

PROBUS PARISH COUNCIL

Clerk: Maria Roper (Parish Council)

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

Members Present: Cllrs N Gillard (Chairman), A. Cook, C. Dutton, J. Faull, B. Fogerty, N. Glasson, R. Goldsworthy, P. Quinlan, W Sutherland, R Tofts.

Also attending: Cornwall Councillor K Glasson, Mrs M Roper (Parish Clerk), Carolyn May (RFO), 2 members of the public

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

23/114 Apologies for absences – None

23/115 Declaration of interest – Cllr Gillard - partner chairman of the Village Hall, Cllr N Glasson – treasurer of the Village Hall, wife – Cornwall Councillor, Cllr Quinlan – playing field committee, Cllr Dutton – playing field committee. No gifts received.

23/116 Consider and resolve, if appropriate, to appoint vice-chair of the council – Cllr Tofts nominated **Cllr Neil Glasson, seconded by Cllr Quinlan and RESOLVED.** Unanimous. Carried

23/117 Review membership of existing working groups and committees - Following a discussion, it was **proposed** by **Cllr Gillard, seconded by Cllr Sutherland and RESOLVED** to update the membership of the committees as follows:

Committee – Working Group – Representative/s	Municipal Year ending 2024
Parish Council	Chairman – Cllr Gillard Vice Chairman – Cllr N Glasson
Planning Committee	All Councillors
Site visits for planning applications	Cllr Gillard Cllr Faull, Cllr Dutton, Cllr Quinlan Cllr Glasson, Cllr Tofts
Finance Committee	Chairman – Cllr Gillard Cllr Faull Cllr P Quinlan Cllr N Glasson Cllr R Tofts
Internal Control	Cllr Faull
Staffing Committee	Chair – Cllr R Tofts

	Vice Chair - Cllr Dutton Cllr Gillard Cllr Glasson Cllr Fogerty Cllr Faull
Staffing Committee Appeal	Cllrs Sutherland, Cllr Goldsworthy Cllr Quinlan
Burial Board	Cllr Sutherland, Cllr Gillard Cllr Goldsworthy Cllr Quinlan
Village Hall Committee representatives	Cllr Goldsworthy
Playing Field Committee	Cllr Quinlan Cllr Dutton
Probus Boot and Clothing Club / Poor Trust – reps	Cllr Tofts Cllr Dutton
Inter-school link	Cllr Tofts
Police Liaison Rep	Cllr Gillard
Office Police and Crime Commissioner Volunteer Rep	Cllr Gillard
NDP Steering Group	Cllr Gillard Cllr Glasson Cllr Faull
Footpaths Officer	To be confirmed
Truro and Roseland Community Area Panel	Cllr Gillard / Cllr Glasson

Unanimous. Carried.

23/118 Appoint chairs of the PPC committees and working groups representatives: Chairs of the working groups and committees were reviewed and appointed as above.

23/119 Change the day of the monthly Parish meeting to Thursday – Consider and resolve, if appropriate, to change the day of the monthly parish meeting to Thursday, commencing July 2023 – Cllr Gillard proposed to change the day of the meeting to third Thursday of the month, **seconded by Cllr Quinlan** and **RESOLVED**. Unanimous. Carried

23/120 Public participation (15 minutes). A member of the parish council's staff asked to consider storing the buffing machine which is currently kept at his residence in an alternative damp free location. The chairman advised that this matter will be dealt with through the clerk.

A resident came to support his written request for funding for defibrillators. He explained that there are currently 2 existing defibrillators approaching end of life which would need to be replaced. There is also a plan to purchase an additional one.

At present, fundraising is being organised and led by the treasurer of Probus News. It is hoped that the council would agree to cover any budget shortfalls.

In addition, it is requested that the defibrillators are included as council's assets for the insurance purpose.

The defibrillators are currently managed by volunteers, and the informal arrangement works

well. There is no anticipated liability for the council other than already budgeted expenditure for batteries replacement.

The resident was informed that this proposal is included in the agenda and will be resolved later on.

