

PROBUS PARISH COUNCIL

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Minutes of the **Meeting of Probus Parish Council** held on **Thursday, the 21st December 2023** in **Probus Village Hall at 19:00**

Members Present: Cllrs N. Gillard (Chairman), N. Glasson, P. Quinlan, Cllr Goldsworthy

Also attending: Mrs M Roper (Parish Clerk), Cornwall Councillor – Karen Glasson

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

23/249 Apologies for absences – Cllrs Cook, Dutton, Sutherland

23/250 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).

Cllrs Glasson and Goldsworthy declared an interest in agenda item 18 – letter in support of a grant application for Probus Village Hall- being the trustees of the village hall.

In order to transact the business **Cllr Quinlan proposed** to issue a dispensation to vote for Councillors Glasson, Goldsworthy, Gillard. **Seconded by Cllr Glasson and RESOLVED.** Unanimous. Carried.

23/251 Public Participation (15 mins) - None

23/252 To confirm the minutes of the Ordinary Meeting of 16th November 2023

Proposed by Cllr Quinlan, seconded by Cllr Glasson and RESOLVED to approve the minutes as accurate. The minutes were approved and signed by the Chair

23/253 Planning matters:

- a. Planning applications received:
 - [PA23/09087](#)- Sunny Corner 1 Lewman Close Probus Truro Cornwall TR2 4LN. Single storey extension (front, rear and side) to existing bungalow
The Council reviewed the application and **Cllr Gillard proposed** to support, **seconded by Cllr Glasson and RESOLVED.** Unanimous. Carried
 - **Trewithen** - New Woodland Creation TR2 4DB
The Council noted that the presented information is very limited, details are lacking, and it is not clear what sort of comment was expected. **Cllr Gillard proposed** to reply that the Council supports the creation of woodland in principle but without further details unable to offer any other comment. **Seconded by Cllr Glasson and RESOLVED.** Unanimous. Carried
- b. Planning applications received after the despatch of the agenda.
One planning application received which is deferred to the next meeting.
- c. Planning decisions and appeals - Decisions and appeals since last meeting to be reported in January 2024
- 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

23/254 Reports from Clerk and Councillors on previously resolved agenda items:

- a. 23/135 Weed control – The Clerk reported that more weed control product was delivered, and all the remaining areas were sprayed. The spraying is to be resumed in spring.
- b. S106 updates:
 - Road edge resurfacing at the Square– No updates
 - Update on the S106 fund expenditure and proposed installation of a bus shelter on Fore street - Email from Cornwall Council dd.24/11/23 –Email circulated and noted by the Councillors. Bus shelter is expected to be dealt with in the next financial year. One of the residents expressed concerns and was reassured that the scheme would not go ahead without consultation.
- c. 23/218 Application for a defibrillator grant with DHSC Community Automated External Defibrillator (AED) Fund (Progress report) – The Clerk informed the Council that the application was not successful.
- d. 23/196 Probus Play area – To review report of the safety inspection and report on maintenance carried out in November 2023 – The Clerk circulated a report from the play area safety inspector which was prepared following the completion of minor remedial works. It was noted by the Council that the current contractor provides consistent, detailed and thorough reports.
- e. 23/222 Replacement gates at the cemetery – To Consider the quote and resolve to approve if appropriate
The Clerk circulated an estimate from one of the suppliers. It was agreed that a quote needs to be presented to be considered and if possible, a further quote from a different supplier to be obtained for comparison.

23/255 Cornwall Councillor report

Cornwall Cllr K Glasson reported that she continued to push forward the introduction of 20mph scheme. Cornwall Council continues to engage with the residents and the overall projects is currently with the Road Safety department.

She continued to say that a resident raised an issue with the overgrown area to the side and along St Austell road.

Cllr Quinlan 20mph – mentioned that road surface deteriorated by Truck Hill. The whole section requires resurfacing.

Cllr Gillard and Cornwall Cllr Glasson will liaise with Cornwall Council.

23/256 Neighbourhood Development Plan – receive progress report and consider any proposed next steps - No updates prepared for this meeting. A report is scheduled for 17th January 2024

23/257 Reports and feedback from local community groups/committees and organisations:

Tregony View management committee – Report following attendance of the management committee meeting –

Cllr Gillard attended last management meeting of Tregony View Management committee. Progress is being made with a new company, 'First Port' which has taken over "Blenheims estate Management Ltd". Wain Homes Ltd have yet to complete all works on site in preparation for handing over the "open spaces" land to Tregony View Management Company Ltd. Cllr Gillard presented a proposal on behalf of the Playing Field committee about the proposed use of the open space as additional football facilities for the community. The proposals were received and being considered along with an

invitation from Tregony View Residents Group for member of the Playing Field committee to attend a future meeting.

23/258 Parish Council Committees – feedback from various committees/working groups.

a. Village Hall committee – update on business & developments.

