

PROBUS PARISH COUNCIL

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Minutes of the **Annual General Meeting** of **Probus Parish Council** held on **Wednesday, the 17th May 2023** in the **Probus Village Hall** at **19:00**

Members Present: Cllrs N Gillard (Chairman), W Sutherland, R Tofts, P. Quinlan, C. Dutton, N. Glasson, J. Faul

Also attending: Cornwall Councillor K Glasson, Mrs M Roper (Parish Clerk), Ms A cook, Mr B Fogerty

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

23/084 Notice & acceptance of resignation – Cllr Gillard informed the council that Cllr Maskill sent his resignation, which was accepted. A letter was sent to him to thank him for his service and contributions, which will be missed.

23/085 Election of the Chairman – Cllr Sutherland **proposed** that Cllr Gillard is nominated and elected as the Chairman, **seconded** by Cllr Quinlan and **RESOLVED**. No other nominations received. Unanimous. Carried

23/086 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. - Cllr Gillard signed the Chairman's Declaration of Acceptance of Office and returned to the Clerk

23/087 Election of Vice-Chairman – Proposal by Cllr Gillard to defer agenda items 4 to 6, 7, 8 and 9 until the next ordinary meeting of the council in June 2023. **Seconded** by Cllr Sutherland and **RESOLVED**. Unanimous. Carried

23/088 New Councillor application/s for consideration – Applications received from:

- Ms A Cook who has a background in Children Services holding managerial positions in Cornwall Partnership Trust and Cornwall Council with extensive knowledge of HR processes, finance and project management.
- Mr B Fogerty who recently moved to the parish and would like to be more involved in the community. Mr Fogerty has extensive experience in business development and connections to Growth Hub.

The councillors introduced themselves to the applicants and explained their roles within the council. It was **proposed** by Cllr Tofts to accept the application of Ms Cook, **seconded** by Cllr Quinlan and **RESOLVED**. Unanimous. Carried.

Cllr Quinlan proposed to accept the application of Cllr Fogerty. **Seconded by Cllr Sutherland and RESOLVED.** Unanimous. Carried

Cllr Gillard briefly explained the timetable of forthcoming local & general elections. The next general election has to be before 28th Jan 2025 (it is expected that a date will be set in 2024). The next local election for Cornwall is set to take place in May 2025.

23/089 Cllrs Cook and Fogerty signed the Parish Councillors' Declaration of Acceptance.

23/090 Cllr Gillard explained that for many years the Annual Parish meeting was held on the same day as the Annual General Meeting of the Parish Council. This was a practice of convenience. The statutory requirement is for the Annual Parish meeting it to be held between the 1st March and the 1st June. There will be additional public notice for the Annual Parish meeting this year, which take place on the 30th of May at 19:00 hrs at Probus Village Hall.

Probus news will publish the notice in the next issue. Cllr Tofts proposed to put notices up in the Village shops and Surgery.

23/091 Apologies for absence. Cllr Goldsworthy

23/092 Declarations of Interest Register both registerable and non-registerable under the Code of Conduct (to declare interests on agenda items), to issue dispensations if required and to declare gifts over £50.

Cllr Quinlan declared a non-registerable interest in the Playing Field (committee member)

Cllr N Glasson declared a non-registerable interest in the Village Hall (Trustee)

Cllr Gillard declared a non-registerable interest in the Village Hall (partner Chairman)

Cllr Tofts, Cllr Gillard, Cllr N. Glasson and Cornwall Cllr K. Glasson declared an interest in the agenda item 19 – Coronation celebrations (participating in organising the event)

No gifts received.

23/093 Public participation (15 minutes). One member of the public present expressed concerns over activity near the Jubilee Gardens at the Truck hill. He explained that he had seen people taking measurements of the road, which led him to believe that a new refuge island is planned in this area.

