

PROBUS PARISH COUNCIL

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

TO MEMBERS OF THE COUNCIL

You are hereby summoned to attend the **Ordinary Meeting** of **Probus Parish Council** in **Probus Village Hall** on **Thursday, 21st of December 2023** commencing at **7.00pm** for the purpose of transacting the following business:

Prayer

1. **Apologies for Absence** – to receive and consider for approval.
2. **Declarations of Interest** - Register both pecuniary and non-pecuniary under the Code of Conduct (to receive a new Declaration of Interest form and declare interests on agenda items).
3. **Public Participation (15 mins)**
4. **To confirm the minutes of the Ordinary Meeting of 16th November 2023**
5. **Planning matters:**
 - a. Planning applications received:
 - [PA23/09087](#) - Sunny Corner 1 Lewman Close Probus Truro Cornwall TR2 4LN. Single storey extensions (front, rear and side) to existing bungalow
 - **Trewithen** - New Woodland Creation TR2 4DB
 - 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
 - e. Correspondence before despatch of the agenda
 - f. Any correspondence received after the despatch of the agenda
6. **Reports from Clerk and Councillors on previously resolved agenda items:**
 - a. 23/135 Weed control – **Clerk**
 - b. S106 updates:
 - Road edge resurfacing at the Square– **Cornwall Cllr, Clerk**
 - Update on the S106 fund expenditure and proposed installation of the bus shelter on Fore street - Email from Cornwall Council dd.24/11/23 – **To note**
 - c. 23/218 Application for a defibrillator grant with DHSC Community Automated External Defibrillator (AED) Fund (Progress report) - **Clerk**
 - d. 23/196 Probus Play area – To review report of the safety inspection and report on maintenance carried out in November 2023 – **Clerk**
 - e. 23/222 Replacement gates at the cemetery – To Consider the quote and resolve to approve if appropriate
7. **Cornwall Councillor report – Cllr Karen Glasson**
8. **Neighbourhood Development Plan** – receive progress report and consider any proposed next steps - **Cllr Gillard**

9. **Reports and feedback from local community groups/committees and organisations:**
Tregony View management committee – Report following attendance of the management committee meeting – **Cllr Gillard**
10. **Parish Council Committees** – feedback from various committees/working groups.
 - a. Village Hall committee – update on business & developments. **Cllrs N Glasson & R Goldsworthy**
 - b. Playing Field committee – update on business and development - **Cllr Quinlan, Cllr Dutton**
 - c. Staffing committee - Report on progress hiring a maintenance officer – **Cllr Dutton, Clerk**
 - d. Finance committee – To receive a report and consider recommendations following the meeting on the 14th December 2023 - **Finance committee members, All Cllrs**
11. **To consider issuing a letter in support of the Village Hall application to the levelling up fund – All Cllrs**
12. **To receive the financial statement of accounts for the year to date**, including forecast expenditure, budget sheet and to approve a schedule of payments. – **Clerk**
13. **Budget and precept for the year 2024/2025** – To review the budget and proposed precept following the Finance Committee meetings held on the 14th December 2023 – **All Cllrs**:
 - a. Consider and resolve to approve if appropriate proposed budget for 2024/25 –
 - b. Consider and resolve to approve if appropriate proposed earmarked reserves for 2024/25
 - c. Proposed associated workplan for 2024/25
 - d. Proposed precept submission for 2024/25 (submission date 31/12/23)
14. **To consider options for grass cutting of the open space by the Fairfields estate – All Cllrs, Clerk**
15. **Grass cutting contract review** – Report on the annual review – **Clerk**
16. **To consider options for waste management for the year 2024/25 – All Cllrs**
17. **To consider request from a resident for a memorial at the cemetery – All Cllrs**
18. **Correspondence received – Clerk**
 - a. Various emails circulated to members on receipt during month for information to note.
 - b. Correspondence ref boundary fence at the playing park
 - c. Urgent correspondence received after the despatch of the agenda.
19. **Future Agenda Items** - Councillors to review current list, adjust priorities and consider adding any new items to the future agendas list – **All Cllrs**
20. **Agree on a schedule of meetings for the year 2024 – All Cllrs**
21. **The next Full Council Meeting** of The Parish Council will be held on **17th January 2023** in **Probus Village Hall** at **19.00 hrs**
22. **To close the meeting.**

15th of December 2023

M Roper

Clerk to the Council