Cllrs N Glasson reported that the Village Hall is solvent and some improvement works were carried out such as some insulation, installation of new speakers. Further works are needed such as replacement of the leaking fire door at the back. They will be done in stages. The bid for grant funding from the Community Levelling Up fund is progressing and is at the final stage.

b. Playing Field committee – update on business and development –

Cllr Quinlan circulated a written report prior to the meeting.

He added that the sports pavilion is badly deteriorated and in need of attention. Some of the football team/club members are local residents who operate as builders & associated trades that may be approached for help to carry out minor repairs.

Various grants options for rebuilding of the pavilion were investigated. Sport England, Football Foundation 3 other organisations all gave feedback that they need to approach Cornwall FA. The RFO indicated that funding of up to £50k maybe available via SUEZ which will be sufficient for repair. This will be investigated further.

The land being held in trust is another stumbling point, however on the deeds the Parish Council is listed as the sole owner. The council felt that there must be a precedent of receipt of significant grants by fields held in trust. “Fields in Trust” is to be contacted for information.

Cllr Glasson advised the Council that St Erme successfully built new facility with community efforts and this could be an alternative route.

Cllr Quinlan added that if funding is obtained via Football Association or similar, there is no choice of contractors.

He continued to say that the chair of the Tregony View Management Committee was approached about the possibility of using their open space as a football pitch. The proposal was reasonably well-received, although some minor concerns were raised, such as parking. It was believed that implementing a smaller football pitch for the junior team could alleviate some of the issues they are currently facing.

c. Staffing committee - Report on progress hiring a maintenance officer –

The Clerk informed the council that a job was offered to one of the candidates who attended the interview and was accepted. The Clerk is meeting with the new employee tomorrow (22nd Dec) morning for induction.

d. Finance committee – To receive a report and consider recommendations following the meeting on the 14th December 2023

Cllr Gillard informed the Council that the Finance Committee met on the 14th December and carried out the annual review of the budget (revenue and earmarked reserves). The revenue budget forms the basis for precept submission to Cornwall Council by 31st Dec 2023.

Another Meeting is scheduled for January to confirm the submission of precept and review the workplan.

23/259 To consider issuing a letter in support of the Village Hall application to the levelling up fund –

A draft letter was prepared and circulated to the Council prior to the meeting. **Cllr Quinlan proposed** to approve the draft, **seconded** by **Cllr Glasson** and **RESOLVED**. Unanimous. Carried

23/260 To receive the financial statement of accounts for the year to date, including forecast expenditure, budget sheet and to approve a schedule of payments. –

The Clerk circulated reports prior to the meeting.

The following payment schedule was presented to the Council for approval:

Invoice date	Company		Amount gross	VAT
BACS PAYMENTS				
21/12/2023	Staff	Salary and expenses	£1,675.47	
	Keoghs and Davies	VAT only invoice insurance legal costs		£59.40
26/06/2023	Business			
14/12/2023	TP Tress	Grass cutting	£200.00	£33.34
		Play area inspection		
27/11/2023	Greens Ground and Trees	+maintenance	£860.39	£143.40
18/12/2023	Probus Village Hall	Village Hall hire	£41.55	
05/12/2023	Source for Business	Water toilets	£29.55	
	Cornish Industrial			
30/11/2023	Supplies	Refuse sacks	£75.46	£12.58
16/11/2023	CALC	Training clerk	£36.00	£6.00
TOTAL			£2,918.42	£254.72
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	£59.97	
08/12/2023	Cheaper Waste	Waste removal	£51.48	£8.58
	NIC + HMRC	Tax + National Ins Contributions	£181.12	
TOTAL			£339.05	£10.23

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

In addition the Clerk presented the following corrected payment schedule for the previous month for ratification:

Invoice date	Company		Amount gross	VAT
BACS PAYMENTS				
16/11/2023	Staff	Salary, back pay and expenses	£2,347.89	
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
31/10/2023	Greens Ground and 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	£89.95	£14.99
16/11/2023	Cornwall Drains	Public toilet	£144.00	£24.00
TOTAL			£5,476.84	£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 Quinlan to approve ratifying the payments as above. **Seconded by Cllr Glasson** and **RESOLVED**. Unanimous. Carried

23/261 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 –

A copy of proposed draft budget was circulated prior to the meeting.

Cllr Gillard explained that the Finance Committee reviewed the proposed budget line by line and made recommendations based on previous spending and anticipated costs. Mrs Carolyn May from ARBS attended the finance committee meeting as the Paris Council's Responsible Financial Officer. Mrs May was satisfied that the budget and precept proposals for 2024/25 were a fair and reasonable representation of what the council required to meet its commitments.

The Cllrs were satisfied that the Committee had carried out a thorough review.

Cllr Goldsworthy proposed to accept the recommended overall budget of £80,250.00. **Seconded by Cllr Quinlan** and **RESOLVED**. Unanimous.