The Chairman alluded that this is likely to be planning for the works associated with the introduction of 20mph speed limit. The resident raised further concerns about the benefits of such speed limits. Cornwall Councillor K Glasson explained that there will be public consultation before the limit is introduced and if the resident needed additional information, he was welcome to contact her via phone or email.

22/094 Planning matters:

- a. To confirm the minutes of Planning Meeting of 19th of April 2023 It was **proposed** by **Cllr Tofts** to approve the minutes once the correction is made. **Seconded by Cllr Quinlan and RESOLVED.** Unanimous. Carried.

b. -Planning applications received:

- i. **PA23/02387** - Land North Of Cullen View Cullen View Probus Truro Cornwall TR2 4NY - Erection of Three Detached 4 Bedroom Dwellings. Cllr Gillard prepared a comprehensive summary of historical planning applications on site dating back to 2016. There is currently a valid planning application for up to 2 dwellings - approved in December 2022.

It was confirmed that, if approved, the latest application will supersede the previous one. It is, therefore, regarded as a full application. However, the level of details in submitted documentation is not commensurate with a full planning application. It is not providing enough information on proposed heights of dwellings and distances from the boundaries. It is difficult to judge whether there will be an issue of overlooking the neighbouring properties.

It appears that the site will be overdeveloped.

Furthermore, concerns were raised regarding the access proposed to plot A insofar as it is restricted in terms of the width of the existing (unadopted) roadway and the visibility splay.

It was **proposed** by Cllr Sutherland to object to the application. **Seconded** by Cllr Faull and **RESOLVED**. Unanimous. Carried.

Cllr Gillard and Clerk to draft a response to the planning authority.

c. Planning applications received after the dispatch of the agenda - None

d. Planning decisions and appeals

PA23/02622 APPROVED

PA23/02887 APPROVED

PA23/02994 APPROVED

PA22/09783 APPROVED

e. Any decisions and appeals received after the dispatch of the agenda

f. Correspondence before dispatch of the agenda

- i. Objection to PA23/02387 Redkite Development Consultancy

- ii. Correspondence from a resident of Cullen View ref PA23/02287

g. Any correspondence received after the dispatch of the agenda

Correspondence from the land owner of the proposed development ref PA23/02387

23/095 Police report – No new report

23/096 To confirm the minutes of the Ordinary Meeting of 19th April 2023

It was proposed by Cllr Tofts to approve the minutes. **Seconded** by Cllr Sutherland and **RESOLVED**. Unanimous. Carried.

23/097 Matters arising (report only):

- a) 22/103 – Play Area chain-link fencing – update on work – Cllr Gillard informed the council that the initial delay was due to the difficulty sourcing correct materials. The contractor has since sustained a significant injury, delaying the commencement of works by approximately 4 to 5 weeks.
- b) 22/232 - Damage to Jubilee Lamp - updates–The Clerk reported that the contractor is now in possession of all the parts. No start date was yet set. It was agreed that the Clerk would contact the contractor to get an indicative start date.
- c) 22/233 – Skate ramp – sound insulation 2nd phase – new contractor. No updates
- d) 22/288 – Review of Signage at the car park, parking bays and pavilion - update – Cllr Gillard reported that the signs have been produced and delivered. Majority have now been installed. The remaining 3 signs will be installed over the weekend.
- e) 22/293 – Grass cutting contract – arrangements and timescale for review process – updates – The Clerk has reported the contract revisions have now been completed. Cllr N Glasson is in receipt of the copies of the maps and will be working on producing the maps for publishing.
- f) 22/315 - Weed control – update. The Clerk reported that the weed spraying trial is carried out as instructed. Cllr Sutherland added that the weed growth seems to have retarded but would require further monitoring. He further added that the grass contractor is using treatment that appears to be more effective. Clerk to liaise with the grass contractor to confirm which product is used. This item to be included in June agenda.
- g) 23/011 - Neighbourhood Development Plan – Community engagement and communication policy strategy – No progress to report.
- h) 23/029 Risk Assessments - Play Area - to note and consider any remedial works and associated expenditure. – The clerk has reported that all the remedial works were completed by the contractor as quoted, except rotating the bent bar at MUGA. This requires replacement and an additional quote. It was further reported that the annual Play Safety inspection was carried out and the report was circulated prior to the meeting. Some minor issues were noted. Clerk to seek a quote for remedial works from the maintenance contractor and include the item in June agenda.
- i) 23/032 Bin replacement at the cemetery – Updates – Complete.
- j) 23/077 – SLA/LMP – Updates – The Clerk reported that both contracts were signed with a note of seeking a written confirmation regarding 2 small areas that were excluded.
- k) 23/055 – Installation of deterrent cameras outside the public toilets – included as agenda item 26.
- l) 23/074 CNP Community Levelling Presentation and |good Growth Fund – updates following the meeting with Cllr K Glasson – Cornwall Cllr informed the council that the application for the village hall improvements is underway and suggested to explore other possible projects.

