Hall, Cllr N Glasson – treasurer of the Village Hall, wife – Cornwall Councillor, Cllr Quinlan – Playing Field Committee. Cllr Gillard declared an interest in the **Agenda item 5** – Planning matters – application **PA23/05461** being a Trustee of Tredenham Charity Lands. No gifts received.

23/232 Public participation (15 minutes). The residents advised the Council that they would like to make a representation in relation to the planning application **PA23/05461**. It was agreed that this will be done when the application is being considered to allow the members of the Council to ask questions.

23/233 To confirm the minutes of the Ordinary Meeting of 19th October 2023

Cllr Sutherland noted that the amount referred to in the minute 23/218 seemed incorrect. Corrected by the Chair. **Proposed by Cllr Quinlan, seconded by Cllr Glasson and RESOLVED** to approve the minutes with the above correction. Unanimous. The minutes were approved and signed by the Chair.

23/234 Planning matters:

a. Planning applications received:

PA23/08236- Redevelopment of existing farm complex associated with Grade I Listed house and Grade II* listed park and garden to form new estate entrance and visitor complex, including the demolition of existing farm buildings, and conversion and alteration to existing buildings, including a Grade II* listed barn and Grade II listed pavilions, to form new farm shop, cafe, garden, estate office, 1no holiday let and other associated facilities.

PA23/08237 - Listed Building Consent for redevelopment of existing farm complex associated with Grade I Listed house and Grade II* listed park and garden to form new estate entrance and visitor complex, including the demolition of existing farm buildings, and conversion and alteration to existing buildings, including a Grade II* listed barn and

Grade II listed pavilions, to form new farm shop, cafe, garden, estate office, 1no holiday let and other associated facilities.

Cllr Gillard reported that both applications are a part of the same development proposal and were reviewed by the Council at the pre-application consultation stage. A briefing note with a summary of comments submitted to the Planning Authority was circulated prior to the meeting. He advised that the comments are mainly positive with various suggestions and 1 objection related to the proposed routing of the traffic to the existing bridleway.

Cllr Gillard proposed to support the applications PA23/08236 and PA23/08237.

Seconded by Cllr Glasson and RESOLVED. Unanimous. Carried.

19:08 Having declared an interest in the next Agenda Item, Cllr Gillard left the room.

PA23/05461 - Proposed demolition of existing warehouse structure, siting of storage containers for self-serve private storage and associated hard and soft landscaping works.

The members of the public informed the Council that they represent the applicant. They continued to say that as a charity existing since 1700, they are working for the benefit of the community regularly supporting the Church of Probus and the Poor Trust. The proposed scheme will be an asset to the community and increase the revenue 10-fold.

In response to the questions of the Council, they said that the traffic volume is likely to remain at the same level, the access will be restricted from 7am to 9pm (or similar) and possibly a shorter period in winter times. The units will be monitored via CCTV.

In response to concerns from a neighbouring resident, they informed the council that a high enough fence will be installed to maintain the privacy.

Cllr Sutherland proposed to support the application, **seconded by Cllr Quinlan and RESOLVED.** Unanimous. Carried.

19:15 Members of the public left and Cllr Gillard re-entered the room.

Application for Pharmacy Unit, Probus Surgery - Application offering unforeseen benefits at Pharmacy Unit - Probus Surgery, Tregony Rd, Probus, Truro TR2 4JZ by Probus medicines Limited. - Application was previously considered by the Council and approved.

Proposed by Cllr Gillard, seconded by Cllr Glasson and RESOLVED not to make any further comments.

- b. Planning applications received after the despatch of the agenda - None
- c. Planning decisions and appeals – A list of decisions since the 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

23/235 Reports from Clerk and Councillors on previously resolved agenda items:

- a) 23/133 Damage to Jubilee Lamp – Cllr Gillard circulated a briefing note with a summary of reinstatement costs which were covered by the insurers.
- b) 23/135 Weed control – The Clerk reported that more product was ordered, and the remaining areas will be sprayed when the weather allows.
- c) 23/197 Installation of benches by the MUGA – The Clerk reported that the benches had been delivered and will be installed in the first week of January 2024.
- d) 23/221 Planters at the square – Scheme alteration request – It was confirmed by Cormac that the requested alterations, i.e. installation of an additional bollard between the last planter and the road edge were completed in August.
- e) S106 Square project updates –
 - 23/192 Planting of the planters – The Clerk informed the Council that the planting is scheduled for the 20th of November 2023.
 - Road edge resurfacing – It has been reported that the contractors visited the site and awaiting a dry spell to carry out the remedial works.