22/121 Planning matters:

- a. To confirm the minutes of Planning Meeting of 17th of May 2023 It was **proposed** by **Cllr Sutherland** to approve the minutes. **Seconded** by **Cllr Tofts** and **RESOLVED**. Unanimous. Carried.
- b. -Planning applications received:
 - i. PA23/04689 - Spring Cottage Truck Probus - Works to trees subject to a tree preservation order (TPO) Ash tree (T8 on Truck Hill Tree preservation Order 2006). Tree has severe Ash die back, have been advised it needs to be Due to compulsory nature of the works it was agreed that no comment from the council was necessary. It was **proposed** by **Cllr Gillard** to leave no comment. **Seconded** by **Cllr Quinlan** and **RESOLVED**. Unanimous. Carried.
- c. Planning applications received after the dispatch of the agenda - [PA23/04603](#) Land adjacent To Parkengear Cottage, Probus, Truro Cornwall TR2 4HH – Extension requested until Monday, the 24th of July 2023
- d. Planning decisions and appeals: **None**
- e. Any decisions and appeals received after the dispatch of the agenda: **None**
- f. Correspondence before dispatch of the agenda: **None**
- g. Any correspondence received after the dispatch of the agenda: **None**

23/122 Police report – No new report

23/123 To confirm the minutes of the Ordinary Meeting of 17th May 2023

It was proposed by **Cllr Sutherland** to approve the minutes. **Seconded** by **Cllr Faull** and **RESOLVED**. Unanimous. The minutes were approved and signed by the chairman.

23/124 Reports from Clerk and Councillors on previously resolved agenda items:

- a) 22/288 – Review of Signage at the car park, parking bays and pavilion – Cllr Gillard and N Glasson reported that installation of the signs is now complete.
- b) 23/103 Signatories for Cheque & online banking – adding Clerk to the bank mandate – The clerk has reported that she is awaiting her new IDs. Once received, she'll submit the forms to the bank.
- c) 23/104 Assets register review – The clerk has reported that the assets register was updated to include the lawn mower purchased in 2022, donated portacabin was included at the nominal value of £1, as it's donated, and the value of office equipment was reduced to £1400 to reflect the actual assets in possession.
- d) 23/105 Village Hall Car Park – clearance of vegetation – Cllr Glasson reported that the works are now completed.

- e) 23/106 Installation of new CCTV cameras + repair of the MUGA camera –Cllr Glasson reported that the additional cameras at the toilet and village hall are now installed. The camera at the MUGA area is repaired.

23/125 Cornwall Councillor report – Cllr K Glasson circulated a written report prior to the meeting, and verbally informed the council of the following:

20mph

Public consultation is underway, and the information was shared on Facebook. Cllr K Glasson feels that a public meeting with Cornwall Council may be beneficial. Any arranged meeting will be confirmed and coordinated with the parish council.

Sewage issues at Treviglas Lane

Issue with the sewage was reported, and following intensive testing, South West Water has identified root ingress. Repair works are underway.

Square project

The project is nearing completion. Cllr K Glasson would like to take part in planting the planters. It was suggested by the RFO that the council looks into contacting Truro City Council gardening department. Cllr Tofts suggested to involve the school in planting.

Community chest

Cllr K Glasson informed the council that she issued a grant of £500 to Probus Fun Week and £500 for defibrillators and will consider supporting other projects.

Community Levelling up fund.

A formal expression of interest is close to being finalised and will be submitted shortly.

23/126 Reports and feedback from local community groups/committees and organisations:

- Probus Fun Week Committee – Clerk & Cllr Gillard met with the committee representatives. A detailed breakdown of the anticipated costs and revenue was shared at the meeting. It was requested that the council considers granting the maximum sum of £1,553 to cover such costs as insurance, road closure and other compliance type expenditures.

23/127 Parish Council Committees – feedback from Councillors on various committees/working groups.

- Village Hall committee – Village Hall is working on submitting a formal expression of interest to Community Levelling Fund.
- Playing Field committee – Cllr Quinlan had positive discussions with the youth club manager and feels that approaching youth club should be the first point of call. The RFO suggested contacting NHS for pavilion refurbishment, as she is aware that they had previously provided support to similar regenerative projects.

23/128 Grant awards 2023/24 - To consider and resolve to approve, if appropriate, grant payment to Probus Fun week – It was proposed by Cllr Gillard, seconded by Cllr Goldsworthy and RESOLVED to approve the grant of £1,553 for Probus Fun Week. Unanimous. Carried

23/129 To receive the financial statement of accounts for the year to date including forecast expenditure, budget sheet and to approve payments. –

The RFO reported that the internal audit was carried out and indicated that the council was prudent with the funds without restricting support for the community.

