

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 September 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 20th of July 2023**
5. **Planning matters:**
 - a. Planning applications received:
[PA23/06701](#) - Alterations and extensions including creation of a first floor, a balcony terrace and replacement gates and fence on front boundary with revisions to design on [PA23/04811](#) - *Retrospective application for the installation of a large modular building with associated access pathways and the retention of 2no. portable buildings (originally approved under ref. PA18/03339 and ref. PA18/08147) – Comments submitted report only*
[PA23/05757](#) *Part-retrospective application for the installation of a 21 space car park. The Surgery Tregony Road Probus Truro – Report only*
 - b. Planning applications received after the dispatch of the agenda
 - c. Planning decisions and appeals
 - d. Any decisions and appeals received after the dispatch of the agenda
 - e. Correspondence before dispatch of the agenda
 - f. Any correspondence received after the dispatch of the agenda
6. **Police report**
7. **Reports from Clerk and Councillors on previously resolved agenda items:**
 - a) 23/075 – Land registration of the plot adjacent to the cemetery – updates – **Clerk**
 - b) 23/133 Damage to Jubilee Lamp – **Cllr Gillard , Cllr Glasson**
 - c) 23/134 Report on findings following review of the Trust documents for playing field **Cllr Goldsworthy**
 - d) 23/103 Signatories for Cheque & online banking – **Clerk**
 - e) 23/135 Weed control – **Clerk**
 - f) 22/103 Chain link fencing at the play area – **Cllr Gillard**
 - g) Purchase of additional defibrillators as requested by the residents– **Cllr Gillard**
 - h) S106 Square project updates – **Cllr Gillard**
8. **Cornwall Councillor report – Cllr Karen Glasson**
9. **Neighbourhood Development Plan – Making a start - Cllr Gillard, Helen Nicholson – Community Link Officer Cornwall Council**
10. **Reports and feedback from local community groups/committees and organisations:**
 - Probus Fun Week Committee

- 11. Parish Council Committees** – feedback from Councillors on various committees/working groups.
 - Village Hall committee – update on business & developments. **Cllrs N Glasson & R Goldsworthy**
 - Playing Field committee – progress on development of the committee and other developments. - **Cllr Quinlan, Cllr Dutton** ↓
 - Internal control report - **Clerk, Cllr Faull**
 - **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**
 - Staffing Committee Report –
 - Written report circulated by Cllr Tofts re Clerk’s appraisal – Cllr Tofts
 - Report on progress with maintenance officer vacancy
 - Finance committee report – **Cllr Gillard**
- 12. Consider adopting recommendations from the Finance Committee - All Cllrs**
 - a) NALC 2022 model of Standing orders
 - b) Parish work plan updated September 2023
- 13. External audit updates** – AGAR form 3. Sign completed accounting statement following query from external auditor – **Clerk, Cllr Gillard**
- 14. To receive the financial statement of accounts for the year to date**, including forecast expenditure, budget sheet and to approve payments. – **Clerk**
- 15. Planters at the square** - Consider the quote(s) and resolve to approve associated expenditure, if any, for the procurement of flowers/shrubs– **All Cllr**
- 16. 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**
- 17. Grass cutting contract – review of works carried out** – report following the extraordinary meeting of 12th July 2023 – **Clerk**
- 18. Repair/replacement of the gate and fencing at the play area** – Consider the quotes and resolve to approve, if appropriate, associated expenditure – **Clerk**
- 19. Risk Assessments - Play Area – All Cllrs**
 - a) Receive updated quote for the remedial works *following* RoSPA inspection and approve associated costs.
 - b) Monthly Risk Assessments Report - to note and consider any remedial works required
- 20. Installation of benches in the area by the MUGA** – receive and approve the quotes, if appropriate, for the installation of the benches by the MUGA – **All Cllrs**
- 21. S106 sustainable transport scheme: Review and updates**
 - a) Use of the remaining S106 fund – Updates on funds available.
 - b) Letter from Cormac dd.07.09.23 ref Countywide 20mph Rollout - Phase 2 (Truro & Roseland)
- 22. Correspondence received – Clerk**
 - a) Various emails circulated to members on receipt during month for information to note.
 - b) Letter from a resident dd. 11.09.23 regarding skate remap insulation.
 - c) Urgent correspondence received after the despatch of the agenda.
- 23. Future Agenda Items** - current list to be reviewed & priorities adjusted as necessary. Councillors to review current list and consider adding any new items to the future agendas list – **All Cllrs**
- 24. The next Full Council Meeting** of The Parish Council will be held on **19th of October** in **Probus Village Hall** at **19.00 hrs**
- 25. To close the meeting.**

11th of September 2023
 M Roper
 Clerk to the Council