

PROBUS PARISH COUNCIL

CLERK: Maria Roper
Lee Ho, Ashdown Close, Sticker, PL26 7EU
Telephone Number: 07749 626021

13th of December 2022

TO MEMBERS OF THE COUNCIL

You are hereby summoned to attend the **Ordinary Meeting of Probus Parish Council** at the **Probus Village Hall** on **Wednesday, 21st of December 2022** commencing at **7.30pm** for the purpose of transacting the following business:

M Roper (Clerk to the Council)

Prayer

1. **Apologies for Absence**
2. **Declarations of Interest** - Register both registerable and non-registerable under the Code of Conduct (to declare interests on agenda items) & to consider & resolve Dispensation requests. To note Acceptance of Office and Register of Interest received from new Cllrs before the meeting.
3. **Public Participation (15 mins)**
4. **Police report**
5. **Resignation of Cllr Deards**, - Parish Councillor Vacancy
 - a) Internal Control vacancy - nominations
 - b) Staffing Committee Appeals vacancy - nominations
 - c) Burial Board vacancy - nominations
 - d) S106 Sustainable working group vacancy - nominations
 - e) Poor Trust representative vacancy - nominations
6. **To correct enumeration of the previously approved minutes and sign the corrected copies**
7. **To confirm the minutes of the Ordinary Meeting of 16th November 2022**
8. **Matters arising (report only):**
 - a) 22/103 – Play Area chain-link fencing – update on work - **Cllrs Gillard & Sutherland**
 - b) 22/114 – The Green at the Bank – update on the replacement of the last 6 posts - **Cllr Sutherland**
 - c) 22/231 – Meeting with staff to confirm more frequent emptying of bin at probus square bus stop **Clerk**
 - d) 22/233 – Skate ramp – sound insulation 2nd phase – progress – **Cllr Gillard**
 - e) 22/235 – Progress - additional hedge trimming & associate works – has a date been agreed? - **Cllr Sutherland**
 - f) 22/237 – Relocation of the portacabin to the VH car park – timescale and progress – **Cllr Glasson**
 - g) 22/263 – Public appeal leaflet - Appeal for help with the removal of vegetation offcuts - **Cllrs Glasson & Sutherland**
 - h) 22/260 - Invoicing to Cormac – £250.00 reimbursement for costs towards the artwork on the information board – **Locum Clerk**
 - i) 22/288 – Review of Signage at the car park, parking bays and pavilion - update – **Cllr Gillard, Cllr Glasson**

- j) 22/294 – **Christmas Tree on the Church Cobbles** – Update – **Cllr Sutherland**
- k) 22/293 - Grass cutting contract – arrangements & timescale for review process - **Clerk**
- l) 22/232 - Damage to Jubilee Lamp - updates– **Cllr Gillard, Cllr Glasson**
- 9. Cornwall Councillor report – **Cllr Karen Glasson**.
- 10. **Parish Council Committees** – feedback from Councillors on various committees/working groups.
 - Village Hall committee – update on business & developments. **Cllrs N Glasson & Goldsworthy**
 - Playing Field committee – progress on arranging meeting with Graham Smith & developing the committee **Cllr Maskill & Cllr Quinlan**
 - Probus Environment Action Team (PEAT) - update on work progress, including tree planting in the play area. Future arrangement for reports to council from PEAT - **Clerk**
 - 106 Sustainable working group - update on renovations of the steps leading to the play area, replacement of the kissing gate and information board - **Cllr Sutherland**
 - Finance Committee - Report back from Finance Committee meeting of 2nd & 23rd Nov – Recommendations for consideration by full council – see agenda item no 11
- 11. **Budget and precept for the year 2022/2023** – To review the budget proposed following the Finance Committee meetings held on the 2nd & 23rd of November 2022 :
The parish council is asked to consider and approve with any associated expenditure the :
 - Proposed budget for 2023/24
 - Proposed earmarked reserves for 2023/24
 - Proposed associated workplan for 2023/24
 - Proposed precept submission for 2023/24 (submission date 31/12/22)
- 12. **To receive the financial statement of accounts for the year to date**, including forecast expenditure, budget sheet and to approve payments. - **Locum Clerk**
- 13. **Trewithen Estate** – does the parish council wish to continue exploring the possibility of acquiring land from Trewithen estate for recreation use by residents.
- 14. **Risk Assessments - Play Area** - to note and consider any remedial works and associated expenditure.
- 15. **Neighbourhood Development Plan** - Update
- 16. **Weed Control in Probus** - The use of parish council staff/contractor to trial the application of weed killer (non-glyphosate) on pavement edges/kerbs. To consider and approve associated expenditure (if any).
- 17. **Playing field pavilion replacement**, planning application and review of original plans - update
- 18. **Adopted policies review:**
 - a) Safeguarding policy – update following recommendations from CALC – **Clerk**
 - b) Burial policy – update to incorporate an agreed period for Exclusive rights of Burial - **Clerk**
 - c) Grants policy – updated version attached for consideration and approval – **Cllr Gillard**
- 19. **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 Carnival Group and requesting a grant
 - c. Urgent correspondence received after the despatch of the agenda.
- 20. **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 (agenda item 21)**
- 21. **Consultation on a property following a confidential correspondence from Cornwall Council**

22. **Training records** – recording of training undertaken by parish council staff and councillors.
Update on developing training records and any recommended action – **Clerk**
23. **Future Agenda Items** - current list to be reviewed & priorities adjusted as necessary - **All Cllrs**
24. The **next Full Council Meeting** of The Parish Council will be held on the **18th January 2022** at the **Probus Village Hall** at **7.30**
Additional **agenda items** to be submitted to the parish clerk by Friday, **7th January 2022**
25. To close the meeting.