- b. Consider and resolve to approve if appropriate proposed earmarked reserves for 2024/25

The Finance Committee recommended to allocate the earmarked reserves budget of £52,700.00 **Cllr Goldsworthy proposed** to accept the recommended budget of £52,700.00. **Seconded** by **Cllr Quinlan** and **RESOLVED**. Unanimous. Carried

c. Proposed precept submission for 2024/25 (submission date 31/12/23) –

The Finance Committee recommended a precept of £ £75,690.00 based on proposed budget and the projected income other than precept.

Cllr Goldsworthy proposed to accept the recommended budget of £75,690.00. **Seconded** by **Cllr Quinlan** and **RESOLVED**. Unanimous. Carried

d Proposed associated workplan for 2024/25 . Cllr Gillard advised the Council that the workplan review will be carried out by the Finance committee in January 2024.

23/262 To consider options for grass cutting of the open space by the Fairfield's estate –

The Clerk reported that the Fairfield's Estate Management company was identified and approached with a request to provide a breakdown of chargeable costs. The request for information was refused. However, having reviewed the original planning application for Fairfield's development, it seems clear that the open space in question was not identified within "the red line area" submitted in the development plans for the original scheme.

The Clerk has written to Cornwall Council asking whether this space is adopted by the Highway authority and received no reply yet.

The Council felt that care must be taken in adopting the land which is not claimed by anyone. To avoid setting a precedent a line must be drawn and if the area is in the vicinity and no special machinery is required, then it can be considered.

The grass contractor was requested to provide a quote for cutting it 7 times a year together with verges. The quote was not yet provided, but it is assumed that it will not be substantial.

Cllr Quinlan proposed to include the area in the existing contract with a proviso that the associated costs will be under £300. **Seconded** by **Cllr Gillard** and **RESOLVED**. Unanimous. Carried

23/263 Grass cutting contract review – Report on the annual review –

The Clerk circulated a summary of payments and schedule of works prior to the meeting.

The Contractor has been working on schedule apart from November, December, where monthly cuts of open spaces were not done due to weather conditions. The contractor is not charging for the cuts which are not carried out.

The contractor is prepared to carry out extra cuts if requested. However, he feels that the ground is too wet for it.

The total annual cost of the contract going forward was confirmed as £8630 excluding additional churchyard and extra side for New Stables.

23/264 To consider options for waste management for the year 2024/25 –

The Clerk circulated a briefing note prior to the meeting.

She explained that the options are to continue with the current set up of having 3 different contractors managing the privately owned litter bins or outsource everything to Cornwall Council.

Larger waste management companies are not offering smaller litter bins emptying. BIFFA is managing litter bins for Cornwall Council and will not engage with other parties.

One company recommended by Cllr Fogerty is offering collection of sacks which are left on the side of the road. They haven't yet provided a quote.

Cllrs feel that it is worth pursuing the quote and make further investigation, as well as discuss the feasibility with the maintenance officer. A decision needs to be made in January.

Proposed by Cllr Gillard. Seconded by Cllr Quinlan and RESOLVED. Unanimous. Carried.

23/265 To consider request from a resident for a memorial at the cemetery – All Cllrs

The Clerk prepared a briefing paper explaining that a mistake had been made in approving the preliminary design of a memorial which would normally not be permitted. The memorial has already been commissioned and there are costs involved. In addition, similar memorials have been previously installed by other families, hence it is difficult to enforce the regulation. The resident has offered to buy the plot located directly behind to avoid possible overshadowing of future memorials.

The Council felt that the rules need to be reviewed and updated. The Clerk to send a letter to the resident informing them of the Council decision.

Cllr Quinlan proposed to allow the memorial considering exceptional circumstance without any further purchase. **Seconded by Cllr Gillard and RESOLVED.** Unanimous. Carried.

23/266 Correspondence received

- a. Various emails circulated to members on receipt during month for information to note.
- b. Correspondence ref boundary fence at the playing park - Circulated by the Clerk prior to the meeting and noted by the Council
- c. Urgent correspondence received after the despatch of the agenda.
A letter from Probus church warden requesting to allocate a share of CIL monies towards pathway improvement.
Paths are not public and had been previously improved. The Clerk needs to investigate if CIL money can be used for the scheme. The item to be included in the Future Agendas for further discussion.

23/267 Future Agenda Items - Councillors to review current list, adjust priorities and consider adding any new items to the future agendas list –

Agenda items were reviewed. Cllr Quinlan requested to add funding for pavilion in Agenda for February.

23/268 Agree on a schedule of meetings for the year 2024 –

The Clerk circulated a proposed schedule of meeting prior to the meeting. **Proposed by Cllr Quinlan** to accept the proposed schedule of meetings for 2024. **Seconded by Cllr Gillard and RESOLVED.** Unanimous. Carried

23/269 The next Full Council Meeting of The Parish Council will be held on **17th January 2024** in **Probus Village Hall** at **19.00 hrs**

23/270 The meeting closed at 20:59

Chairman

Nicholas Gillard

Date

17 January 2024