It was suggested that a feasibility study for relocation of the football pitch can be funded under this scheme. It was further indicated that the playing field treasurer has had experience through other lottery funding schemes where it was possible to receive mentoring funds, which enabled support for preparing bids/applications for funding.

The pavilion upgrade is still desirable but is unlikely be a feasible bid due to the short timescales, and the requirement that any successful funding has to be spent by the end of March 2025.

- m) 23/075 – Land registration of the plot adjacent to the cemetery – updates – Cllr Glasson made initial enquiries and provided the clerk with an outline of steps required to complete the application. An indicative timescale is between 9 and 12 months. Clerk is awaiting land valuations from estate agents.

23/098 Cornwall Councillor report – Cllr K Glasson reported the following:

Following an incident at the church tower during the coronation celebration, a defibrillator was used. It highlights the importance of having easy access to this life saving equipment. There are currently 4 defibrillators in the village: 2 at the surgery, 1 at school, and 1 at the garage. Fund raising has started to finance another defibrillator that can be installed somewhere at the centre of the village.

Treviglas lane residents reported blocked sewage. SW Water was informed of the issue.

As a part of the coronation celebration, Cornwall Cllr Glasson completed the walk towards Grampound and exchanged commemorative gifts at the parish boundary with Grampound residents. A coronation souvenir cup and a T-towel with a print of Grampound was passed to the council.

23/099 Reports and feedback from local community groups/committees and organisations:

- Probus Coronation working group – Cllr Gillard reported that with support of the parish council a small group of residents organised the coronation celebration. The indicative budget for support was up to £2000. The actual costs came to £1222. The event was very successful and over 200 people participated in the event, £920 raised and will be set aside for Probus Fun Week.
- Probus Fun Week Committee – Clerk & Cllr Gillard met with the committee representatives. They shared the plans for the fun week which now incorporates the previously held “shindig”. The plans & arrangements will be firmed up over the coming month. A further meeting with representatives of the Probus Fun Week Committee is planned for early June.

23/100 Parish Council Committees – feedback from Councillors on various committees/working groups.

- Village Hall committee – update on business & developments. Cllr N Glasson Village Hall held its AGM and the same officers were re-elected. Fiscal year ended with a shortfall of £3000 due to extra improvement and remedial works. It is expected that this will be recovered during the course of the year and through reduced running costs. The Hub was a useful addition, and started generating additional income as soon as became operational. The current occupancy is comparable with pre-COVID numbers.
- Playing Field committee – Cllr Gillard informed the Council that Graham Smith resigned as the coach for the junior football team but assured his continued support for the playing fields committee.

- Finance Committee – Updates following dispatch of the letters regarding grants allocation. – The clerk has reported that all the letters with the approved grants were dispatched and additional requested information was obtained and circulated to the councillors prior to the meeting.