23/236 Cornwall Councillor report – Cllr K Glasson submitted a written report prior to the meeting, informing the Council that she addressed the following issues:

- Bus Services
- Wildanet works
- 20mph scheme
- Jubilee Lamp

Full report is published separately

23/237 Neighbourhood Development Plan – receive progress report and consider any proposed next steps-

Cllr Gillard circulated a briefing with an overview of the process and advised the Council that a steering group was set up. The next step would be to publish the information on the process and start contacting the community groups, identify people who would like to be involved, review the budget and resources, and create an interest. It was agreed that the nominated Councillors should meet to discuss the strategy.

23/238 Reports and feedback from local community groups/committees and organisations:

- a) Remembrance Day commemorative gathering – Cllr Gillard informed the council that the event was a success despite the weather, and it was encouraging to see the collaboration between the Church and the Civic community.
- b) Probus Fun Week – Probus fun week organisers submitted a written report with the detailed income and revenue statement, thanking the Council for the support it had provided and expressing an interest in receiving a grant next year.

23/239 Parish Council Committees – feedback from Councillors on various committees/working groups:

Cllr Sutherland noted that in 2021 it was agreed that a written report from the committees will be submitted to the council prior to the meeting.

- a. Village Hall committee – Cllr Glasson commented that the village hall has an obligation to report to the Council any major developments and agreed that copies of the minutes of the Trustees meetings should be submitted to the Council.
- b. Playing Field committee – Cllr Quinlan reported that a Playing Field committee had been set up and consists of 9 members representing various user groups:
 - 3 reps of the youth football team
 - 2 reps of the senior football team
 - 2 reps of the Parish Council
 - 2 reps of the bowling team

A chairman had been elected and a treasurer is currently acting as a secretary. Concerns were raised about the same person holding the posts of the treasurer and the secretary.

It was agreed that Cllr Glasson will make a Constitution template available to the Playing Field Committee

Plans for a new pavilion building were discussed at the last committee meeting and that more work is needed to clarify the position of tenure on the land. There was a suggestion to consider a possibility of setting up a tenancy for a peppercorn rent with Trewithen Estate. Cllr Quinlan is speaking to various foundations trying to find viable solutions.

- c. Finance committee – To receive a report and consider recommendations (if any) following the meeting on the 9th November 2023 - A written report was circulated prior to the meeting, which included the following recommendations:
 - Implement the updated local government pay award for the staff. **Proposed by Cllr Gillard, seconded by Cllr Quinlan and RESOLVED** to adopt the recommendation of the finance committee. Unanimous. Carried
 - Following the proposed increase in charges for the waste collection by Cornwall council, it was recommended to investigate alternative solutions for waste management. **Cllr Gillard proposed** to adopt the recommendation. **Seconded by Cllr Sutherland and RESOLVED**. Unanimous. Carried.
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- d. **To consider and resolve to exclude press & public due to the confidential nature of the business to be discussed under the Admission to Meetings Act 1960** - No members of the public present
- e. Staffing Committee - Receive report on progress with recruiting of the Maintenance Officer The clerk reported that she was getting a good response to the advertised vacancy. It was suggested to review the recruitment process and set up a date for the interviews.