A statement of internal control was prepared and presented to the councillors. **Cllr Gillard proposed to approve the statement, seconded by Cllr Sutherland and RESOLVED.**

Unanimous. Carried.

The clerk has presented to the council the bank reconciliation, expenditure to budget reports for general and earmarked reserves. The bank balance as of 31st May 2023 is £116,659.81

Total expenditure 1st of April - 31st of May 2023:

Revenue budget - £10,782.81

Earmarked reserves - £3,652.19

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

SCHEDULE OF PAYMENTS - JUNE 2023

Approval date	Company		Amount gross	VAT
BACS PAYMENTS				
21/06/2023	Staff	Salary	£1,919.80	
21/06/2023	Probus Village Hall	Village hall hire	£64.18	
21/06/2023	TP Tress	Grass cutting	£920.00	153.34
21/06/2023	Microsoft June 2023	IT	£11.28	1.88
		email hosting 2023-		
21/06/2023	Vision ICT	2024	£43.20	7.2
21/06/2023	Greens Ground and Trees	Play area inspection	£179.42	29.9
21/06/2023	Source for Business	Water charges toilets	£27.50	
21/06/2023	Hutton hire	Tower hire	£108.00	18
		Locum services 32		
21/06/2023	ARBS	hours + mileage	£775.20	128
21/06/2023	Cornish Industrial Supplies	Refuse sacks	£37.73	6.29
21/06/2023	Jamie Trounce	Car park clearance	£780.00	130
21/06/2023	SLCC	Training clerk	£72.00	12
		Car parking refund		
21/06/2023	C Wise	overpayment	£37.33	
		Wood, brackets,		
21/06/2023	N Gillard	screws for signs	£33.83	
21/06/2023	The Cumbria Clock	Servicing of the clock	£222.00	37
	Devon and Cornwall	Installation and repair		
21/06/2023	Security	of CCTV	£1,261.20	210

21/06/2023	NIC + HMRC	Tax + National Ins Contributions	£132.16	
TOTAL			£7,552.87	733.61
DIRECT DEBIT PAYMENTS				
22/03/2023	EDF	Electricity Toilets	£8.00	1.52
22/03/2023	EDF	Electricity MUGA	£18.00	0.68
22/03/2023	Tesco mobile	mobile clerk	£13.49	£2.70
22/03/2023	Pension contributions		£51.14	
21/06/2023	Cheaper Waste	Waste removal	£53.64	8.94
TOTAL			£144.27	£13.84

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

23/130 AGAR forms - Review and resolve to approve and sign if appropriate:

- Conflict of interest with BDO LLP – No conflict was declared. It was **proposed** by **Cllr Gillard** to sign the form, **seconded** by **Cllr Quinlan** and **RESOLVED**. The declaration was duly signed by the RFO – Carolyn May and the Chairman – Nicholas Gillard
- Annual Governance Statement was presented to the council and explained by the RFO. It was **proposed** by **Cllr Gillard** to sign the statement, **seconded** by **Cllr Quinlan** and **RESOLVED**. The Annual Governance Statement was duly signed by the RFO – Carolyn May and the Chairman – Nicholas Gillard
- Annual Accounting Statements was presented the council and explained by the RFO. It was **proposed** by **Cllr Gillard** to sign the statement, **seconded** by **Cllr Quinlan** and **RESOLVED**. The Annual Accounting Statement was duly signed by the RFO – Carolyn May and the Chairman – Nicholas Gillard

23/131 CIL receipts – Receive report on CIL receipts thus far. Consider and resolve to approve, if appropriate, report for the fiscal year 2022/23 for Cornwall – The clerk circulated the report prior to the meeting. Probus Parish Council received £34,008.25 of CIL payments to date, £24,911.62 of which were payments in 2022/23. It was **proposed** by **Cllr Gillard**, **seconded** by **Cllr Quinlan** and **RESOLVED** to approve the report. The report was signed by the chairman.