23/101 Confirmation of Grant award payments 2023/24 - To consider and resolve the payments to be made in respect of grant awards for 2023/24 – It was proposed by Cllr Sutherland, seconded by Cllr Dutton and RESOLVED to pay the following amounts:

Probus News - £1000

Village Hall – to cover the cost of the insurance in the amount of £1062.31

Playing field committee – to match the payment made to the Village Hall

Probus Fun Week – Review the position following the meeting in June but clarify that the Council will be unable to meet requested amount in full from its Grant allocation budget for 2023/24.

Unanimous. Carried

23/102 To receive the financial statement of accounts for the year to date including forecast expenditure, budget sheet and to approve payments. – The Clerk has reported that the AGAR reports are being completed and the internal audit will be done in June. Cllr Gillard advised the council that it was requested that future financial reports are to include information of the actual vs budgeted expenditure.

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

SCHEDULE OF PAYMENTS - MAY 2023

Approval date	Company		Amount gross	VAT
BACS PAYMENTS				
17/05/2023	Staff	Salary	£1662.7	
17/05/2023	Probus Village Hall	Village hall hire	£58.44	
17/05/2023	TP Tress	Grass cutting	£1,089.60	181.6
17/05/2023	Microsoft March 2023	IT	£11.28	1.88
17/05/2023	Cheaper Waste	Waste removal	£168.84	28.14
17/05/2023	Greens Ground and Trees	Play area maintenance	£508.70	84.78
17/05/2023	Greens Ground and Trees	Play area inspection	£179.42	29.9
17/05/2023	EDF	Street lights	£63.65	1.49
17/05/2023	Source for Business	Water charges toilets	£61.79	
17/05/2023	Cornwall Council	Emptying 5 x private litter bins year 21/22	£303.72	50.62
17/05/2023	ARBS	Locum services 32 hours + mileage	£775.20	128
17/05/2023	Playsafety Limited	Play equipment inspection ROSPA	£123.60	20.6

17/05/2023	A Dixon	Car parking refund overpayment	£37.33	
17/05/2023	C Wise	Car parking refund overpayment	£37.33	
17/05/2023	Kingfisher direct	Bin for the cemetery	£156.64	26.11
17/05/2023	NIC + HMRC		£134.16	
17/05/2023	N Gillard	Bunting for coronation	£92.99	15.49
TOTAL			£5,465.39	553.12

DIRECT DEBIT PAYMENTS				
22/03/2023	EDF	Electricity Toilets	£8.00	1.52
22/03/2023	EDF	Electricity MUGA	£18.00	0.68
19/04/2023	Cornwall Council	Council tax cemetery	£138.85	
22/03/2023	Tesco mobile	mobile clerk	£18.49	£3.70
22/03/2023	Pension contributions		£51.14	
TOTAL			£234.48	£5.90

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

23/103 Signatories for Cheque & online banking – review of arrangements for on-line banking & cheque signatory following resignation of Cllr Maskill – The current set up requires one admin + two authorising signatories, one of which was Cllr Maskill. Cllr Goldsworthy is on the mandate as well but will not back in time for the next meeting to make BACS payments. The alternative is to set up the Clerk as the admin, allowing Cllr Gillard to revert to the authorising role. **Proposed by Cllr Quinlan, seconded by Cllr Faull and RESOLVED** to update the bank mandate by including the clerk as an administrator. Unanimous. Carried.

23/104 Assets register review – All Cllr, Clerk:

The clerk advised the council that there is no legal requirement to record the assets at appreciated or depreciated value, and for simplicity reason, it is suggested to keep the records at purchase value and replacement value for the insurance.

However, there are some assets that require revision in terms of acquisition values and proprietorship, such as the war memorial. The clerk to liaise with the councillors for revision.