23/240 To receive the financial statement of accounts for the year to date including forecast expenditure, budget sheet and to approve payments. –

The clerk circulated the income and expenditure reports and the budget control spreadsheet. No concerns were raised, and the current expenditure appears on target. The following payment schedule for November was presented for the approval of the councillors:

Invoice date	Company		Amount gross	VAT
BACS PAYMENTS				
16/11/2023	Staff	clerk salary and back pay	£2,448.56	
16/11/2023	Clerk	expenses	£145.15	
16/11/2023	Litter picking		£175.00	
06/11/2023	Kingfisher direct	Benches MUGA	£1,591.20	£265.20
05/11/2023	TP Tress	Grass cutting	£1,029.60	£171.61
11/10/2023	Microsoft November	IT Nov	£11.28	£1.88
	Greens Ground and			
31/10/2023	Trees	Play area inspection	£179.42	£29.90
14/11/2023	Probus Village Hall	Village hall hire	£55.59	
02/11/2023	Source for Business	Water toilets	£27.91	
07/11/2023	Jennychem	Weed control	£59.95	£14.99
16/11/2023	Cornwall Drains	Public toilet	£144.00	£24.00
TOTAL			£5,867.66	£507.58
DIRECT DEBIT PAYMENTS				
19/10/2023	EDF	Electricity Toilets	£10.00	£0.50
19/10/2023	EDF	Electricity MUGA	£23.00	£1.15
13/10/2023	Tesco mobile	mobile clerk	£13.48	
19/10/2023	Pension contributions	clerk	£60.62	
08/11/2023	Cheaper Waste	Waste removal	£51.48	£8.58
	NIC + HMRC	Tax + National Ins Contributions	£506.78	
TOTAL			£665.36	£10.23

Proposed by Cllr Sutherland to approve the payments as above. **Seconded by Cllr Quinlan** and **RESOLVED**. Unanimous. Carried

23/241 Consider options for grass cutting of the open space by the Fairfields estate —The Clerk informed the council that she contacted the management company with a request to provide a summary of chargeable services and is awaiting a reply. The item to be included in the future agenda list.

23/242 S106 sustainable transport scheme:

- a. Use of the remaining S106 fund
Cornwall Council confirmed via email that no funds were left over. No information on how the funds had been spent was offered. It was suggested that Cornwall Councillor Glasson might be able to assist with obtaining further information.
The residual project list to be added to the list of projects to be funded from earmarked reserves and cross referenced with allocation of CIL monies when spent.
- b. The Roseland & Truro 20mph consultation – Cornwall Councillor provided updates in her report, saying that she had facilitated a meeting between Cornwall Council and the residents, following which the feedback on the proposed scheme was taken to the Road Safety Team.

23/243 Consider funding of Christmas Tree for the community – The members of the Council considered the proposal. Cllr Gillard proposed to allocate a budget of £175 +VAT for the purchase of Christmas Tree

23/244 Sign exclusive right of burial –The exclusive right of burial was duly signed.

23/245 Correspondence received:

- a. Correspondence received before despatch of the Agenda: - Various emails circulated to members on receipt during month for information to note.
- b. Correspondence from Cornwall Council ref Litter/dog bin emptying – Noted
- c. Correspondence from a resident about a boundary fence at the playing park –
The Councillors considered a proposal from the resident and noted that the title deeds cannot be used to determine the exact location of a boundary. It was further noted that the play area is secure and doesn't require additional fencing. One post has been slightly pushed and can be improved. However, the growth must be cleared on both sides of the fence before the works can go ahead. **Cllr Gillard proposed** to instruct the grass cutting contractor to cut back the hedging. **Seconded by Cllr Quinlan and RESOLVED.**
Unanimous. Carried.
- d. Correspondence from a resident skateboarder regarding installation of a pathway – It was agreed to include this into the future agenda items.
- e. Correspondence from the Community Capacity Fund ref COM001-92 Federation of Old Cornwall Societies – Noted

23/246 Future Agenda Items - current list to be reviewed & priorities adjusted as necessary.

Councillors to consider adding any new items to the future agendas list – Current list was reviewed, and amendments suggested.

23/247 The next Full Council Meeting of The Parish Council will be held on the **21st of December 2023** in **Probus Village Hall** at **19.00**.

Additional agenda items to be submitted to the parish clerk by **8th of December 2023**.

23/248 The meeting closed at 20:51hrs

Chairman *Nicholas Gillard*

Date *21 December 2024*