23/132 Request for funding from community resident - Consider and resolve to approve, if appropriate, proposals and associated expenditure, if any, as put forward by a resident – letter ref Request for PCC financial support for additional village defib dd.14/06/2023
Having had the opportunity to ask additional questions, the council decided to support the arrangements for the purchase of defibrillators and to register these as assets with insurance. The cost of the initiative can be supported by the Parish Council using CIL funds. It was **proposed** by **Cllr Quinlan** to support the project by covering the budget shortfall after the fundraising to a maximum value of £2,000, **seconded** by **Cllr Faull** and **RESOLVED**. Unanimous. Carried

23/133 Damage to Jubilee Lamp – Cllr Gillard reported that the contractor is planning to complete the works before the end of the month. The council requested to query the contractor about guarantees for the repair works. The acrylic dome still needs to be sourced.

23/134 Report on findings following review of the Trust documents for playing field Cllr

Goldsworthy reported that the original trust deeds are missing from the document pack. Cllr Sutherland alluded that he might have a copy. Cllr Goldsworthy to liaise with Cllr Sutherland and update the council on findings.

23/135 Weed control – review effectiveness of weed control measures and consider adjustments as necessary

– The clerk informed the council that the first round of spraying was completed. Some of the requested areas were only sprayed once as the contractor ran out of product. The council concluded that the spraying appears to be working and perhaps using a stronger concentrate will be advantageous. Clerk to order additional products and continue to monitor.

23/136 Risk Assessments - Play Area

– The clerk forwarded RoSPA reports to the maintenance contractor and asked to provide a quote for the remedial works. No reply received to date. Clerk to chase and update further. Cllr Sutherland informed the council that the bent railing at the MUGA was fixed.

23/137 Grass cutting contract – review of works carried out

– The clerk informed the council that all the reported outstanding works were completed. However, it was suggested that the total payments and works carried out by the contractor need to be reviewed in order for the Parish council to determine that payment is being made for work carried out and not paying for specified work that has not been completed. The clerk to review the payments and works undertaken and update further.

23/138 Repair/replacement of the gate and fencing at the play area

– It has been noted by the council that the fence at the play areas was damaged on a few occasions lately. Whilst temporarily repairs have been carried out, it was agreed that the fence should be replaced. It was **proposed** by **Cllr Gillard**, **seconded** by **Cllr Quinlan** and **RESOLVED** to seek quotes for replacement. Clerk to ask the play area maintenance contractor and other potential contractors to provide quotes.

23/139 S106 sustainable transport scheme:

- a) Square project – The works are nearly complete. Clerk to research planting options for the planters
- b) Steps to playing field – The works have been completed. There are still some concerns about the quality of works. Councillors to check and report to the clerk their findings prior to payment of the invoice from Cormac.
- c) New entrance signs to the village – This will be covered as a part of introduction of 20mph
- d) Use of the remaining S106 fund –
 - Footpath signage to encourage pedestrian traffic – Further research is required. Cornwall Councillor indicated that she may have contact for signs manufacturers. Cllrs to liaise with Cllr Karen Glasson
 - Installation of bus shelters on lower Fore street and Truck Hill – Awaiting costings from Cornwall council. It is believed that there will be sufficient funding left after the introduction of 20mph speed limit, to finance the installation of at least one shelter.
 - Churchyard footpaths – The church provided the quote for the gravel totalling to £1300. The labour element will be covered by volunteers. The council felt that this quote was reasonable and would look favourably at meeting the costs if there is any residual budget left.

23/140 Sign the Certificates of Exclusive Right of Burial

– The certificates were duly signed by the chairman and 2 councillors.

23/141 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 the Probus Churchwarden ref additional cut at the churchyard.**
The churchwarden requested the council to fund extra cut at the churchyard to help keep the grass levels short. The associated costs are £189.60 including VAT. It was **proposed** by **Cllr Quinlan** to satisfy the request, **seconded** by **Cllr Faull** and **RESOLVED**. Unanimous. Carried
- c) **Urgent correspondence received after the despatch of the agenda.** - None

23/142 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. It was suggested to add maintenance of the Jubilee gardens to the agenda.

23/143 The next Full Council Meeting of The Parish Council will be held on the **20th of July 2023** in the **Probus Village Hall** at **19.00**.

Additional **agenda items** to be submitted to the parish clerk by Monday, **10th of July 2023**.

23/144 The meeting closed at 21:55hrs

Chairman... *Nicholas Gillard.*

Date *20th July 2023*