23/105 Village Hall Car park – clearance of vegetation – To consider and resolve the quote and approve assoc. expenditure (if any). All Cllrs – It was **proposed by Cllr Faull** to accept the quote in the amount of £780, **seconded by Cllr Quinlan and RESOLVED**. Unanimous. Carried

23/106 Receipt of single CCTV quote – installation of new cameras + repair of the MUGA camera – To consider and resolve the quote and approve any assoc. expenditure (if any) All Cllrs. – It was **proposed by Cllr Tofts** to accept the quote in the amount of £1261.20, which includes hiring scaffold tower, **seconded by Cllr Sutherland and RESOLVED**. Unanimous. Carried

Cllr N Glasson advised that the CCTV policy will need to be updated to include additional cameras.

23/107 S106 sustainable transport scheme: Updates following the meeting with Cormac on the 28th of April 2023

- a) Square project – no updates
- b) Steps to playing field – no updates
- c) New entrance signs to the village
- d) Use of the remaining S106 fund – Further considerations and developments. – Cllrs Gillard, Sutherland and clerk met with a representative of Cornwall Council– who stipulated that S106 funds are logged with the County Council and will be administered by it. Their priority is the introduction of 20mph scheme throughout Cornwall. Cornwall Council has identified a sum of £4m to roll out the scheme of 20mph zones across Cornwall. In anticipation of a budget deficit, additional financing is expected to be obtained from available S106 funds. Any remaining money from the Parish Council’s s106 sustainable transport budget will be made available to the parish council.

Cornwall Councillor K Glasson, however, advised the council that she might be able to assist with getting the works approved via different channels.

It was **proposed** by **Cllr N Glasson**, **seconded** by **Cllr Faull** and **RESOLVED** to seek quotes for the following projects:

- Footpath signage to encourage pedestrian traffic
- Installation of missing bus shelters on lower Fore street and Truck Hill – 2 bay shelter “Transit” – **Clerk to obtain the quote**
- New entrance signs to the village incorporating a style of gate and welcome sign

The introduction of EV charging points in the Parish needs further research.

23/108 Grass cutting contract – review of works carried out – The clerk informed the council that a list of outstanding works was communicated to the contractor with a deadline for completion before the end of June. A schedule of payments made to the contractor was made available to the council. Clerk to monitor and report in June.

23/109 Sign the Certificates of Exclusive Right of Burial – Defer until return of Cllr Goldsworthy.

23/110 Correspondence before despatch of the Agenda – Clerk

- a) Various emails circulated to members on receipt during month for information to note.
- b) Correspondence from Probus Churchwarden re use of remaining S106 funds –the email was circulated prior to the meeting and suggested proposals were discussed by the council. It was agreed that the only viable option would be to support improvements of the footpaths. It was **proposed** by **Cllr Gillard** to support the suggested path improvements, **seconded** by **Cllr Tofts** and **RESOLVED**. Unanimous. Carried. Clerk to send a letter to the churchwarden.
- c) Urgent correspondence received after the despatch of the agenda. - None

23/111 Future Agenda Items - current list to be reviewed & priorities adjusted as necessary.

Councillors to consider adding any new items to the future agendas list - All Cllrs

- a) *Revision of the council working groups and committees and nominations - June*
- b) *Report on findings following revision of the Trust documents for playing field –Cllr Goldsworthy – June*
- c) *Remedial works following report from ROSPA – June*
- d) *Sign Exclusive right burial - June*

- e) Consider changing the day of the monthly council meeting to Thursday - **June***
- f) Register the plot with the Land registry ref plot next to the cemetery – **July***
- g) Make amendments to the tenancy agreement ref plot next to the cemetery -**September***
- h) Emergency Contingency Plan. To consider and resolve, to approve with any associated expenditure – **September***
- i) Renewal of the gates at the cemetery – updated quotes for replacement – **October***

23/112 The **next Full Council Meeting** of The Parish Council will be held on the **21st of June 2023** in the **Probus Village Hall** at **19.00**.

Additional **agenda items** to be submitted to the parish clerk by Friday, **9th of May 2023**.

23/113 The meeting closed at 21:55hrs

Chairman... *Nicholas Gillard*

Date *21st June 2023*